



No. D-15014/7/2014 – G

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances &
Pensions

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions
Block No.12
Kendriya Karyalay Parisar, Lodhi Road
New Delhi
Dated : 11/01/2016

Website: www.ssc.nic.in

Tender Notice

Sealed tenders are invited from manufacturers/registered firms for the supply of (i) **Photocopy Paper A-4** and (ii) **Photocopy Paper ream legal size**. For seeing the sample of the quality to be used, tenderer may contact Section Officer, General Section between 11.00 AM to 4.00 PM during the period from 18/01/2016 to 29/01/2016 on any working day. The Tender Enquiry/Tender Documents and Terms of Conditions of Tender Enquiry can be obtained from the Commission's website <http://SSC.nic.in> and www.tenders.gov.in.

Those interested may submit tender in the prescribed format on or before 3.00 PM on 01/02/2016. The Tender will be opened on 01/02/2016 at 3:30 PM.

(R.K.NASKAR)
UNDER SECRETARY(F&G)

**GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
STAFF SELECTION COMMISSION
Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110003**

Sealed bids are invited from the experienced firms/vendors for entering into annual contract for supply of the items, as per list enclosed at Annexure-I, for use of the Staff Selection Commission (Headquarter), New Delhi. The time schedule of the tender is as under:

- Tender Enquiry No. D – 15014/7/2014 –G Dated
- Last date of Submission of Tender : 01/02/2016 by 3.00 PM
- Date of Opening of Tender : 01/02/2016 at 3.30 PM
- **Specification of items:-**

SI. No	Items	Rates including all taxes (Per reams)
1	Photocopy Paper ream A-4 size(Spectra Brand)	
2	Photocopy Paper ream legal size (Spectra Brand)	

Contd...2/p.

Terms & Conditions of the Tender enquiry:-

1. Earnest Money:- Earnest Money of Rs. 10,000/- in the form of DD in favour of DDO (CASH), STAFF SELECTION COMMISSION, NEW DELHI should be submitted along with the quotation by the tenderer who are not registered with NSIC/Central Purchase Organization. Offer without Earnest Money will be ignored. The earnest money/bid bond deposited by the tenderer shall be forfeited by this organization due to following reasons:

- (i) if tender is withdrawn during the validity period or any extension thereof
- (ii) if tender is varied or modified in any manner during the validity period or any extension thereof.

If a tenderer, whose tender has been accepted, fails to furnish security deposit/ performance bank guarantee within 10 (Ten) days of receipt of order, the bid will be cancelled and Earnest money forfeited. The earnest money/bid bond of unsuccessful bidders will be returned after completion of the process.

2. **DELIVERY PERIOD:** Within 2 days of the receipt of the order whenever placed by the Commission.

3. **PAYMENT CONDITION:** 100% against satisfactory delivery of full stores

4. **PLACE OF DELIVERY:** SSC, Block No. 12, CGO Complex, Lodi Road, New Delhi – 110003, without any additional cost.

5. **SECURITY DEPOSIT:** The successful bidder should deposit an amount of Rs.25,000/- (Rs. Twenty five thousand only) as performance guarantee within 10 days of the receipt of order in the form of crossed bank draft in favour of DDO (Cash), Staff Selection Commission, New Delhi for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of the Tender and if it is found at any time during the contract period that the services provided by the firm are poor /defective/ unsatisfactory. The decision of the Commission in this regard shall be final and binding on the Firm.

6. **SAMPLE OF** (i) Photocopy Paper ream A-4 size and (ii) Photocopy Paper ream legal size : For seeing the sample of the quality to be used, tenderer may contact Section Officer, General Section between 11.00 AM to 4.00 PM on any working day during the period from 18/01/2016 to 29/01/2016.

7. The successful bidder will have to supply Photocopy Paper A-4 and legal size after receipt the order with in stipulated time and will bear all expenses for transportation.

Contd...3/p.

8. The Commission reserves the right to inspect the quality of the (i) Photocopy Paper A-4 and (ii) Photocopy Paper ream legal size. At any stage, if it is found by the Commission that the Photocopy Paper A-4 and legal size supplied by the successful bidders are not according to the sample inspected by the Commission, the Commission reserves the right to cancel the order without assigning any reason and forfeit the security deposit.
9. As the Photocopy Paper A-4 and legal size are required urgently by the Commission, from time to time, it may please be ensured that the successful bidder will have to supply within two day on receipt of the order positively, failing which the security deposit of the bidder will be forfeited.
10. The bid will be valid for a period of one year from the date of order, which may be extended for a further period of one year, if the performance of the bidder is found satisfactory by the Commission.
11. The Commission reserves the right to reject any or all the tenders without assigning any reason thereof and under no obligation to inform the affected bidder or bidders of the grounds for Commission's action.
12. In the event of the any dispute of difference arising out of or in connection with the bid process the same shall be referred to an Officer of the Level of Director or Deputy Director as may be designated by the Commission for adjudication in accordance with Arbitration and Reconciliation Act.
- 13 Any overwriting in the Tender/ late submission of Tender will not be entertained.
14. All documents attached with the bid form should be self attested by the authorized signatory/bidder.
15. Copy of the latest Income Tax Return for the financial year and Balance sheet for the last three financial year including 2012-13.
16. Details of registration or supply of similar items made to other Govt. Departments. Copy of the supply orders should be furnished.
17. In case registered with NSIC or DGS&D, a copy of the registration certificate should be furnished

Contd...4/p.

18. A copy of Sales Tax/ VAT registration certificate will be furnished with the Tender. Without these documents, Tender will not be considered.

19. The EMD should remain valid for 3 months beyond the final tender validity period. The EMD with lesser validity period will not be accepted and such bids i.e. EMD with lesser validity period will be summarily rejected.

20. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security.

Date :-

(R.K. NASKAR)
UNDER SECRETARY (F&G)

Annexure – I

TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/ OR ARE EVASIVE, THE TENDER WILL BE LIABLE TO BE IGNORED

- Tender Enquiry No. D – 15014/7/2014 –G
- Dated _____
- Last date of Submission of Tender : 01/02/2016 up-to 3.00 PM
 - Date of Opening of Tender : 01/02/2016 at 3.30 PM

3. Name, address and telephone number of the manufacturer:

4. Place of Manufacture:

5. Specification of each item:

- Rate of each item:

Sl.No	Items	Rates including all taxes (Per reams)
1	Photocopy Paper A-4 size (Spectra Brand)	
2	Photocopy Paper legal size (Spectra Brand)	

7. What is your permanent Income Tax A/c No (Enclose photocopy):

8. Please attach a copy of your VAT Registration Certificate:

9. Please indicate Name & Full address of your Banker :

10. Is the firm registered under (provide photocopies/ proof):

- i) The Indian Companies Act, 1956?
- ii) The Indian Partnership Act, 1932?
- iii) Any Act, if not, who are the owners?
(Please give full names and address)

11. Have you been debarred or blacklisted by any Government Department/ PSU etc:

12. Please confirm that you have read all the instructions carefully and have complied with accordingly.

(Signature of Tenderer)
Full Name and address of the person signing (In Block Letters)
Telephone/ Contact No: