

**ODISHA STATE ARCHIVES
GOVT. OF ODISHA
SACHIBALAYA MARG
BHUBANESWAR – 751001**

TENDER FOR PURCHASE OF TISSUE PAPER

Sealed quotation are invited for the supply of Tissue Paper of following specifications for repair and rehabilitation of records/manuscripts.

Tissue Paper white, 9-11 GSM, 500 sheets per ream, size – 510 X 760 mm, Alpha cellulose content – not less than 88%, Copper Number – Not more than 1.5, Ash content – Not more than 0.05%, pH – Not less then 6. When subjected to accelerated ageing test, i.e., when heated up to 103 (+ or -) 2 deg C for 72 hours, tissue paper should not show any change in colour nor should develop opacity. Alpha Cellulose contents should not decrease by more than 1% while increase in copper number should not be more than 0.15 and pH should not be less than 6.

The quotation consisting of the Technical Bid along with samples and the Earnest Money in one sealed cover & the Financial Bid in another sealed cover and both the bids kept in a single envelop, would be received in this department under sealed cover up to 12.00 p.m. on or before 06.09.2018 & will be opened on the next day at 3.00 P.M. at Odisha State Archives, Bhubaneswar. The quotation should bear the superscription “Tender for supply of Tissue Paper” for use in Odisha State Archives, Bhubaneswar .

The tender Notice along with Terms and Conditions is also available on our website <http://www.odishaarchives.nic.in> or <http://www.odishaculture.gov.in>, the tender documents may be obtain in person from the office of the Superintendent, Odisha State Archives, Sachibalaya Marga, Bhubaneswar – 751001 on payment of **Rs. 500/-** in cash on any working day between 11 A.M. to 4 P.M. from 23.08.2018 to 05.09.2018. The last date and time for submission of the tender document is 06.09.2018 by 4.00 P.M.

Superintendent
Odisha State Archives, Bhubaneswar

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAY MARG, BHUBANESWAR.**

TENDER DOCUMENT

SUPPLY OF TISSUE PAPER

(a)	Period of issue of Tender Document	: From 11 A.M to 4.00 P.M on any working day form 23.08.2018 to 05.09.2018
(b)	Last date and time for submission of Tender Document	: 06.09.2018 by 4.00 P.M.
(c')	Date and time for opening of	
	(i) Technical Bids	: 07.09.2018 by 3.00 P.M.
	(ii) Financial Bids of eligible Bidders	: 07.09.2018 by 4.00 P.M.

Technical & Financial BID

SUPPLY OF TISSUE PAPERS ODISHA STATE ARCHIVES, BHUBANESWAR

Last Date for Submission of Tender Documents :- **06.09.2018 by 4.00 P.M.**

Place of Submission of Tender Documents :- Odisha State Archives,
Sachivalaya Marg,
Bhubaneswar-751001

Opening of Tender Documents :- **07.09.2018 by 3.00 P.M.**

**ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR-751001
PHONE: 0674-2501636
E-MAIL : odishaarchives@gmail.com**

Cost of tender papers Rs.500.00

TERMS AND CONDITIONS FOR TENDERERS FOR SUPPLY OF TISSUE PAPER

1. Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated at Annexure-V. **(The estimate value of the tender is Rs.5 lakhs)** Approximate.
2. Only the authorized distributor/dealers and service provider of the required products would be eligible to bid. A certificate to this effect from the principal manufacturer has to be submitted along with the tender (OR)
3. The Principal/OEM of the company manufacturing the goods may quote directly without having any intermediate dealer or distributor in India.
4. Company submitting their quotations on behalf of their Principal abroad should have a minimum annual turnover of Rupees fifty lakhs. The bidder must warrant that he is financially solvent i.e, he is able to meet all this debts as and when they fall due. The bidder should be a profit making company for at least the preceding three years and a copy of the audited account to this effect must be submitted along with the tender.

SCOPE of BID

5. The scope of bid should include delivery, warranty support etc. The supply has to be made at the site i.e. premises of the Odisha State Archives, Bhubaneswar.
6. The bid may kindly be submitted along with the price in Indian Rupee or CIF value in foreign currency (in case of imported item) and the tender shall be delivered in the 'Tender Box' kept in the office of Odisha State Archives.
7. Bidding : Each bidder is permitted to submit only the bid.
8. Cost of bidding and submission of tender documents is entirely the responsibility of bidders, regardless of the conduct or outcome of the tendering process.
9. **E.M.D. Rs. 25,000/- (Refundable without interest)** in favour of Superintendent, Odisha State Archives, Bhubaneswar from any Nationalize Bank in shape of Demand Draft. The Bid securities (E.M.D.) of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid, after award of the contract. The Bids shall be valid for a period of six months from the closing date of submission of the bid.
10. Delivery time of the item after the receipt of confirmed order may be indicated.

11. The last date of receiving the complete Tender document is up to 4.00 P.M. on 06/09/2018. The Technical Bid will be opened on 07/09/2018 at 3.00 p.m. in the presence of all representatives of the company who happen to be present at the time of opening the tender. The Tenders are to be deposited in the 'Tender Box' kept for this purpose at Odisha State Archives, Bhubaneswar.
12. The final acceptance of the quotations rests with the Superintendent, Odisha State Archives, Bhubaneswar who does not bind himself/herself for the lowest rate and reserves the right to accept or reject any or all of the tenders either in part or in full without assigning any reason thereof.
13. The 'Financial Bid' of those tenders which qualify the Technical specification & terms of the paper stated in the Annexure will be opened at a later date, which will be communicated to the successful Tenderers.
14. In case your quotation is accepted, the goods will have to be supplied within stipulated delivery period mentioned in the quotation from the date of placing the firm order, at the premises of Odisha State Archives at Bhubaneswar free of delivery charges on bill basis.
15. The quotations, which do not fulfil all of the above conditions or are incomplete in any respect, are liable to be summarily rejected without further reference to the tenderers.
16. **Penalty**

2% of contract value will be charged per week or part thereof for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.
17. **PAYMENT TERM**

Payment will be made after testing of tissue paper and certification from the competent authority. (The T.D.S shall be deducted @ 2% from the bill as per provision of Income tax Deptt. or as amended form time to time)
18. **Termination for Default**

Odisha State Archives may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company, terminate the work / task in whole or in part, after sending a notice to the Company in this regard.)
19. If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Technical Document/Financial Bid document.
20. If the bidder fails to perform any other obligations under the terms and conditions. In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

21. Evaluation of Commercial offer

22. The Final Selection of Bidder will be done based on lowest price quoted by the bidder.

23. The lowest quoted bid henceforth will be called Lowest One (L1).

The quotations should bear the superscription “Quotation for supply of Silk Tissue Paper” for use in office of Odisha State Archives, Bhubaneswar.

Superintendent,
Odisha State Archives, Bhubaneswar.

N.B- Technical Bid & Financial Bid should be submitted separately along with the Tender Documents.

ANNEXURE-I**TECHNICAL BID FORM****(For Supply of Tissue paper to Odisha State Archives, Bhubaneswar)**

1. (a) Name of the firm/agency/ _____
Postal Address _____
2. Telephonic/telegraphic
(a) Firm/agency: Land phone (STD) code)-Land line Number)
Fax:- _____
Mobile:- _____
E.mail:- _____
URL (of website) if any _____
3. PAN _____ Number (Xerox copy to be attached)
4. GSTIN/ GSTN No. _____ (Xerox copy to be attached)
5. Income Tax Assessment Certificates for last 3 years. (2015-16/2016-17/2017-18) Xerox copy to be attached.
6. **List of client supplied (Work completion certificate to be attached) or undertaken** such type of work during last 3 years.
7. **Sample of tissue paper to be attached.**
8. Money receipt No. towards cost
Of tender papers (Rs.)
9. Details of Earnest Money Deposit
(E.M.D.).....
.....
.....

Place:

Date:

Counter signature of Agency/firm

Company Seal

ANNEXURE-II**REPRESENTATIVE AUTHORIZATION LETTER**

To,

SUPERINTENDENT,
ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR-751 001

Ms. /Mr.is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender reference No. OSA..... She / He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

Company Seal

ANNEXURE-III**Self Declaration**

To,

SUPERINTENDENT,
ODISHA STATE ARCHIVES,
SACHIVALAYA MARG,
BHUBANESWAR-751 001.

In response to the invitation No.....OSA, Dt.Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and have not declare blacklisted by any Central/State Government institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company have not defaulted in executing any Government order in the past.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

Company Seal

ANNEXURE-IV**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS
AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent,
Odisha State Archives,
Sachivalaya Marg Bhubaneswar – 751 001
Odisha.

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document OSA-..... regarding For Selection of Agencies for Conservation of Archival Documents of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document document. OSA-..... are acceptable to my Company/Organization. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

ANNEXURE-V**Technical Specification:-**

- Tissue Paper white,
- 9-11 GSM,
- 500 sheets per ream,
- size – 510 X 760 mm,
- Alpha cellulose content – not less than 88%,
- Copper Number – Not more than 1.5,
- Ash content – Not more than 0.05%,
- pH – Not less then 6.

When subjected to accelerated ageing test, i.e., when heated up to 103 (+ or -) 2 deg C for 72 hours, tissue paper should not show any change in colour nor should develop opacity. Alpha Cellulose contents should not decrease by more than 1% while increase in copper number should not be more than 0.15 and pH should not be less than 6.

ANNEXURE-VI**FORMAT FOR FINANCIAL BID FOR SUPPLY OF TISSUE PAPER**

SL. No.	PARTICULARS	RATE PER REAM (500 sheets) (Rs.)	TAXES & DUTIES IF ANY (Rs.)	TOTAL PRICE E(C+D)
A	B	C	D	E
1.	Tissue Paper white, 9-11 GSM, 500 sheets per ream, size – 510 X 760 mm, Alpha cellulose content – not less than 88%, Copper Number – Not more than 1.5, Ash content – Not more than 0.05%, pH – Not less then 6			

Place:-

Date:-

Authorized Signatory

Common Seal of the Company

Note:

- The rate quoted should be inclusive of all taxes, excise duties and door delivery charges.
- The tender forms are not transferrable.