



## **SURVEY OF INDIA**

### **TENDER NOTICE**

The Additional Surveyor General, Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun 248001 (Telephone No. 0135 -2748025 ) on behalf of President of India invites sealed tender upto **16.09.2016 ( 1200 hrs)** to be opened on **16.09.2016( 1400 hrs )** for purchase of **Map Litho Paper 100 GSM  $\pm$  2.5%** (Thickness **120 micron  $\pm$ 10**) Long Grain for **13000 Reams** (Approx.) of Size **66 cm.X 86 cm.** and equivalent of 2000 Reams (Approx.) of size 66 cm width in Rolls of 100-150 metre length with 3 inch diameter core.

Tender document for the supply of Map Litho Paper can be obtained on Publication of the Advertisement from the office of The Additional Surveyor General, Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun - 248001 on payment of **Rs. 1,000/-** in the shape of Bank Draft drawn in favour of **E&AO, O/o Surveyor General of India, Survey of India, Dehradun - 248001**, payable at Dehradun on any working day (Monday to Friday) up to **15.09.2016 (1600 hrs)**.

Tender document will also be available in the Survey of India Website **www.surveyofindia.gov.in**. The tenderers who download the tender document from S.O.I. website must submit, **Bank Draft of RS. 1,000/-** drawn in favour of **E&AO, O/o Surveyor General of India, Survey of India, Dehradun - 248001**, payable at Dehradun, at the time of submission of tenders, failing which their tenders will not be considered.

**Pre bid conference** will be held on **07.09.2016 (1100 hrs)** in the **Office of The Additional Surveyor General, Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun – 248001**.

**SURVEY OF INDIA**

**PRINTABILITY TEST REPORT OF MAP LITHO PRINTING PAPER**

Code No. \_\_\_\_\_ Dated \_\_\_\_\_

Ref. No. of Procurement Board letter :-

1. Whether the paper is acceptable for Multi Colour Printing. : \_\_\_\_\_
2. Whether the surface of the paper is smooth and super calendared. : \_\_\_\_\_
3. Whether the dimensional stability is within the permissible limit. : \_\_\_\_\_
4. Whether the brightness of the paper is acceptable : \_\_\_\_\_
5. Whether any problem has been noticed at the time of printing (such as deposition of paper fluff or curling etc.). : \_\_\_\_\_
6. Whether G.S.M. is acceptable : \_\_\_\_\_
7. Whether grain direction is as per our requirement : \_\_\_\_\_
8. Whether formation of paper is uniformly even and acceptable. : \_\_\_\_\_
9. Whether paper surface shows defect like specks, pinholes etc. making it unsuitable for acceptance. : \_\_\_\_\_
10. Any other remarks on the quality : \_\_\_\_\_
11. Whether the sample is suitable/unsuitable for Map Printing. : \_\_\_\_\_



# **SURVEY OF INDIA**

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

## **TENDER DOCUMENT**

**FOR**

**INVITING TENDERS FOR PROCUREMENT OF**

**MAP LITHO PAPER, 100 GSM  $\pm$  2.5 %**

**THICKNESS (120 Microns  $\pm$  10) – Long Grain**

**Tender No. MLP /PZ/I/2016**

**ADDRESS FOR CORRESPONDENCE  
THE ADDITIONAL SURVEYOR GENERAL  
PRINTING ZONE  
OFFICE OF SURVEYOR GENERAL OF INDIA  
SURVEY OF INDIA  
DEHRADUN-248001  
UTTARAKHAND  
FAX: 0135- 2743331  
PHONE: 0135 -2748025**

**DATE OF PRE-BID CONFERENCE - 07.09.2016 (1100 HRS)**  
**LAST DATE FOR SUBMISSION  
OF TENDER - 16.09.2016 (1200 HRS)**  
**DATE OF OPENING OF TECHNICAL BID - 16.09.2016 (1400 HRS)**

**COST OF TENDER DOCUMENT Rs.1000/- (Rupees One Thousand only)**

**SURVEY OF INDIA  
DEPARTMENT OF SCIENCE & TECHNOLOGY**

**TENDER DOCUMENT FOR PURCHASE OF MAP LITHO PAPER**

**1.0 PARTICULARS OF TENDER :**

(a) **Item :**

**(i) Map Litho Paper: 100 GSM  $\pm$  2.5% (Thickness 120 Microns  $\pm$  10)**

**(ii) Total Quantity required (approx):**

**13000 Reams in Sheets of Size 66 cm x 86 cm, 500 Sheets/Ream**

**&**

**2000 Reams in Rolls of Size 66 cm width, 100-150 meter length in 3 inch core**

- (b) Designation and address of the Officer : The Addl. Surveyor General  
to whom the tenders are to be submitted Printing Zone,  
Office of Surveyor General of India,  
Survey of India,  
Dehradun – 248001, UTTARAKHAND
- (c) Tender No. : MLP/PZ/I/2016
- (d) Last date of sale of tender documents : 15..09.2016, 1600 hrs
- (e) Last date of receiving the tenders : 16.09.2016, 1200 hrs
- (f) Place of receiving the tender : Office of Addl. S.G. Printing Zone,  
Office of Surveyor General of India,  
Survey of India,  
Dehradun – 248001, UTTARAKHAND
- (g) Date of PRE BID Conference : 07.09.2016, 1100 hrs
- (h) Venue of PRE BID Conference : Office of Addl. S.G. Printing Zone,  
Office of Surveyor General of India,  
Survey of India,  
Dehradun – 248001, UTTARAKHAND
- (i) Date and time of opening of tenders for : 16.09.2016, 1400 hrs  
**TECHNICAL BIDS**
- (j) Venue of opening the tender : Office of Addl. S.G. Printing Zone,  
Office of Surveyor General of India,  
Survey of India,

- (k) Detailed description of stores : Please see ANNEXURES ‘A’ & ‘B’ (Enclosed).
- (l) Total No. of pages in the tender : 22 PAGES

2. **TERMS AND CONDITIONS :**

2.1(a) The Tenders/Bids are to be submitted in two Parts i.e. Part-I (TECHNICAL BID) & Part-II (PRICE BID). Part 1 titled as **TECHNICAL BID** shall contain the complete technical specifications as per **ANNEXURE “B”** & commercial bid package with terms & conditions of supply etc. (except price schedule). Part -II titled as **PRICE BID** shall contain the price schedule duly filled in the prescribed proforma as given in enclosed **ANNEXURE ‘C’**. No commercial conditions shall be written in the Price bid. Part-I shall be marked in bold letters with the words **“TECHNICAL BID”**, while part-II shall be marked in bold letters with the words **“PRICE BID”**.

(b) The complete Tender along with all enclosures should be sent by Registered Post/Speed Post/By Hand to the Office of The Additional Surveyor General Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun - 248001. In case the Tenderer intends to submit the tender by hand, the same should be dropped in the Tender Box kept in the Office of The Additional Surveyor General Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun on or before the last date and time for receiving the Tender as mentioned in the first page of the Tender Document.

2.2 **Eligibility Criteria**

- a) The firm should have supplied in the past similar Map Litho Paper in large / bulk quantity to any Govt. Organization, Institutions and other organizations. Details of supplies made during the past Three years should be enclosed .
- b) The firm should have an Annual Turnover of Rs. 10 Crores during the last Three financial years.
- c) The firm should have been manufacturing / producing or supplying at least 2000 MT quantity of paper per annum. Last year`s certificate of Central Excise/Sale Tax paid from Jurisdictional Central Excise Authority or Sales Tax Authority as applicable must be enclosed.
- d) Tenderer must ensure that all the documents, as desired vide **ANNEXURE “I”** under the heading **LIST OF ENCLOSURES TO TECHNICAL BID**, are enclosed for evaluation purpose.

2.3 The **TECHNICAL BID** and **PRICE BID** shall be placed in separate sealed envelopes duly marked as **TECHNICAL BID and PRICE BID** respectively and mentioning the Tender No.& date, Name and Address of the Bidder . These two sealed envelopes/covers shall be put in another **OUTER COVER** and to be sealed. The **OUTER COVER** should be marked as **“Tender for Map Litho Paper”** mentioning the Tender No. & date, Name and Address of the Bidder and should be Addressed to **The Additional Surveyor General, Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun - 248001.**

- 2.4 The Earnest Money Deposit (EMD) for **Rs. 4,00,000/-** (Rupees Four Lakhs only) in the shape of FDR/Bank Guarantee of any Nationalized Bank drawn in favour of “**E&AO, O/o Surveyor General of India, Survey of India, Dehradun – 248001**”, payable at **Dehradun** should be submitted along with the **TECHNICAL BID** of the Tender Document and not with PRICE BID, and the same should remain valid for a period of 45 days beyond the **PRICE BID** validity period. Tender submitted without EMD will be rejected.. TECHNICAL BID should contain details of specifications of Map Litho Paper offered for supplying by the Tenderer including Analytical Reports as per the Analytical requirements as mentioned in **Annexures ‘A’ and ‘B’** of the Tender document. The Earnest Money Deposit will be forfeited if the Tenderer fails to execute the Contract after acceptance of his/her offer.
- 2.5 The PRICE BID should consist of price with detailed break-up of price strictly as per **Annexure ‘C’**. In complete PRICE BID will be rejected. Any other information which will have impact on price quoted must be included in the break-up details of PRICE BID.
- 2.6 Each clause of the tender document should be thoroughly studied and tender to be submitted with EMD and other complete information/documents/sample sheets etc as asked for.
- 2.7 The requirements shown in **Annexure ‘A’** are approximate and can be increased or decreased or even cancelled. The detailed Analytical requirements/Specifications /General requirement/Printability requirement etc., of Map Litho Paper as required are given in **Annexure ‘B’**.
- 2.8 Rates should be quoted for Map Litho Paper 100 GSM  $\pm$  2.5% ( Thickness 120 micron  $\pm$  10) -Long Grain on Door Delivery basis at Consignee’s site i.e. Delhi and Hyderabad by road transport for Size 66 cms x 86 cms; Dehradun and Shillong by road transport for Size 66 cms ,100-150 meter length in 3 inch core. The break-up details of rates should be furnished in the **PRICE BID** as per **Annexure ‘C’**.
- 2.9 In case the Supplier is registered with DGS&D, New Delhi/ Small Scale Industries / Central Purchase Organisation of Industries Department (CPOID) of respective state, then a copy of latest valid certificate issued by DGS&D, Director, Small Scale Industries or CPOID is to be enclosed along with TECHNICAL BID.
- 2.10 The Tender will be accepted from the Manufacturers also. In case any authorized Dealer/Distributor submits a Tender, then a letter of authorization in this respect from the concerned Manufacturer will be required to be submitted along with **TECHNICAL BID** of Tender Document. Also one Manufacturer can authorize only one Dealer/Distributor. If more than one authorization is issued to any Distributor/ Dealer for the sake of participation in the Tendering process, then Tender submitted shall become null & void and EMD submitted along with the Tender shall be forfeited.
- 2.11 Tenderers must note that tender once submitted will not be altered or withdrawn for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.

- 2.12 Tenderers are also requested to enclose their Income Tax Returns (ITR) of last 3 years along with Annual Turnover Statement appended by their audit and a certified copy of PAN with TECHNICAL BID. Self attested copy of valid Sales Tax/VAT and/or Central Sales Tax/ VAT registration certificate and last year's ST/CST/VAT clearance certificate should be enclosed with TECHNICAL BID. In case ST/CST/VAT is not applicable in a particular area, a copy of Government orders to that effect should be enclosed. In case the manufacturer is exempted from payment of ST/CST/VAT, copy of exemption certificate issued by the competent authority should be enclosed. VAT return copies also to be enclosed with TECHNICAL BID.
- 2.13 In case the Tender document is downloaded from Survey of India Website, then the cost of the Tender Document of Rs. 1000/ (Rupees One Thousand only) should be paid in the form of Demand draft (to be enclosed with the TECHNICAL BID) drawn in favour of **E&AO, O/o Surveyor General of India, Survey of India, Dehradun - 248001** obtained from any Nationalized Bank, payable at **Dehradun**, failing which the Tender will not be considered.
- 2.14 A separate Demand Draft for Rs. 10,000/- ( Rupees Ten Thousand only) drawn in favour of **E&AO, O/o Surveyor General of India, Survey of India, Dehradun - 248001** obtained from any Nationalized Bank, payable at **Dehradun** should be enclosed with the technical bid, to meet the expenditures for testing of paper samples (non-refundable).
- 2.15 Information about the Tenderer as desired in Annexure 'F' should be submitted along with TECHNICAL BID for evaluation purpose.
- 2.16 All documents furnished by Tenderer should be duly certified.
3. **VALIDITY OF TENDER :**  
The price quoted in the Tender should remain valid for 180 days from the date of opening of PRICE BID.
4. **OPENING OF TENDER :**  
The authorized representatives with proper letter of authority from the Firm will only attend the opening of TECHNICAL BID on **16.09.2016 ( 1400 Hrs.) in the Office of the Addl. Surveyor General , Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun – 248001.**  
The date of opening of Tender for PRICE BID of technically qualified bidders shall be intimated separately by Speed Post /Fax/Email.
5. **EARNEST MONEY :**  
The Earnest Money Deposit (EMD) of **Rs. 4,00,000/-** (Rupees Four Lakhs only) in the shape of FDR/Bank Guarantee of any Nationalized Bank drawn in favour of **'E&AO, O/o Surveyor General of India, Survey of India, Dehradun - 248001'**, payable at **Dehradun** should be submitted along with the **TECHNICAL BID** of the Tender Document, and the same should remain valid for a period of 45 days beyond the **PRICE BID** validity period. Tender submitted without EMD will be rejected.

6. **RETURN OF EARNEST MONEY :**

The EMD of unsuccessful Tenderers will be returned within **30 days** of Award of the Contract. The EMD of successful Tenderer shall be refunded only after the **Security Deposit** is submitted.

6.1 **SECURITY DEPOSIT :**

Successful Tenderer will have to furnish a **Security Deposit** of 10% of the value of the contract amount in the shape of Fixed Deposit Receipt/Bank Guarantee (valid for one year) of any Nationalized Bank drawn in favour of '**E&AO, O/o Surveyor General of India, Survey of India, Dehradun - 248001**'. An agreement as per **Annexure 'D'** of the Tender Document is also to be signed by the successful Tenderer at their own cost on proper stamp paper of appropriate stamp duty. Proforma for Bank Guarantee is enclosed as **Annexure 'E'**.

7. **SAMPLES :**

500 (Five Hundred) full sized sheets of Map Litho Paper **100 GSM**, long grain (in flat position not as a roll) in **size 66 cm X 86 cm and Two (02) Rolls** of Map Litho Paper in **size 66 cm width, 100-150 meter length in 3 inch core**, as sample, for performing tests in the Laboratories & on Printing machines, to be submitted free of cost with the TECHNICAL BID, failing which the Tender will not be accepted. Samples other than the size and specification given in the tender will not be accepted. **The sample papers should be sealed and cover should be superscribed as "PAPER SAMPLES" mentioning the name of Firm with stamp.**

7.1 Paper sample should be submitted along with the Tender document. However Samples submitted after opening the Tenders for TECHNICAL BID will be treated as late Samples and will not be accepted under any circumstances. **No Sample Sheet should bear firm's stamp/seal or any other markings.**

7.2 The values of the Analytical Requirements of provided sample paper (as per Annexure "B") should also be furnished in a separate sheet in support of the Samples submitted by the Tenderers along with TECHNICAL BID, failing which Tender will not be accepted.

8. **DELIVERY :**

The bulk supply will be required at Consignee's site i.e. Delhi and Hyderabad in sheets ; Shillong and Dehradun in Rolls (in 3 inch core) on door delivery basis within **30 days** from the date of issue of Supply Order.

9. **PACKING :**

The paper is required to be securely packed duly wrapped with Polythene packed gunny cloth to avoid damage during transit. Each bundle should have packing note.

10. **INSURANCE :**



The Supplier shall provide the Transit Insurance Coverage for all risks till the supply is received by the ultimate Consignee.

11. **DISPATCH :**

The paper duly packed should be dispatched to the Consignees at DELHI and HYDERABAD for Sheets ; DEHRADUN and SHILLONG for Rolls (in 3 inch core) through Road Transport, duly Freight pre-paid and Insured. The complete address of the Consignee will be intimated at the time of placement of supply order.

12. **TRANSPORTATION :**

The paper will have to be transported by Road from Mills/Firm's site to ultimate Consignee's site and the rates per Ream may be quoted for all the destinations as mentioned in **Annexure 'C'**. Intimating the Transportation Rates after opening the Tenders will not be considered at all.

12.1 Tenderer will confirm along with PRICE BID that there will be no change in the Transportation Charges quoted for various destinations and will remain valid during the entire period of contract.

13. **LOADING/UNLOADING CHARGES :** Loading charges at Firm's Site will be borne by the Supplier. The unloading charges , however , will be borne by the ultimate Consignee .

14. **DISPATCH INSTRUCTIONS :**

Advance Speed Post/Fax/e-mail intimation has to be sent to all Consignees before dispatch of paper, mentioning the Truck No. and details of bundles dispatched. The Packing List with Invoice has to be sent under Registered Post to the Consignees as per the addresses given in the supply order.

15. **INSPECTION :**

The final inspection of paper will be carried out at the ultimate consignee's site and thereafter the randomly chosen samples from the supplied lot will be sent again for analytical testing. If during this process of inspection, the supplied material is found to be defective or of substandard nature or not in conformity with the approved specification(as mentioned in Annexure B), the consignee has the right to reject the supply or he may ask the Tenderer to replace the defective supply immediately free of cost. In the former case of rejection of supply, no payment will be made and the security deposit will be forfeited. In case of late/short supply of the paper, the deduction @5% of the cost of quantity of paper supplied short or late per week will be recovered from the Security Deposit or the pending bills.

16. **PAYMENT :**

100% payment will be made within 30 days from the date of Final Inspection/Acceptance of the supplied material by **the Consignees**. The Bills of each Consignment must bear a certificate by the Firm on the face of it that Excise Duty and Sales Tax of the Consignment has been duly paid by the Firm/Supplier.

17. **WARRANTY** : In case any defect/shortfall noticed in the papers supplied or found not in conformity with the approved specifications at a later stage i.e., while in its use during a period of 6 (Six) months from the date of Acceptance of Supply, the balance quantity left with the Consignee will have to be replaced by the Supplier free of cost.
18. In case the Successful Tenderer is found to have breached any terms and condition of the Tender document at any stage, action as per rules shall be initiated against the Tendering Firm concerned regarding forfeiture of Earnest Money/ Security Deposit.
19. In case of arising of any disputes or differences during Tendering process/Supply of materials, the same shall be referred for the Arbitration to the Surveyor General of India who acts as Arbitrator, and the decision of the Arbitrator shall be final and legally binding on the parties to the dispute.
20. The **Additional Surveyor General Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun – 248001 /Chairman** of the Procurement Board reserves the right to reject/cancel all or any Tender without assigning any reason thereof. **The Additional Surveyor General Printing Zone, Office of Surveyor General of India, Survey of India, Dehradun – 248001 / Chairman** of the Procurement Board will not be responsible for non-receipt of any Tender due to **Postal delay**. Late Tenders will not be accepted under any circumstances.

**SIZES & QUANTITY**

**Description of Paper : Map Litho Paper 100 GSM  $\pm$  2.5 % (120 Microns  $\pm$  10 Thickness) Long Grain**

Size & Weight per Ream (Approx)	QUANTITY REQUIRED IN REAMS		Total Reams	Weight in Metric Ton	Remarks
	HYDERABAD	DELHI			
(a) <u>66 cms. X 86 cms.</u> 28.38 Kgs.	5000	8000	13000	368.55 MT	Paper in Sheets
Size per Roll	QUANTITY REQUIRED IN REAMS EQUIVALENT ROLLS		Total Reams	Weight in Metric Ton	Remark
	DEHRADUN	SHILLONG			
(b) 66 cm Width, 100-150 meter length (In 3 inch Core)	1000	1000	2000	56.76 MT	Paper in Rolls in 3 inch Core

**SPECIFICATIONS FOR MAP LITHO PAPER**

<b>ANALYTICAL REQUIREMENTS</b>		
<b>Sl.No.</b>	<b>Charateristics</b>	<b>Requirements</b>
1	GSM	100 ± 2.5 %
2	Thickness (micron)	120 ± 10
3	Breaking length in metres(Min)	
	CD	3000
	MD	5500
4	Tearing Index mN m <sup>2</sup> /g(Min)	6
5	Burst Index kPa m <sup>2</sup> /g (Min)	1.75
6	Folding endurance in each direction (Min)	15 double folds
7	One Minute COBB.Test g/m <sup>2</sup> (Max)	20
8	Wax Pick	No pick on 8A
9	Brightness, percent (Min)	75
10	Opacity, percent (Min)	90
11	Moisture Percent by Mass (Max)	8
12	Ash Percent (Max.)	15
13	Smoothness, ml/min (Min)	Top 150 Wire 250 (In Bendtsen)
14	pH	Not less than 6.0

**I OTHER REQUIREMENTS :**

1. The Paper shall be made from fully bleached pulps and will preferably contain varying percentage of Cotton, hemp or soft wood fibers or a mixture of these and should be free from unbleached pulps or mechanical wood. Chemical pulps/woody pulps will be preferred.
2. The rag content shall not be less than 15%.

## II **GENERAL REQUIREMENTS :**

1. Map Printing Papers shall be of uniform formation evenly finished and generally free from specks, pinholes and other blemishes.
2. The Paper shall be surface sized and with calendered finish.
3. There shall be no curling defects during storage or during printing.
4. There shall be absolutely no creasing defects during printing.
5. The paper shall be free from fluff.
6. The paper shall be Long Grain in Machine Direction.

## III **PRINTABILITY REQUIREMENTS :**

The paper:

1. Should be suitable for multi colour printing upto 10 colours on an Offset Printing Machine.
2. Should not curl/crease, tear or split during printing.
3. Should be subjected to change in humidity from 20% to 75% and the change in dimension shall not be more than 0.4% in MD and 0.8% in CD.
4. Should be devoid of fluff.
5. Surface should be able to print 200 lines screen sharp.
6. Should have storage life upto 10 years.

## IV **SUBSTANCE :**

The substance of Map Printing Paper shall be 100 GSM. Test result shall not vary by more than  $\pm 5$  percent from the nominal substance. Further, the mean of 10 test results shall not vary from the nominal substance by more than  $\pm 2.5\%$ .

## V **SIZES AND TOLERANCE ON SIZE :**

The sizes of the paper has to be 66 cm X 86 cm for sheet and width of 66 cm for Rolls in 3 inch core. The permissible deviation in length and width for untrimmed paper shall be  $\pm 0.5$  percent.

- VI The pH value for Map Printing Paper shall not be less than 6.0.

VII The samples submitted will be examined on the basis of Analytical and Printability tests. To qualify technically, the samples should pass the Analytical Test to be duly conducted by the authorized Govt. Agencies and the Printability Test to be conducted by Survey of India Printing Offices.

VIII **ACCELERATED AGEING:**

The paper shall be subjected to accelerated ageing by heating in an oven maintained at  $105 \pm 2^{\circ}\text{C}$  for 72 hours, at the end of which the paper shall retain:

- (a) At least 50% of its original folding endurance,
- (b) At least 75% of its original value of brightness.

IX **DIMENSIONAL STABILITY :**

The paper shall be subjected to change in humidity from 20% to 75% and the change in dimensions shall not be more than 0.4% in MD and 0.8% CD direction.

X **COLOUR :**

The Paper shall be white.

XI **PACKING AND MARKING :**

The packing of paper shall be done so as to ensure that the paper is not damaged due to handling and transportation. Each package shall be marked with the following particulars:-

- (a) Description and substance, in gsm of the paper.
- (b) Size of the Paper
- (c) Lot Number
- (d) Month and year of Manufacture.
- (e) Indication of source of Manufacture.

XII **REQUIREMENTS FOR ECO MARK :**

The bidder /manufacturer shall produce the certificate of environmental consent clearance from concerned State Pollution Control Board.

**PRICE BID**

**BREAK-UP DETAILS OF PRICE FOR MAP LITHO PAPER 100 GSM ( ± ) 2.5%, ( Thickness 120 micron ± 10)  
LONG GRAIN: Size 66 cms x 86 cms For Sheets and Width 66 cm, Length 100-150 Metre (in 3 inch core)  
Per ream of 500 sheets**

Sl.No.	DESCRIPTION	HYDERABAD	DELHI	DEHRADUN	SHILLONG	REMARKS
A	Basic Price per Ream of 500 sheets					
1.	Excise Duty					
2.	Cess and Education Cess					
3.	Total(A):					
4.						
B.	Central Sales Tax/ VAT/Local Taxes as applicable					
5.	Packing Charges					
6.	Other charges, if any (to be specified)					
7.	Transit Insurance charges till the date of delivery at the consignee site					
8.	Total(B):					
9.						
C	Road Transportation charges per Ream					
10.	Total rate per Ream for door delivery at Consignee`s site (A+B+C) including loading charges at Mills site					
11.	Quantity required (Reams/Equivalent Rolls)	5000	8000	1000	1000	
12.	T OTAL AMOUNT Sl.(11)X Sl.(12)	(a)	(b)	(c)	(d)	
13.	Grand Total ( a+b+c+d)					
14.						

**Note :-** 1) It is mandatory to quote rates for delivery at all consignee sites i.e. Hyderabad, Delhi, Dehradun and Shillong as per the specifications given in the tender.

2) The rate of local Trade Tax / Central Tax against form III D (1)D should be mentioned and calculated accordingly to arrive at the net rate per ream up to the Consignee`s site on door delivery basis .

Place:

Date :

Signature of the Propertor/Authorised representative(s)  
of the Firm with office / Firm stamp

**RESPONSIBILITY OF THE CONTRACTOR**  
**EXECUTING THE CONTRACT**

The contract made between \_\_\_\_\_  
 \_\_\_\_\_ (hereinafter called the 'Contractor' which expression shall include their legal representative on the \_\_\_\_\_ part & \_\_\_\_\_ as Purchaser on behalf of the President of India, hereinafter called the Government.

**Risk in the Products**

The Contractor shall perform the contract in all respects in accordance with the terms and conditions as mentioned from clause \_\_\_\_\_ to \_\_\_\_\_ of Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_. The product, whether in the possession or control of the seller or their Agents and the Purchaser, shall remain in every respect at the risk of the Contractor until their actual delivery to the Consignee at the stipulated place or destination or, where so provided in the Supply Order until their delivery to the Consignee as specified in the Schedule, as Interim Consignee for the purpose of despatch to the Consignee. The Contractor shall be responsible for all loss, destruction, damage or deterioration of or to the Printing paper products not being supplied as per specification vide clause \_\_\_\_\_.

**Consignee's Rights of Rejection**

- (a) Notwithstanding any approval which the Purchaser may have given in respect of the Printing paper products or any part or portion thereof or any materials or other particulars or the work or workmanship involved in the performance of the contract (whether with or without any test carried out by the Contractor or the Purchaser or under the direction of the Purchaser and notwithstanding delivery of the products where so provided to the Interim Consignee), it shall be lawful for the Consignee, on behalf of the Purchaser to reject the products or any part, portion or consignment thereof (i) within forty-five days after actual delivery thereof to them at the place or destination specified in the schedule and (ii) in the case of products within 90 days reckoned from the date of receipt of complete equipment with spares and accessories, as ordered if such products or consignment thereof is not, in all respect, in conformity with the specifications and terms and conditions of the contract whether on account of any loss, deterioration or damage before despatch or delivery or during transit or otherwise whatsoever.



- (b) That if the Contractor fails to observe or perform any condition of this contract or become insolvent or he or his Agent offers any bribe in connection with contract then notwithstanding any previous waiver of such default or action, the Purchaser will have the power on behalf of the Government to terminate the contract forthwith and without prejudice to other rights and remedies of the Government to forfeit the said Security Deposit of Rs. \_\_\_\_\_ in the form of Bank Guarantee/Bank draft/Term Deposit Receipt at his discretion and also recover from the Contractor any loss suffered by the Government on account of the Contract being so terminated prematurely.
  
- (c) That in case of any dispute or difference, that may arise in connection with this contract the settlement of which is not hereinbefore provided for, the same shall be referred for the Arbitration to the Surveyor General of India, or if he is unable or unwilling to act as an Arbitrator to any other person nominated by him in writing and the decision of such arbitrator shall be final and legally binding on the parties to this contract.

Witness

Signed by the Said Contractor or his Authorised Agent

1. \_\_\_\_\_

2. \_\_\_\_\_

Witness

1. \_\_\_\_\_

2. \_\_\_\_\_

**Signed by the Purchaser  
(for and on behalf of the President of India)**

**PROFORMA FOR**  
**BANK GUARANTEE**

1. In consideration of the President of India (hereinafter called "the Government") having agreed to exempt \_\_\_\_\_ (hereinafter called "the said Contractor from the demand, under the terms and conditions of an Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for supply of Printing paper/Equipments (hereinafter called the said Agreement ), of security deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). We (indicate the name of the Bank) \_\_\_\_\_ (hereinafter referred to as "the Bank") at the request of the said Contractor do hereby undertake to pay to the Government an amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Agreement.

2. We (indicate the name of the Bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Govt. by reason of breach by the said Contractor of any of the terms or conditions contained in the said Agreement or by reason of the Contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability, under this Guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or Tribunal relating thereto; our liability under this Guarantee being absolute and unequivocal. The payment so made by us under this. Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) \_\_\_\_\_ further, agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all

the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ Office/Department/Ministry of \_\_\_\_\_ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharge this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of the Bank) \_\_\_\_\_ further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor from time to time or to postpone for anytime or from time to time any of the powers exercisable by the Government against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Government or any indulgence by the Government to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We, (indicate the name of the Bank) \_\_\_\_\_ lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing :

Dated the \_\_\_\_\_ day of \_\_\_\_\_

for \_\_\_\_\_  
(indicate the name of the Bank)

**INFORMATION ABOUT THE TENDERER****(TO BE SUBMITTED ALONG WITH THE TENDER)**

1	Name of the Firm (Manufacturer/Dealer/ Distributor)	
2	Year of Establishment	
3	Status of the Firm (Partnership./Limited, etc)	
4	Postal Address  Telephone numbers  Fax  e-mail  Website Address ( If Applicable)	
5	Bank Account Detail for e-payment	Account No Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
6	Any authorized branches of the Firm, if so, give details	
7	Name of the Proprietor/Partner/ Managing Director etc.	
8	Nature of Firm (Manufacturer/ /Dealer/ Distributor) Note: In case the Bidding Firm is a Dealer/ Distributor then a certificate of authorization regarding Dealership/Distributorship from the concerned Manufacturer has to be submitted along with Technical Bid.	
9	Details of products dealt by the firm (catalogues for products may be enclosed, if available)	
10	Turnover for the last three years in Rs. (Year-wise statement to be enclosed)	
11	List of Existing Clients (Govt./ PSU/Major Client)	

12	If already doing business with SOI give details	
(a)	Item	
(b)	Since when	
13	If you are registered with DGS&D or any other Govt./PSU/Authorized body Please give details	
(a)	Name and address of organization registered with	
(b)	Registration No.	
(c)	Date of Registration	
(d)	Date till which Registration is valid	
(e)	Whether registered for items for which tender has been submitted	
14	Whether enlisted with Central Procurement Organization (e.g. DGS&D) ( <i>For Indian Agents representing Foreign Principal</i> ).	
15	Has your firm ever been blacklisted by the Govt. or any other authority? If so, Please give details and reasons thereof	
16	If blacklisted & revoked give details of the same	
17	Are you income tax payee? if so, please furnish the following details	
(a)	PAN/TAN	
(b)	TDS Accounts, if any	
(c)	Central Sale Tax Registration No./ Service Tax Registration No.	

**Declaration**

I/We do hereby declare that the entries made above are true to the best of my / our knowledge and belief. I/We do also confirm that I/ We have read and understood the terms and conditions of the Tender document and agree to abide by the same in all respects.

I/We undertake to communicate promptly to Survey of India all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the SOI may be at its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment.

Signature of Proprietor/ Director/ Managing  
Director/ Constituted authority of the Firm with Stamp.

Place:

Name:

Date:

Designation

**‘CERTIFICATE TO BE PRODUCED BY THE TENDERER  
WHILE SUBMITTING PRICE BID’**

I/We on behalf of the Tendering Agency, hereby offer this Tender for supply of **Map Litho Paper , 100 GSM $\pm$ 2.5 % (Thickness 120 micron $\pm$ 10); Size 66 cm x 86 cm (sheet) or in equivalent Roll with 66 cm width and 100- 150 meter length with 3 inch core, in PRICE BID** after having read and understood the various Terms and Conditions of the Tender document and on accepting them unconditionally. I/We also declare that this offer shall be binding on us and shall remain valid for consideration for **180 days from the date of opening of Price Bid.**

Place:  
Date:

Signature of the Proprietor/Authorized representative(s)  
Of the Firm with designation and office / Firm stamp

**Annexure H****‘CERTIFICATE TO BE PRODUCED BY THE TENDERER  
WHILE SUBMITTING TECHNICAL BID’**

I/ We on behalf of the Tendering Agency hereby declare that I/We have fully read & understood the various technical requirements/ specifications as mentioned in Annexure – B of the Tender Document (Tender No. MLP/PZ/1/2016) and hereby declare that we shall supply the Map Litho Paper as per the required Technical Specification and other requirements without any deviation.

Place:

Date:

Signature of the Proprietor/Authorized representative(s)  
of the Firm with designation and office / Firm stamp



**ENCLOSURES TO TECHNICAL BID**

- |     |  |        |
|-----|--|--------|
| 1.  | E.M.D. for Rs. 4,00,000/- as demanded (FDR/Bank Guarantee)   | Yes/No |
| 2.  | a) Valid S.T./C.S.T./VAT Registration Certificate  | Yes/No |
|     | b) Last year's S.T./C.S.T./VAT Clearance Certificate   | Yes/No |
|     | c) If exempted from S.T./C.S.T./VAT, relevant documents  | Yes/No |
| 3.  | Certified copy of PAN/TAN  | Yes/No |
| 4.  | Proof of Annual turnover for the last three years of the Firm (Income Tax return/ audited Balance Sheet of the Firm for last three years ) to be enclosed  | Yes/No |
| 5.  | Valid proof of quantity of Map Litho papers supplied during last three years (Receipts of Sales Tax/VAT paid) to be enclosed.  | Yes/No |
| 6.  | List of organizations to whom supplies were made during the past three Years with quantity of Map Litho Paper supplied.  | Yes/No |
| 7.  | 500 (Five Hundred) full sized sheets of Map Litho paper in <b>size 66 cm X 86cm. 100 GSM<math>\pm</math>2.5%</b> , long grain and two (02) rolls of size 66 cm width, 100-150 meter length (in 3 inch core) as sample. | Yes/No |
| 8.  | A/C payee Demand Draft for Rs. 10,000/- for meeting expenditure towards Analytical testing of Paper samples (Non Refundable).  | Yes/No |
| 9.  | Analytical / Lab Test Reports of samples provided by the Bidder.   | Yes/No |
| 10. | Copy of valid registration certificate with DGS&D / S.S.I./CPOID   | Yes/No |
| 11. | A/C payee Demand draft for Rs. 1000/- towards cost of Tender Document in case of downloading the same from SOI web site ( <a href="http://www.surveyofindia.gov.in">www.surveyofindia.gov.in</a> ).                    | Yes/No |
| 12. | Authorization Letter from the Firm to sign the Tender Document by the signatory.   | Yes/No |
| 13. | List of contents with page number for above.   | Yes/No |
| 14. | Certificates as required vide Annexures G & H.   | Yes/No |
| 15. | Certificate of authorization regarding Distributor/Dealership issued by the concerned Manufacturer, in case the Bidder is Dealer/Distributor.  | Yes/No |

Place:

Date:

Signature of the Proprietor/Authorized representative(s)  
Of the Firm with designation and with office / Firm stamp

**Note:-** The Firm will have to produce original documents of the above certificates for Verification at the time of opening of Technical Bid .