

By Hand/E-Mail/DGDE Website/By Speed Post
No. 83/71/PAPERS/DGDE/Coord
MINISTRY OF DEFENCE
DIRECTORATE GENERAL, DEFENCE ESTATES
RAKSHA SAMPADA BHAWAN
ULAN BAATAR MARG, NEAR DOMESTIC AIRPORT
DELHI CANTT - 110010

LIMITED TENDER ENQUIRY

To,

1. M/s Peekay Papere Enterprises, 4104/3, Jagjiwan Niwas, KarolBagh, New Delhi- 05
2. Kendriya Bhandar, west Block-VIII, Wing No.III, R K Puram, New Delhi - 110066
3. National Coperation Consumers Federation of India Ltd.,Deepali(6th Floor), 92, Nehru Place , New Delhi - 110019
4. M/s Snowball Technorates, 258, 1st Floor, DDA office Complex, cycle market, Jhandewalan Extn. Phase-I, New Delhi-110055
5. M/s Creative Syndicate Corporation, 106, 1st Floor, Khaneja Complex, Shakarpur, Main Market, Delhi - 110092
6. M/s Paradise Marketing, 54A, Pocket -E, GTB Enclave, Delhi - 110093
7. M/s R S Enterprises, 118-A, Jhandewalan Cycle Market, New Delhi -55

SUBJECT : SUPPLY OF PHOTOSTAT PAPERS: DIRECTORATE GENERAL, DEFENCE ESTATES, RAKSHA SAMPADA BHAWAN, DELHI CANTT

1. The Directorate General, Defence Estates intends to purchase photostat papers, for office at Raksha Sampada Bhawan, Delhi Cantt.
2. In this connection, Sealed Tenders are invited for the above-mentioned as per requirement, Specifications, terms & conditions mentioned in this LTE.
3. The tenderers/bidders are required to submit their bids/tenders latest by **06th March, 2014 (upto 1430 hrs)** to the Central Registry Section of this office on all working days during office hours by speed post/courier/Hand.
4. Copy of PAN No., CST registration, TIN No (if applicable) etc should be enclosed.
5. Validity of Bids: The offer should be valid for at least 60 days.
6. Delivery: Within ten (10) days from placement of Supply Order.
7. Payment will be made within 45 days after successful supply of items.
8. The bids/tenders will be opened by a Committee of Officers at **1500 hrs on 06th March, 2014** i.e. just after the closing date & time of bids/tenders.
9. Director General Defence Estates reserves the right to reject any tender or all without assigning any reason(s) thereof.



10. **Requirement:**

Sl. No.	Items & Specifications	Qty Required
1.	Photostat Paper, A4 size, 75GSM(Century) 1 Ream= 500Sheets, 2-3kg,	830Reams
2.	F S Size, Century Mak, 1 Ream= 500Sheets, 2-8kg,	300Reams

11. Detailed instructions and terms & conditions are given in the Annexures enclosed. The following Annexures are enclosed herewith. The tenderers / bids are requested to read all the Annexures carefully and submit their bids/tenders accordingly:-

- (a) Annexure-I : General Instructions to Bidders/Tenderers.
(b) Annexure-II : Terms & Conditions.

(J.K. Arya)
Dy. Director (Coord)
For Director General Defence Estates

Dated : 26 Feb, 2014



Copy to:-

PCDA HQrs, 'M' Section, 'G' - Block, New Delhi -110011

Annexure - I

(Refer to para 11(a) of LTE No. 83/71/Papers/ DGDE/ Coord dated Feb, 2014)

GENERAL INSTRUCTIONS TO THE BIDDERS / TENDERERS

1. The Commercial Bid should be sealed properly in a single envelope super-scribing 'Quotation for Supply of "Photostat Papers"' and must be sent / submitted by Speed Post/Courier/by Hand at the following address on or before **06th March, 2014 (1430 hrs)** and the envelope should also clearly super-scribe "Do not open before 06th March, 2014 (1500 hrs)".

Dy. Director (Coord)
Directorate General Defence Estates
Room No. 102/103,
Raksha Sampada Bhawan
Ulaan Baatar Marg
Near Domestic Airport
Delhi Cantt - 110010

Note: This Dte. General will not be responsible for any delay for bids received by post/courier. Tender received after due date & time late will not be entertained.

2. Copy of PAN No., CST registration & TIN No. (if applicable) etc should be enclosed with the bid/tender. If the tenderer / firm supplies the items on behalf of Manufacturer, it will be necessary to enclose requisite authorization certificate from them to supply or market products on their behalf.
3. Director General, Defence Estates reserves the right to reject any tender or all without assigning any reason(s) thereof.
4. Please note that quotation incomplete in any respect will be liable for rejection.
5. The tender/bid shall be addressed to Shri J.K. Arya, Dy. Director (Coord) and sent at the address mentioned in para 1 above.
6. Tender/bid is required to be submitted in single bid mentioning detailed specifications, price (taxes, if any, inclusive/exclusive), terms & conditions after sale support and name of tenderer with complete corresponding address, Landline Telephone Number & Mobile Number. Each and every page of the quotation is to be serially numbered and duly signed by authorized bidder/signatory.
7. Specifications of the quoted item should be mentioned in the bid/tender. One sample of each item should be attached with the bid or retained in the office. The specifications of the items should match or be better than the office sample which can be seen in the office any time before submission of bid.
8. The financial bids shall be opened only if the sample attached is found of appropriate quality & specifications by the Tender Opening Committee. Please note that quotation should be given only for branded items as far as possible. Any inferior or spurious items will be summarily rejected.



Annexure - II

(Refer to para 11(b) of LTE No. 83/71/Papers/ DGDE/ Coord dated Feb, 2014)

TERMS & CONDITIONS

1. **Delivery - The Photostat Papers to be delivered** within ten days (10 days) of placement of Supply Order. Only bidders who can adhere to this schedule may participate in the bid as this office would not entertain any request for change in delivery schedule at any cost.
2. **Payment - Full payment will be made within 45 days after successful installation.** The Committee of Officers will have to certify that the items are as per specifications. Payment will be made by the office of Principal Controller of Defence Accounts, Ministry of Defence, New Delhi directly to the vendor/supplier through EFT.
- 3(a). **Price Bid -** The quotation of bid should clearly indicate the price per unit in Rupees with detailed specifications and applicable taxes like sales tax/VAT, Service Tax, Excise Duty etc for delivery at the office of DGDE. The price quoted should be for Government supply (if applicable).
- 3(b) Please also note that items should be of superior quality and not lower than the norms prescribed by the manufacturer or regulatory authority. The supply order will be issued to L1 bidder for first six(06) months and later for another six(06) months.
4. **Validity of Bids -** The offer should be valid for at least 60 days.
5. Tenderer has to submit authorization certificate on letter head of the Manufacturer, if dealing on their behalf.
6. **Modification and withdrawal of bids:** A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.
7. The firm should also provide the complete address along with telephone and fax no. of the designated person by whom after sales service support would be provided. It should be ensured that complaints are attended to within 48 hours from the time of trouble shooting reported to the designated person.
8. The evaluation of Bids shall be done as per provisions of General Financial Rules (GFR), 2005, Government Orders in force.
9. The contract with the firm shall be interpreted under Indian laws and in case of any dispute between the contract holder and the Department, the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Director General, Defence Estates, Ministry of Defence, Raksha Sampada Bhawan, Delhi Cantt.

