

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/RC-NEW/18-19/T027

Date: 02.06.2018

TENDER NOTICE

Supply of A4 Paper – 100 GSM - Blue, White, Pink & Yellow

Sealed tenders are invited for the supply of A4 Paper -100 GSM Blue, White, Pink and Yellow. The envelopes containing the tender should bear the superscription

“Tender for Supply of A4 Paper – 100 GSM - Blue, White, Pink & Yellow”

and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **12.06. 2018, 03.00 PM**. Late tenders will not be accepted. The tenders will be opened at **03.30 PM on 12.06. 2018** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and conditions governing the supply can be downloaded from our website www.cdit.org

Thiruvananthapuram

Sd/-

02.06.2018

REGISTRAR

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/RC-NEW/18-19/T027

Date: 02.06.2018

TENDER FOR SUPPLY OF A4 PAPER – 100 GSM - BLUE, WHITE, PINK & YELLOW

TENDER TERMS

- a) This Tender is invited for the “**Supply of A4 Paper – 100 GSM - Blue, White, Pink & Yellow**” as per the tender specification.
- b) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

ELIGIBILITY CRITERIA OF BIDDER

Bids from those firms which in their individual capacity, satisfy the following eligibility criteria, only will be considered for further evaluation.

- a) The bidder should have a registered office in India, and should submit original MAF (Manufacturer’s Authorization Form)/ Dealership Certificate.
- b) The company should have been on positive net worth and earning cash profit in the past 3years
- c) Should have at least 3 years’ experience in supply of similar type paper.
- d) The bidder must have a currently valid GST registration certificate and PAN number.
- e) An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt/PSUs

SCOPE OF WORK

Supply of A4 Paper – 100 GSM - Blue, White, Pink & Yellow as per the tender specification.

SPECIFICATION/ REQUIREMENT

Sl. No	Description	Quantity
1.	A4 Paper – 100 GSM Pink	1,50,000 Nos
2.	A4 Paper – 100 GSM Blue	1,50,000 Nos
3.	A4 Paper – 100 GSM White	1,50,000 Nos
4.	A4 Paper – 100 GSM Yellow	50,000 Nos

GENERAL TERMS AND CONDITIONS

1. The Bidders are responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
2. Tenders shall invariably be accompanied details of the items offered 'brand make' and complete specification should be mentioned in the tender. In the absence of full details and specification, the tenders for the items will be rejected.
3. GSM of A4 Size 100 GSM Paper with ISI Marked and weight of a Ream must not be less than 3.125 Kg respectively.
4. The Paper shall be packed in reams of 500 sheets each with a moisture proof poly-laminated cover.
5. The Bidders have to supply the A4 Size Copier Papers within the **15 days** from the date of issue of award of contract.
6. Rate should be quoted for free delivery including unloading charges
7. On other things being equal, preference will be given to goods bearing ISI certification mark and in the absence of certification marks, products conforming to ISI specification. Where uncertified goods are supplied by the

seller with a claim of conformity to the relevant Indian Standards, it is his responsibility to produce a certificate of conformity from the Bureau of Indian Standards or any test house recognized by the BIS. Offers for articles with ISI mark should be accompanied by a duly attested copy of the latest valid license issued by BIS for manufacture of the articles with ISI mark.

8. The total quoted price shall be inclusive of all taxes and duties. This shall include those applicable among Goods & Services Tax, Income Tax, Customs Duty, Excise Duty, Turnover Tax, Octroi, Labour Welfare Cess Or any Other Taxes and Duties prevailing in respect of this tender.
9. The tendered rate shall remain firm and free from variation due to rise in the cost of materials/equipment, labour or any other reasons whatsoever during the delivery period.
10. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
11. On taxable items of supply, Tax shall be shown separately and taxes will be paid at the ruling rates applicable.
12. No advance payment will be made against supplies. Tenders demanding advance payment and clearance through the banks is liable to be rejected.
13. EMD : Rs. 5,000 (Rupees five thousand only) in the form of Demand draft drawn in favour of Registrar, C-DIT payable at Thiruvananthapuram.
14. The rate quoted by the Bidder shall be inclusive of the transportation charges. Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
15. Delivery period shall be specifically indicated in the tender and strictly adhered to. If no delivery period is stated in the tender it will be taken for granted that the supply will be arranged within fifteen days (15 days) on receipt of the firm order. Any extension in the delivery period after the supply order is placed may result in cancellation of the supply order. In case the Bidder became unable to supply within the time limit prescribed by C-DIT, the supply order is likely to be cancelled and items will be arranged by C-DIT from elsewhere and the earnest

money deposited along with security deposit collected from the bidder will be forfeited.

16. The rate should be quoted for the unit shown in the list and tenders which do not indicate this essential information will not be considered.
17. The rate quoted for item/ material is final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the supply order and the security deposit will be forfeited.
18. If the bidder furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.
19. All items offered shall confirm in all respects to the relevant Indian / International standard Specification with up to date amendments wherever applicable.
20. Any dispute / differences between the parties arising out of and about the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation (Amendment) Act, 2015.
21. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
22. Performance Bank Guarantee (PBG)/Security Deposit: The Bidder, in the event of an order, should furnish a bank Guarantee from scheduled Bank at no extra cost in a Performa prescribed by C-DIT for an amount equivalent to 5% (Five percent) of the value of the contract. The PBG shall be valid for period of 12 months from the date of commissioning of the equipment at C-DIT
23. Tender Submission: There is no separate bid form. The supplier shall submit the price offers in their own paper.

24. PAYMENT TERMS

The following terms of payment shall be applicable for the contract

- a) 90% payment against delivery of the item
- b) 10% to be released after one month from the date of supply.

25. Before payment of the supplied A4 Size Paper, at least 20 number of sample sheets will be drawn at random from the supplied lot of A4 Size Photocopy Paper for sending the same to any Government recognize testing organization for assessment if required. Before sending the samples for testing, it should be/shall be counter signed by authorized signatories of both of the parties i.e. the supplier as well as the CDIT representative.

26. Agreement: The Successful bidder within 7 days of getting confirmed purchase order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper, to ensure warranty and after sales support during the warranty period.

27. Authority: The authority for the acceptance of the tenders rests exclusively with C-DIT. C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.

28. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site www.cdit.org . Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

29. In case of doubt: If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Smt. Jeena K Subash on Mobile Number: 9895078280.

- **The last date for bid submission is 12-06-2018, 03:00 PM.**
- **The bid opening will be at 03:30 PM on 12-06-2018**

Sd/
REGISTRAR, C-DIT
Dated 02.06.2018

PROFORMA OF "AGREEMENT"

(To be executed on non-Judicial Stamp Paper)

This Agreement made this. day of Two thousand and Eighteen
Between Centre for Development of Imaging Technology, a Society, registered under
the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII
of 1955, having its registered Office at Chitranjali Hills, Thiruvallam,
Thiruvananthapuram 695 027 (hereinafter referred to as "C-DIT" which expression
shall include its administrators, successors, executors and assigns) of the one part
and a company/firm incorporated under the..... having its
registered Office at (hereinafter referred to as the
"Contractor" or "X" (brief name of contracting
Co.) (which expression shall include its administrators,
successors, executors and permitted assigns) of the other part.

WHEREAS C-DIT has invited bids for the **Supply of A4 Paper – 100 GSM - Blue,
White, Pink & Yellow** as per its specification Ref. No. . C-DIT/RC-NEW/18-19/T027
dated 02.06.2018 AND WHEREAS..... "X"
..... had participated in the above referred bidding vide
their proposal No. dated and
C-DIT accepted their aforesaid proposal and awarded the dated
..... and C-DIT accepted their aforesaid proposal and awarded the
contract to. "X" on terms and conditions contained in its letter
of Indent/Purchase Order No. dated
..... And the documents referred to therein, which have been accepted
by "X" resulting into a "Contract"

NOW THEREFORE THIS DEED WITNESSETH AS UNDER :-

Article 1.0 AWARD OF CONTRACT

C-DIT has awarded the contract to “X” for the **Supply of A4 Paper – 100 GSM - Blue, White, Pink & Yellow** on the terms and conditions contained in its letter of Indent/Purchase Order No. dated and the documents referred to therein. The award has taken effect from.i.e. the date of issue of the aforesaid Letter/ Purchase Order. The terms & expressions used in this Agreement shall have the same meaning as are assigned to them in the “Contract Documents” referred to in the succeeding Article.

Article 2.0 CONTRACT DOCUMENTS

The Contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as “Contract Documents”).

Article 3.0 CONDITIONS & CONVENANTS

The scope of Contract, Consideration, Terms of payment, price Adjustment, Taxes wherever applicable, Insurance, liquidated Damages, performance, Guarantee and all other terms and conditions are contained in C-DIT’s Purchase Order No. dated read in conjunction with other aforesaid Contract documents. The Contract shall be only performed by the Contractor strictly and faithfully in accordance with the terms of the Agreement.

The scope of work shall also include supply and installation of all such items which are not specifically mentioned in the contract Documents, but which are needed for successful, efficient, safe & reliable operation of the equipment unless otherwise specifically excluded in the specifications under "“exclusions” or Purchase Order.

TIME SCHEDULE: Time is the essence of the contract and schedules shall be strictly adhered to. "X" shall perform the work in accordance with the agreed schedule as given in letter of Indent/Purchase Order.

The Contractor guarantees that the equipment package under the contract shall meet the ratings and performance parameters, as stipulated in the Technical Specifications (Volume II) and in the event of any deficiencies found in the requisite performance figures, the C-DIT may at its option reject the equipment package or alternatively accept it on the terms and conditions and subject to levy of the liquidated damages in terms of Contract Documents. The amount of liquidated damages so leviable shall be in accordance with the Contract Documents and without any limitation.

It is further agreed by the Contractor that the Contract performance Guarantee shall in no way be construed to limit or restrict the C-DIT's right to recover the damages/compensation due to short-fall in the equipment performance figures as stated in Para 3.4 above or under any other clause of the Agreement. The amount of damages/Compensation shall be recoverable either by way of deduction from the contract price, contract performance guarantee and/or otherwise.

The Contract performance Guarantee furnished by the Contractor is irrevocable and un-conditional and the C-DIT shall have the powers to invoke it notwithstanding any dispute or difference between the C-DIT and the contractor pending before any court, tribunal, arbitrator or any other authority.

This Agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency of repugnancy to the terms and conditions contained in the Agreement. Any modification of the Agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

Article 4.0 SETTLEMENTS OF DISPUTES

It is specifically agreed by and between the parties that all the differences or disputes arising out of the Agreement or touching the subject matter of the Agreement shall be decided by process of settlement & Arbitration as specified in clauses and provisions of the Arbitration and Conciliation Act 1996 and Kerala Courts alone shall have exclusive jurisdiction over the same.

NOTICE OF DEFAULT

Notice of default given by either party to the other party under the Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties here to if delivered through official email or by registered post with acknowledgement due addressed to the signatories

.IN WITNESS WHEREOF, the parties through their duly authorized representatives have executed these presents (execution where of has been approved by the competent authorities of both the parties) on the day, month and year first above mentioned at Trivandrum.

WITNESS

C-DIT

1.

(Signature)

(Name)

2.

(Designation)

(Seal)

1.

(Contractors signature)

(Designation)

(Seal)

