



सत्यमेव जयते

100 years and beyond ...



**Government of India
Ministry of Water Resources, River Development &
Ganga Rejuvenation
Central Water & Power Research Station
Khadakwasla, Pune 411024**

**Central Water & Power Research Station
Khadakwasla, Pune – 411 024**

TENDER DOCUMENT

FOR

**Procurement of Xerox Paper
On Rate Contract basis for Year 2016-17**

DUE DATE OF OPENING: 22.08.2016.

EXECUTIVE ENGINEER (CIVIL)

Aug 2016

Total Pages In Nos.06

SIGNATURE & SEAL OF BIDDER

Phone: 24103220 / 24103267
Email: ee_civil@cwprs.gov.in

Fax : 020- 24381004
web site: www.cwprs.gov.in



**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES
CENTRAL WATER & POWER RESEARCH STATION,
KHADAKWASLA, PUNE-24**

**THIS DOCUMENT FROM PAGE 2 ONWARDS SHOULD BE
RETURNED IN ORIGINAL DULY SIGNED**

Tender document for Procurement of Xerox Paper 75 GSM A-4 Size

**NAME OF BIDDER
(WITH ADDRESS)**

PHONE :

FAX :

LAST DATE OF RECEIPT TENDER : 22.08.2016 up to 1430 Hrs.

DATE OF OPENING OF TENDER : 22.08.2016 at 1500 Hrs.

THIS TENDER DOCUMENT CONTAINS THE FOLLOWING:

- 1) TERMS & CONDITIONS**
- 2) BILL OF QUANTITY**
- 3) TECHNICAL SPECIFICATIONS**

**THE BIDDER SHOULD READ ALL THE INSTRUCTIONS IN THE DOCUMENT THOROUGHLY
BEFORE SUBMITTING THE TENDER AND ADHERE TO THE DATES GIVEN**

EXECUTIVE ENGINEER (CIVIL)

TERMS AND CONDITIONS

1. The bidder should adhere to all the terms and conditions. If there is any discrepancy in complying with any term and condition laid down, the bid is liable to be rejected and the decision of the competent authority would be binding on the bidder.

2. The tender forms can be obtained from the office of Executive Engineer (Civil), CW&PRS, Pune-24 between 0930 hrs and 1600 hrs from **28.07.2016** to **17.08.2016** on payment of non-refundable fee of Rs. 500/- each plus (postal charges of Rs.50/- if required by post) by cash /Demand Draft drawn on any nationalized bank in favour of Executive Engineer (Civil), CW&PRS, payable at Pune. Tender documents can also be downloaded from the CW&PRS website www.cwprs.gov.in and should be submitted along with tender fee of Rs. 500/- in the form of DD drawn on any nationalized bank in favour of Executive Engineer (Civil), CW&PRS, payable at Pune. **Bids received without tender form fee will be rejected.**

3. EARNEST MONEY DEPOSIT: Demand Draft/FDR for **Rs. 3200 (Rupees Three Thousand Two Hundred Only)** towards EMD should be enclosed with bid document. **Bids received without adequate EMD and in the form of cheque will be summarily rejected.**

4. DISCREPANCY IN RATES: The rates quoted shall be written in ink, both in figures and in words, If there is any discrepancy in the rates quoted in figures and words, the rates quoted in words would be considered.

5. DUE DATE: Due date of submission of Bid is **22.08.2016 up to 1430 Hrs.** The bid received after the due date and time will be rejected. Unsigned bid will also be rejected.

6. REJECTION OF BID: The competent authority reserves the right to accept or reject any or all the bids without assigning any reasons thereof.

7. BILL OF QUANTITY: The quantities and rates of procurement are stated in "Bill of Quantity". (Performa enclosed)

8. BID CLARIFICATION: The bidder may obtain the required clarification if any, before presenting the bid. No clarification will be sought after opening of the tender.

9. All taxes, packing and forwarding charges and other outgoings over and above the quoted rates should be clearly mentioned in the bid

document. In the absence of any such indication, it shall be presumed that prices quoted are inclusive of all charges.

10. **VALIDITY OF THE BID:** The bid for the work/supply shall remain open for a period of 180 days from the date of opening of bids. The Government shall without prejudice to any other right or remedy, be at liberty of forfeit 50% of the earnest money if any bidder withdraws his bid before that date or makes any modification in the terms and conditions of the bid which are not acceptable to the department, and to forfeit whole of the earnest money if the bidder, whose bid is accepted, fails to commence the work/supply specified in the LTI (along with changes in scope, if any) is prescribed time or abandons the work supply before its completion.

11. **BID OPENING:** - Reputed firms may send their lowest offers for the same in Sealed Envelops super scribing Tender for the above mentioned material in person/by post so as to reach Executive Engineer (Civil), CW&PRS, Pune-411 024 on or before **22.08.2016 upto 1430 hrs**, the Tender would be opened at **1500 hrs on 22.08.2016**.

a) Bids shall open in office of Executive Engineer (Civil), CWPRS in the presence of bidders or their authorized representatives who choose to attend, on due date. The bidder's representatives, who are present, shall sign an attendance register. The bidders shall submit authority letter to this effect before they are allowed to participate in bid opening.

b) Maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

12. **TERMINATION FOR DEFAULT:** CWPRS may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part: -

a) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the contract, or extension thereof granted by CWPRS.

b) If the supplier fails to perform any other obligation(s) under the Contract; and

c) If the supplier, in either of the above circumstance, does not remedy his failure within a period of 15 days (or such longer period as CWPRS may authorise in writing) after receipt of the default notice from CWPRS.

13. **ARBITRATION:-** In case of dispute the decision of the Director, CWPRS, Pune will be binding.

14. **OTHER TERMS AND CONDITIONS:** Any other conditions not mentioned shall be dealt with GFR 2005 and CPWD Works Manual 2011.

15. LIQUIDATED DAMAGE: If a firm accepts the order & fails to execute the order, in full or part as per terms and conditions stipulated therein, it will be open to the Director to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per week or part thereof subject to maximum of 10% of the value of the undelivered stores. It will also be open to the Director, alternatively, to arrange procurement of the required stores from any source, at the risk and expenses of the firm accepted and failed to execute the order accordingly to stipulations agreed upon. This will also entail removal of the defaulter's name from the approved/registered list of suppliers.

16. The material shall be tested at CWPRS, Pune.

17. The material is to be delivered at CWPRS, Pune within 8 weeks from the date of issue of supply order. In the event of material being supplied by road-transport under specific instructions to this effect, Octroi Exemption Certificate is not required as CWPRS is out of Pune Municipal Corporation limits.

18. TERMS OF PAYMENT: In case of indigenous supplies, 100% payment will be made by E-payment after receipt of equipment and successful installation/commissioning as the case may be.

19. If the firm fails or neglects to observe or perform any of his obligations under the contract, it shall lawful for CWPRS to forfeit, either in whole or in part, the security deposit furnished by the firm. Save as aforesaid, if the firm duly performs and completes the contract in all respect and presents absolute "NO DEMAND CERTIFICATE" in the prescribed form and returns in good conditions, the specifications, drawing and samples or other property belonging to CWPRS. CWPRS shall refund the security deposit to the firm after deducting all costs and other expenses that CWPRS may have incurred and all dues and other moneys including all losses and damages which CWPRS is entitled to recover from the firm.

20. INCIDENTAL CHARGES: All other incidental charges, if any may be indicated.

The bid should be submitted to:

Executive Engineer (Civil) (Room No.208)
Central Water & Power Research Station,
P.O. Khadakwasla Research Station,
Pune – 411 024, Maharashtra, India.
Fax: 01-020-24381004.
Phones: 91-020-24103220/24103267

Executive Engineer (Civil)
CWPRS, Pune -24

BILL OF QUANTITY

Sl. No	Description of Materials	Quantity	Unit	Rate	
				In Figures	In words
1	Xerox paper 75 GSM,A-4 size(210X297MM) copy power	1000	Ream		
				Total Rs.	

Note:-1. The above material should confirm with relevant ISI specification wherever applicable.

Supplier may please quote the rate on this sheet and return it in original.

Executive Engineer (Civil)
CW&PRS, Pune -24

TECHNICAL SPECIFICATION FOR XEROX PAPERS

1. Copy Paper be Double Side ☐
2. Copying 100ppm, Laser Capable, Inkjet Capable , Fax Capable
3. Capability: High Speed
4. Natural White
5. Opacity : 95%
6. Thickness : 110um
7. Brightness : 100 % above
8. Whiteness: 102-104 %
9. Quality: Imported 100% Virgin Wood Pulp ☐
10. Grade : A
11. Gramage ☐ 75 gsm
12. Sheet Size : 210mm x 297mm, International Size A4

