



TENDER

For

Empanelment of Printing Paper suppliers

Tender No: 5-16/Pub/2022-23

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),
MINISTRY OF EDUCATION, GOVT. OF INDIA.
FC-33/9, INSTITUTIONAL AREA, JASOLA, NEW DELHI-110025.**

Tel. No.: 011-011-49539000 Fax: 011- 49539099

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Chapter-1: Instructions to Bidders

1.1 Notice Inviting Tenders

National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids on two stage Two- Bid-System for Empanelment of suppliers for supply of printing paper.

The details are summarized in table mentioned below:

a)	Name of Work	Empanelment of suppliers for supply of paper
b)	Tender No.	Tender No: 5-16/Pub/2022-23
c)	Technical Bid	The detail of submission of Technical Bid is placed at Annexure—‘A’ of Chapter-4
d)	Financial Bid	The detail of submission of Financial Bid is placed at Annexure—‘B’ of Chapter-5
e)	Availability of Tender Document	Tender documents may be downloaded from NCPUL web site http://www.urducouncil.nic.in or CPPP website https://eprocure.gov.in/eprocure/app
f)	Cost of Tender Document	Rs. 2000/- (Rupees Two Thousand Only)
g)	Security Deposit/EMD	Tenderer has to deposit Earnest Money of Rs.2,50,000/- (Rs. Two Lakhs fifty Thousand Only).
h)	Pre bid meeting	08.12.2022 at 12.30 P.M
i)	Bid submission	Bids can be submitted only online on or before 14:00 hours on 20.12.2022 at CPPP website: https://eprocure.gov.in/eprocure/app .
j)	Date of opening of Technical Bid	The Technical Bid shall be opened on downloaded after 21.12.2022 at 02:30 hours .
k)	Date of opening of financial Bid	The date of opening of Financial Bid will be intimated to the qualified bidders separately.

Note: In case any further detail is required, the same can be collected from the office of the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-1100250 (Tel. No.: 011-49539000) from 29.11.2022 to 20.12.2022 (except Saturday and Sunday and any other government holiday) between 09:30 AM to 05.00 P.M.

Director,
NCPUL, New Delhi

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE,

FC-33/9, Institutional Area, Jasola, New Delhi, Delhi 110025

Tel. No. 011-49539026, Fax No. 011-49539099

Website: <http://www.urducouncil.nic.in>

1. **Online bids are invited on two stage two bid systems for Empanelment of suppliers for supply of printing paper. Manual bids submission shall not be accepted.**
2. **Tender documents may be downloaded from NCPUL web site www.urducouncil.nic.in for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:-**

CRITICAL DATE SHEET

Published Date	29.11.2022 from 04.00 PM
Bid Document Download / Sale Start Date	29.11.2022 from 05.00 PM
Bid Submission Start Date	29.11.2022 from 06.00 PM
Bid Document Download / Sale End Date	20.12.2022 from 02.00 PM
Prebid meeting	08.12.2022 at 12.30 PM
Bid Submission End Date	20.12.2022 from 02.00 PM
Bid Opening Date (Technical)	21.12.2022 from 02.30 PM

Chapter-2: Terms and Conditions

2.1 Eligibility of Tenderer

- 2.1.1 Copy of PAN number issued by the Income-tax department (attach copy)
- 2.1.2. Copy of GST number (attach copy).
- 2.1.3 Reputed Printing Paper suppliers of Maplitho, Super Printing, High Bulk Papers, Art Paper and Art Card (Matt/Gloss finish) and Bible Paper (Scritta/Lightweight Offset printing paper) as per BIS specification with latest amendment, if any.
- 2.1.4 The bidder should have average annual turnover of at least Rs.One Crore during last three financial years (attach copy).
- 2.1.5 The bidder should attach an authorization letter from the mill(s) whose rates are being quoted that he will supply the required quantity as an when order by the council. Bidder will also submit the latest test report for all varieties of paper being quoted.
- 2.1.6 Bidder should fill-in the tender and provide the essential documents as shown in the technical bid and in the financial bid. They should clearly mark either **YES** on **NO** for each item. Suppliers not fulfilling or not providing documents in respect of any required items considered and their tender shall be rejected.

2.2 Tender Cost: Rs. 2000/- (Rupees Two Thousand Only)

2.3 Duly filled-in Tender:

All the column of the tender should be duly filled-in. Any cutting/overwriting in the tender must be counter signed by the person who is signing the tender.

2.4 EMD and Performance Security:

Tenderer has to deposit interest free Earnest Money (EMD) of **Rs.2,50,000/-** (Rs. Two Lakhs Fifty Thousand Only) and Rs. 5,00,000/- (Rs. Five Lakh Only) as performance Security (if qualify) and agree to supply paper at L1 agreed rate. This is compulsory in all condition to qualify in Tender process. The EMD is normally to remain valid for a period of forty-five days beyond the final bid validity period. The successful bidder will however have the option to merge it into interest free performance security of Rs. 5,00,000/- (Rupees Five Lakh Only) which will remain with NCPUL till the validity of the contract. Exemption from EMD may be considered if the EMD Exemption Certificate/any other privileges/etc issued by the concerned authority, will be provided.

BANK Details for EMD Payment through NEFT/RTGS:

Account Name	NCPUL
Account No.	912010028886515
Bank Name and Branch Address	Axis Bank, Jasola, New Delhi-25
IFSC	UTIB0001148

- 2.4.1 (i) EMD will be forfeited and the concerned issuing authority shall also be informed (in case of those who will be availing EMD exemption), in the following cases:**
- a) Bidders are to sign a bid declaration accepting that if they withdraw or modify their bid during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document.
 - b) If bidder withdraw his tender before validity period.
 - c) If bidder fails to accept the order based on his offer.
- (ii) Performance Security will be forfeited in the following cases**
- a) If bidder fails to supply the materials with specifications in compliance to the specifications, as mentioned in Annexure-B, within stipulated delivery period.
 - b) The Performance Security can be forfeited by the order of the Director, NCPUL on the recommendations of the Publication Production Committee Tender Evaluation committee in the event of any breach or non-observance of any of the conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Director, NCPUL sufficient to cover an incorrect or excess payment made on the bills of the supplier, shall be retained by the NCPUL until the final settlement is made on the account of the bills.
 - c) The Performance security shall be released by the NCPUL only after successful completion of the contract period.
 - d) The NCPUL reserves its right to take any such actions as deem fit against the Tenderer in the case of failure on the part of the tenderer for fulfilling the contract apart from forfeiture of Security Deposits.

2.5 Scope of Work (Supply of Paper):

NCPUL generally uses the following varieties of paper of in its publications:

1. Matt/Gloss Art Paper in size of 20x30/ 80 GSM and 130 GSM
2. Maplitho Paper of 70 & 80 GSM in 20x30, 23x36 and 26x34 sizes.
3. Bible Paper (Light Weight offset Paper) in size of 23x36 in 30-50 GSM
4. Art Card Matt/Gloss in size of 25x36 and 23x36/ in 250/300 GSM for printing of cover of its publication.

However, Size, GSM and quality of paper may vary depending on the requirement of the job. Other than books, magazines, folder and many other miscellaneous jobs are printed in connection with the various activities of the NCPUL and required paper shall be arranged by the supplier.

Throughout these bidding documents the term “supplier (s)” means bidder, accepted to participate in bidding and term and condition for the supply of paper.

2.6 Service Facility:

- 2.6.1 The bidders are expected to execute the work within the given time schedule, strictly, as per BIS specification with latest amendment, (if any).

2.7 Period of Contract:

The panel of suppliers shall be valid for the period of one year from the date of approval of panel by the Director, NCPUL. It is extendable on yearly basis for additional years with the mutual consent of NCPUL and the suppliers.

2.8 Validity of the tender:

The tender shall be valid for a period of 90 days from date of opening of the Technical Bid of tender.

Chapter – 3: Schedule of Requirements.

3.1 Submission of Tender:

3.3..1 NO manual bids shall be accepted.

3.3..2 **Bids can be submitted only online on or before 02:00 PM on 20.12.2022 at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

3.1.1.1 Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

3.2.1. Registration:

3.2.1.1 Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.

3.2.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3.2.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

3.2.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

3.2.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

3.2.1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3.2.2. Searching for the Tender Documents:

3.2.2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

3.2.2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3.2.2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.2.3. Preparation of Bids:

- 3.2.3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.2.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.2.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

3.2.4. Submission of Bids:

- 3.2.4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 3.2.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3.2.4.3 If security deposit is to be paid through DD, Bidder has to select the payment option as “Offline” to pay the tender fee / security deposit, as applicable and enter details of the instrument. Bidder should prepare the EMD as per the instructions specified in the tender document. The original DD / proof of RTGS (for EMD) should be received by the NCPUL, latest by the last date of bid submission. The details of the DD should match with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.
- 3.2.4.4 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 3.2.4.5 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.
- 3.2.4.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall,

the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 3.2.4.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.2.4.8 Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 3.2.4.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

3.2.5. Assistance to Bidders:

- 3.2.5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person. For bidding documents may contact, Production Section, Second Floor, NCPUL, FC33/9, Institutional Area, Jasola, New Delhi – 110025, Phone No. 011-49539029
- 3.2.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Number 0120-4200462, 4001002, 4001005 **Mobile No. 8826246593.**
- 3.2.5.3 Intending tenderers are advised to visit again NCPUL website www.urducouncil.nic.in and CPPP website <https://eprocure.gov.in/eprocure/app> at-least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 3.2.5.4 The Hard Copy of the following documents must be submitted to the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 on or before the last date of the Bid Submission, as mentioned in Critical Date Sheet. In case of non-submission of any of the following documents, against the submitted bid, the bid shall be rejected and no correspondence in this regard shall be entertained:-
 - a. Original DD in respect of payment of EMD/proof of RTGS.
 - b. Signed & filled Annexure –A in original.
 - c. Specimen of Paper quoted for with Specification and its test report from Government laboratory.
 - d. Authorization letter from the Mill(s)

3.3 Rejection of Bid:

- 3.3.1 While submitting the Bid, if any of prescribed conditions are not fulfilled or are incomplete in any form, the Bid is liable to be rejected.
- 3.3.2 If any Bidder stipulates any condition of his own, such conditional Bid is liable to be rejected.
- 3.3.3 Director, NCPUL, reserves the right to reject any or all tender(s) / Bid(s) without assigning any reason.
- 3.3.4 NCPUL, reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any Bid and call for revised Bids.

3.4 Opening of Technical Bid:

- 3.4.1 The Technical Bids shall be downloaded and evaluated on/after 21.12.2022 at 02.30 hours, at NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025. One of the authorized representatives of the bidder may be present at the time of evaluation of Bid.
- 3.4.2 Tender Evaluation Committee (TEC) comprising nominated members by Director, NCPUL will open the technical bids received in the presence of the Bidders or their representatives who choose to attend the opening of the technical Bids on the given date and time. No

separate communication / intimation shall be given in this regard. Any immediate shortcoming noticed on the spot shall be informed. However, complete list of shortcoming shall be prepared after screening of documents. TEC will examine and evaluate each application to determine that the bidder:

- i) has signed each and every page of terms and condition
- ii) has signed each and every page of the application form (Annexure – A);
- iii) has enclosed DD/Pay order/ e-transfer of money Rs.2,50,000 (Rupees Two Lakh Fifty Thousand only) towards EMD.
- iv) has attached all documentary evidence.

3.5 Opening of Financial Bid:

- 3.5.1. The financial bids of those bidders shall be opened and considered who qualify in the technical bid and shall be informed through e-portal with date and time of opening of financial bids.
- 3.5.2 TEC will prepare a comparative chart of the rates of paper. TEC will examine and finalise the rates for various items based on the comparative chart of rates quoted by the bidders and the rates prevalent in the paper industry, if needed. TEC will finalise the justified and realistic rates keeping in view that the quotation of bidders.
- 3.5.3. NCPUL shall offer the lowest paper rates to all technically qualified bidders. The bidders willing to supply paper on the lowest finalised rates should send the acceptance of rates to NCPUL. NCPUL will not consider any conditional acceptance of its offer. The format of the letter is at Annexure – D.
- 3.5.4 The bidders accepting the NCPUL's rates will convey its acceptance through a letter, which shall be in the format given at Annexure-E along with the required documents. The security money will remain with the NCPUL till the bidder remains enlisted on the panel of paper bidder. No interest shall be payable.

3.6 Delivery of Paper:

- 3.6.1 National Council for Promotion of Urdu Language (NCPUL), Delhi an autonomous organization under the Ministry of Education, Government of India engaged in book promotion activities intends to enlist bidders of printing paper situated in Delhi and NCR for supply of approved paper within the given time schedule. Bidders are supposed to deliver paper within a period of 05 to 15 days from the date of purchase order.

3.7 Payment Terms:

- 3.7.1 Payment to the bidders shall be released within a period of 90 days from the date of receipt of proper pre-receipted bill in duplicate complete along with the signed delivery challans and other supporting documents as demanded by NCPUL. No advance for supply of paper would be paid to the bidders against supply order.

3.8 General Terms & Conditions:

- 3.8.1 Reputed (Authorised) Printing Paper bidders of Maplitho, Super Printing, High Bulk Papers, Art Paper and Art Card (Matt/Gloss finish) and Bible Paper (Scritta/Lightweight Offset printing paper), Maplitho and Super Printing paper as per BIS specifications with latest amendments, if any.

3.9 Force Majeure:

All disputes, differences and questions arising out of the contract, in any way touching or concerning between NCPUL and Tenderer will be referred to sole arbitration of the Director, NCPUL or any person appointed by him. Arbitration shall be in accordance with the Conciliation Act 1996 and Indian laws, as amended from time to time. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the party, in failure the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try them.

3.10 Penalty:

In case of firm fails to supply the paper within stipulated time period the Performance security of the firm is liable to be forfeited.

Chapter – 4: Specification and allied Technical Details.

- 4.1 Tender Evaluation Committee (TEC) comprising nominated members by Director, NCPUL will evaluate the technical bids downloaded on due date, in the presence of the bidders or their representatives who choose to attend the opening of the technical Bids on the given date and time. No separate communication / intimation shall be given in this regard. Any immediate shortcoming noticed on the spot shall be informed. However, complete list of shortcoming shall be prepared after minute screening of documents. TEC will examine and evaluate each application to determine that the bidder:
- i) qualify the minimum criteria laid down in Tender Document
 - ii) has signed each and every page of terms and conditions/ Tender Document
 - iii) has signed each and every page of the application form (Annexure – A);
 - iv) has enclosed DD/Pay order/ e-transfer of money Rs.2,50,000 (Rs. Two Lakh Fifty Thousand Only) towards Earnest Money.
 - v) has attached all documentary evidence.
 - vi) Earnest Money in the form of a DD/Pay order/E-Transfer of Rs.2,50,000 (Rs. Two Lakh Fifty Thousand Only) in favour of **National Council for Promotion of Urdu Language, Delhi**, payable at **New Delhi**.
 - vii) Two copies of the contract agreement, (Annexure - E) duly signed and witnessed.(after offer letter from NCPUL)
- 4.2 On receipt of the contract agreement, the authorized officer of NCPUL will sign both the copies of the contract agreement. A copy of the agreement will be given to the bidders.
- 4.3 The bidders who submit the security money and sign the contract agreement will be placed on the panel of suppliers.
- 4.4 Suppliers shall ensure to supply approved paper and card as per respective BIS specifications.
- 4.5 NCPUL may discontinue the panel of suppliers or may remove any bidders from the panel after giving three months notice at any point of time. Any suppliers may withdraw their name from the panel after giving three months notice or completing the tender process at any time provided there is no pending order. However he will bound to continue the supply with in the notice period.
- 4.6 The tender form and other documents, may be filled in English or Hindi and all entries must be typed or handwritten in ink clearly readable. Any correction should be attested by the bidders.
- 4.7 Incomplete, ambiguous and conditional tender and tenders not submitted in the prescribed format/manner shall not be considered and to be rejected. The rates not quoted in the desired format shall not be considered. The decision of NCPUL shall be final and binding.
- 4.8 Canvassing in any form shall be a dis-qualification and the NCPUL reserves the right to reject the tender of such bidders.
- 4.9 Secrecy of contract document**
- a. The Bidder shall not, without the prior written consent of the NCPUL, disclose the contents of the Tender, or any provision thereof or any specification, data, maps, or other information furnished by or on behalf of NCPUL in connection therewith to any person or third party other than a person employed and duly authorized by the bidders. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
 - b. The bidders shall not without NCPUL's prior written consent make use of contract document or any information relating to the contract in any manner whatsoever.

4.10 Confidentiality of information

All data obtained by bidder from NCPUL during and after completion of its obligations contained herein shall remain the property of NCPUL and treated as confidential and should not be divulged by the bidder or his employees and affiliates to any third party other than the NCPUL personnel. This obligation of bidder shall prevail even after termination of contract. The bidder shall keep NCPUL fully indemnified in this regard.

The bidder undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

- 4.11 Director, National Council for Promotion of Urdu Language, Delhi reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.
- 4.12 Acceptance of offer will be communicated in writing by letter or by formal "Acceptance of Tender". In case, acceptance is communicated by e-mail, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the e-mail.
- 4.13 Award of contract shall be within the sole discretion of NCPUL. The NCPUL is not bound to award the contract on the basis of bids received. It shall be open to the NCPUL not to accept any bid and to abandon the contract without disclosing any reason. The NCPUL reserves the right to reject or accept whole or any part of the tender. The interest of the NCPUL shall be paramount. No bidder shall have any indefeasible right to the awarded to a contract even if his rates are the lowest. The decision of the NCPUL on the tender contract shall be final and binding on the bidders.
- 4.14 The bidders shall not entrust the order or any portion thereof to any other unauthorised party.
- 4.15 Allotment of order to the empanelled bidders shall be the sole discretion of the competent authority of NCPUL. No challenge in this regard will be accepted.
- 4.16 The bidder who have withdrawn his name earlier from the panel may not be considered again.
- 4.17 The bidder will have to submit the lab test report of every paper quoted from the Govt. Laboratory along with the 5 additional sheets of sample paper. The name of the tested paper should be mentioned in the lab test reports. Bidders who will not quote all rate, asked for, their bid may be rejected.

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE, DELHI
FC-33/9, Institutional Area, Jasola New Delhi, Delhi 110025
Application form for empanelment of supplier of printing paper

GENERAL

Note to fill the Application Form:

1. It is essential to fill all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill the details, wherever required.

1. Name of the supplier _____
2. Address: _____

3. Office Address: _____

4. Telephone Number _____
5. E-mail Address: _____
6. Fax Number _____
7. Status of the firm
(a) The Companies Act 1956 or latest _____
(b) The Indian Partnership Act 1932 _____
(c) Proprietary Concern _____
8. Ownership Details
(a) If company, name of the Managing Director _____
(b) If partnership concern, name of the Partners _____
(c) If Proprietary concern, name of the Proprietor _____
9. Name and address of bankers' _____

10. Whether insured against fire, theft and burglary,
If so state the amount for which insured, name of
the insurance company and policy no: _____
11. Is the Firm, on the panel of any other
Govt. organization _____
12. PAN No. Issued by Income Tax Deptt. _____
13. GST No. Issued by Sale Tax Deptt. _____
14. Does any case pending under the
Copyright Act? _____
15. Has supplier been black listed by any
Government organization? _____
16. **Additional information. If any**

(to be uploaded with Technical Bid)

TENDER SUBMISSION FORM

The Director
National Council for Promotion of Urdu Language
FC-33/9, Institutional Area,
Jasola,
New Delhi, Delhi 110025

Sir

I/We have read and understood the terms and conditions of the Tender and enclosed Annexure. I/We agree to abide to the conditions laid down in the Tender Form.

If our firm is enlisted on the panel of Paper suppliers, I/We undertake to accept and to execute the jobs assigned by the National Council for Promotion of Urdu Language, India on the basis of formulated schedule paper rates. I/We undertake to deliver the paper as per the deadline. We undertake that we will strictly observe the laws against fraud and corruption in force in India i.e. "Prevention of Corruption Act 1988".

I/We agree that the following documents are deemed to be the part of the Tender.

- i) Tender : Terms and conditions
- ii) Annexure – A : Application Form for Technical qualifications.
- iii) Annexure – B : Blank Performa to fill in the rates for Paper.
- iv) Annexure – C : Format of Letter offering schedule of rates to the supplier.
- v) Annexure – D : Format of Letter confirming acceptance of rates offered by NCPUL.
- vi) Annexure – E : Agreement Form

I/We confirm that we will comply with the eligibility requirements and other procedures prescribed in the Tender Form.

I/We shall accept the decision of tender committee as final and binding without any demur or protest.

I/We accept that the tender process can be suspended / terminated by NCPUL at any time without assigning any reason.

Signature of Authorized Signatory
Name, Address & Stamp

5: Price Schedule (to be utilized by bidders for quoting their Prices in a BoQ format)–
Annexure- B

Bidder will quote only BIS standard as given in qualifying Criteria.

S No.	Quality of Paper	Basic Rate/Kg	GST or any other government levy	Net rate / Kg
1.	White Maplitho Paper	Specimen Not to be filled with Technical bid. Must Submit separately on financial Bid		
2.	Super printing paper			
3.	High bulk paper—White			
4.	High bulk paper- Natural Shade			
5.	Matt Art paper			
6.	Matt Art Card			
7.	Gloss Art card			
8.	Gloss Art paper			
9.	Bible paper (Lightweight offset paper)			

- While submitting the quotation, the basic rate/kg must be stated for each separately and should be inclusive of education cess, excise duty, TCS, cartage and any other charges. The GST, if any, may also be stated clearly. The final Net rate/kg would be considered. The rates quoted in any other form shall not be considered.
- The panel of suppliers shall be valid for the period of one year from the date of approval of panel by the Director, NCPUL. It is extendable on yearly basis for additional years with the mutual consent of NCPUL and the suppliers.
- In case of higher grammage of paper, rate of paper shall be calculated on the basis of per kg. rate ordered for. However the paper with lower grammage the rate/kg will be paid as per the actual weight.

6: Contract Forms

Annexure - C

(To be submitted by the supplier with agreement paper)

FORMAT OF LETTER OFFERING SCHEDULE OF RATES TO THE SUPPLIER

To
M/s.....
.....
.....

Dear Sir/Madam

In response to your application for the enlistment on the approved panel for supply of printing paper of NCPUL, you are advised to complete the following requirement.

1. Confirm your unconditional acceptance after studying the schedule of paper rates. Two copies of schedule of rates enclosed. One copy may be returned to us duly signed and stamped along with your letter as per the format given in Annexure E.
2. Submit the security money in the form of DD/Pay order/ e-transfer of Rs. 5,00,000 (Rupees Five Lakh Only) in favour of **National Council for Promotion of Urdu Language, Delhi** payable at **Delhi/New Delhi**. Security money will remain with NCPUL till your Firm exists on the panel of NCPUL paper suppliers. NO interest shall be payable.
3. Sign and stamp two copies of the agreement form and return to us. One copy of this agreement will be returned to you after counter signatures by the NCPUL

Yours faithfully

NATIONAL COUNCIL FOR
PROMOTION OF URDU LANGUAGE, DELHI

Annexure- D

(To be submitted by the SUPPLIER after rate offered by NCPUL)

FORMAT OF LETTER CONFIRMING ACCEPTANCE OF RATES OFFERED BY NCPUL

The Director
National Council for Promotion Urdu Language,
FC-33/9, Institutional Area,
Jasola,
New Delhi 110025

Ref: NCPUL's letter no..... dated.....

Sirs,

1. I/we hereby confirm our unconditional acceptance of the schedule of rates offered by NCPUL in the letter cited above. In token of our acceptance we return herewith a copy of the rates duly signed and stamped.
2. A crossed DD/Pay order/e-Transfer for a sum of Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand Only) no dated..... drawn on in favour of **National Council for Promotion of Urdu Language, Delhi**, payable at **Delhi/New Delhi** is enclosed as Security Money.
3. I/We accept that Performance Security Rs. 5,00,000/- (Rs. Five Lakh Fifty Thousand Only) shall remain with the NCPUL till the name of the firm exists on the panel of NCPUL paper suppliers. No interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the agreement are enclosed for counter signature on behalf of the NCPUL.

Yours faithfully

Signature of Authorised Signatory
with stamp

Annexure - E

(to be submitted when technically qualify in Tender)

National Council for Promotion Urdu Language, India

FC-33/9,
Institutional Area, Jasola, New Delhi, Delhi 110025

Agreement for the empanelment of supplier of paper

Agreement No. _____

MEMORANDUM OF AGREEMENT made in Delhi this _____ day
of _____ Two Thousand and
_____ between

(hereinafter called the supplier, which expression shall, where the context so admits, include its legal representatives, successors and assigns) of the one part and the National Council for Promotion of Urdu Language, Delhi (hereinafter called the NCPUL, which expression shall, where the context so admits, include its successors and assigns) of the other part.

WHEREAS the supplier desires to get itself registered with the NCPUL for supply of printing papers and has represented to the NCPUL that the supplier has requisite manpower and machinery to be capable of handling the jobs.

It is hereby agreed by and between the parties:

Supplier's signature

Signature on behalf of NCPUL

1. The bulk stock received from the supplier shall be physically verified randomly by the concerned Production officer in respect of quality of paper. The NCPUL shall have the right to accept the stock of paper with suitable penalty or to reject the whole stock in case of shortcomings noticed. In case of rejection of stock, the work emergency printing will be done on provided paper and no payment shall be given to the supplier. Without prejudice to the penalties provided for, the supplier can be blacklisted and/or debarred for 5 years. The decision of the Director, NCPUL shall be final and binding.
2. For all supply order, approved schedule of rates for paper shall be applicable. No hike in the rates shall be entertained. If the work order includes any items not provided for in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by NCPUL, which decision shall be final.
3. Suppliers shall be responsible for all taxes, duties and license fee etc, on their own. Only GST shall be paid by the NCPUL as admissible under the rule. Any excess claim whatsoever by the suppliers shall be treated as disallowed without any intimation to the supplier.

4. The supplier shall not assign or sublet the job or any part thereof without obtaining the permission in writing from Director, NCPUL or person duly authorized by Director, NCPUL.
5. No advance payment would be paid to the supplier for execution of order. However, the payment of the bills shall be released within a period of 30 to 90 days from the receipt of the proper and complete documents i.e. bill along with signed delivery challans and furnishing of supporting document/other material, etc. to the satisfaction of NCPUL.
6. NCPUL reserves the right to carry out a post payment audit of the supplier's bill including all supporting vouchers. NCPUL further reserves the right to enforce recovery of any over payment coming to light as a result of such a check, by any method.
7. Queries, if any, in respect of the deductions and non-payment for the work completed should be made by the supplier, only in the respective financial year. However, in case of non-payments for whatsoever the reason, if the supplier does not inform in writing within a period of one year from the date of completion of work, NCPUL would not be responsible to reply to any query and the supplier would be deemed to have abandoned his right to in respect of any query on the bills raised.
8. (a) If the completion of the supply is delayed by the supplier, the NCPUL shall impose suitable penalty (fixed by the NCPUL depending on the nature and period of delay) which shall be recovered from the supplier. If, however, the job is delayed or stopped for reasons not attributable to the supplier, such as Strikes, the fire and unforeseen accident, or for any other force majeure conditions of NCPUL being final and binding may not impose nay penalty on the supplier. The supplier however shall be required to bring such force majeure conditions to the express notice of NCPUL in writing within 3 days from the happening of such incident and seek confirmation in writing from NCPUL of force majeure conditions otherwise this majeure clause shall not apply and supplier shall be liable as if no such conditions were prevailing.

(b) In case of urgent time bound orders, if the suppliers fail to supply the complete stocks at the NCPUL's godown/ Press as per the deadline for whatsoever reasons. The NCPUL shall recover the total cost of loss occurred due to non-supply of paper from the supplier and/or suitable penalty.
9. Enlisted supplier may be removed from the panel of supply of paper including, if :
 - (a) Any supplier is found not diligent and not showing any keen interest in undertaking any work for a period of one year and name will be automatically deleted from the panel of approved supplier without notice.
 - (b) If refuse or unable to accept and execute the assigned supply job as per the specification and time limit.
 - (c) The bidder does not accept or agree to the approved schedule of rate.
 - (d) The bidder is found violating any law.
10. Any disputes, differences and questions arising out of or in any way touching or concerning the subject matter thereof or the respective rights, duties or liabilities of the parties under or in respect of this contract shall be referred to the TEC. The decision of the Director, NCPUL on the report of Tender Evaluation Committee shall be final and binding on the parties.

11. Allotment of work/s to the empanelled suppliers shall be within the sole discretion of the competent authority of NCPUL. No challenge in this regard will be accepted.

12. The legal jurisdiction shall be of Delhi Courts alone and exclusively.

IN WITNESS WHEREOF the parties hereto have set their hands and their seal the day and the Year first written.

THE Supplier

THE NCPUL
For and behalf of
NATIONAL COUNCIL FOR
PROMOTION OF URDU LANGUAGE, DELHI

Signature _____
Name _____
Address _____

Signature _____
Name _____
Address _____

In the presence of:

In the presence of:

1. Signature _____
1. Signature _____
Name _____
Address _____

Name _____
Address _____

2. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____

Chapter-7: Other Standard Information

7.1 Checklist of Certificates/Attachments

S. No.	Documents/information	Yes	No
	TECHNUCAL BID		
7.1.1	Fulfil the minimum criteria of Tender form		
7.1.2	Signed each and every page of Tender: term & conditions		
7.1.3	Enclosed each and every page of Application form duly filled in (Annexure-A)		
7.1.4	Enclosed DD/pay order of Rs. 2,50,000/- (Earnest Money)		
7.1.5	Enclosed copy of PAN number		
7.1.6	Enclosed copy of GST number		
7.1.7	Enclosed certificate of firm registration		
7.1.8	Copy of Balance sheet		
	FINANCIAL BID		
7.1.9	Enclosed schedule of rates for supply of printing paper duly filled in (Annexure-B) Separately as Financial Bid		