

**OFFICE OF THE DIRECTOR, TEXT BOOK PRODUCTION & MARKETING,**

**BHUBANESWAR - 751001.**

**TENDER NOTICE**

Sealed Tenders are invited in prescribed format from Paper Mills/ Authorized dealers/ distributors/ Agents **having an annual Production Capacity of minimum 45,000 M.Ts.** for purchase of printing paper in form of Reel and Sheet as detailed below for utilization during the Academic session 2013-14.

- |    |   |   |      |                       |
|----|---|---|------|-----------------------|
| 1. | Reel Paper 70 GSM Surface Sized Map Litho<br>[58 & 84 CM width] | - | 7440 | <u>M.Ts</u> [Approx.] |
| 2. | Cover paper 170 GSM GLOSSY ART PAPER<br>[64 X 93 CM Size]       | - | 588  | <u>M.Ts</u> [Approx.] |

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	<b>TOTAL</b>	-	<b>8028</b>	<b><u>M.Ts</u></b> [Approx.]
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The above quantities are approximate only and can be reduced or enhanced subsequently depending upon the actual requirement. The **70 G.S.M Surface Sized Map Litho** variety of Reel Paper to be supplied should have "**Watermark**" (and not **170 G.S.M GLOSSY ART Cover Paper variety**) as per the specification to be supplied by T.B.P & M.

The Tender Paper along with the Instructions can be purchased from the office of the Director, Text Book Production & Marketing, Bhubaneswar, on payment of non-refundable cash of Rs.10,000/- + VAT @ 5% (i.e. Rs. 10,500/-) in person on any working day from Dt.18.07.2012 to Dt.13.08.2012. The same can also be purchased on payment of Rs.10,600/- by post (non-refundable, inclusive of VAT @ 5% & postal charges of Rs. 100/-) in shape of Money order on any working day from Dt.18.07.2012 to Dt.06.08.2012 between 11 A.M. to 5 P.M.

**LAST DATE OF RECEIPT of Tenders is Dt. 13.08.2012 up to 5 P.M.**

**DATE OF OPENING OF TENDERS (i.e; except Price Bids) is Dt. 14.08.2012 at 11.30 A.M.**

On such date of opening of tenders, the verification of all the Tender Documents (Technical Profile) shall be undertaken in presence of the authorized representatives of the applying bidders with respect to the "Originals / Notary attested" certificates. The Tender applications of such Bidders who fail to produce the originals / Notary attested documents on such date as specified, may be rejected without any further communication made thereof.

**The Price Bid of the successful Bidders shall be opened on a later date, which will be informed later on. The Technical Profile and Price Bid duly sealed in separate covers should be submitted in another sealed cover super-scribed "TENDER FOR PRINTING PAPER FOR THE ACADEMIC YEAR - 2013-14" and submitted to the Director, T.B.P.M, BBSR, on or before Dt. 13.08.2012 by 5 P.M.**

The authority reserves the right to reject or cancel the tender or any part thereof, without assigning any reason thereof.

Director,  
Text Book Production & Marketing, Bhubaneswar.

**OFFICE OF THE DIRECTOR,  
TEXT BOOK PRODUCTION & MARKETING, BHUBANESWAR - 751001**

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**PART-I - INSTRUCTIONS TO TENDERER**

01. Tenderers are required to read the instructions carefully and fill up their tenders accordingly.
02. (i) It is an annual contract for supply of Printing Paper at a specified rate during a period as per requirement at the agreed rate and terms & conditions. The rate contract shall be made with the eligible vendor / supplier, emerging successful in the tender process. The successful vendor / supplier shall be required to supply the materials based on the purchase orders placed by the authorities concerned at the agreed price. The tender must be initialled on each page by the bidder / tenderer. The Price bid should be preferably **Type Written**, in the prescribed format.
- (ii) The tender shall be submitted in two parts, in two separate sealed envelopes.

<b>Sealed Envelope No.1</b>	:	<b>Consisting of TECHNICAL PROFILE of the Manufacturer along with all other Tender Documents.</b>
<b>Sealed Envelope No.2</b>	:	<b>Consisting of PRICE BID only.</b>

The above two envelopes shall be covered in a third envelope super scribing **"TENDER FOR PRINTING PAPER FOR THE ACCADEMIC YEAR - 2013-14"**.

All the tenders duly sealed and addressed to the Director, Text Book Production & Marketing, Bhubaneswar-I should reach this office by 5 P.M. of **Dt.13.08.2012.**

- (iii) The tenders received after stipulated date and time will not be entertained.

03.

**SOURCE AND AVAILABILITY PERIOD OF TENDER PAPER: -**

The Tender Paper along with the instructions can be purchased from the office of the Director, Text Book Production & Marketing, Bhubaneswar, on payment of non-refundable cash of Rs.10,000/- + VAT @ 5%, i.e. Rs.10,500.00 in person, on any working day from **Dt. 18.07.2012** to **Dt. 13.08.2012**. In case one desires to purchase the Tender Paper by Post, then a sum of Rs. 10,600/- (i.e. inclusive of VAT @ 5% and postal charges of Rs. 100/-) may be remitted in shape of Money-Order in favour of the Director, Text Book Production & Marketing, Bhubaneswar and the Money-Order should reach this office latest by **Dt. 06.08.2012**.

04.

**DATE, TIME & PLACE FOR SUBMITTING THE BIDS: -**

The bid should be submitted for each category of materials within the stipulated date & time in tender box placed in the office of the Director, T.B.P.M., BBSR. The bids which are received after the due date & time of bids shall not be taken into consideration.

05.

**DATE, TIME & PLACE OF OPENNING OF THE BID: -**

**The Tender Documents (i.e; except the PRICE BIDS) shall be opened in presence of the Bidders or their Authorized representatives on the date & time specified in the Tender Notice.** The PRICE BID of the successful Bidders who qualify the Technical requirements i.e; **"Laboratory Test" & "Machine Test"** of sample papers / reels, shall be opened in presence of the bidders or their authorized representatives on a later date, which will be informed later on.

06.

**VERIFICATION OF TENDER DOCUMENTS (TECHNICAL PROFILE) WITH RESPECT TO THE ORIGINALS: -**

The bidders shall remain in readiness to produce all their Tender Documents submitted along with their "Technical Profile" in 'Originals / duly attested by Notary as true copy, for necessary verification & return. Hence, the bidders are requested to remain present in person or through their authorized representatives on the date of such verification of certificates i.e. on **Dt. 14.08.2012 at 11.30 A.M.** The Tender applications of such bidders who fail to produce the

'Originals/ Notary attested documents' on such date as specified, may be rejected, without any further communication made thereof.

07.

**DEPOSIT OF EMD (BID SECURITY): -**

Earnest Money Deposit (.EM.D.) @ 2% (two percent) of the estimated value of the goods to be supplied in shape of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in the prescribed form shall be filed along with tender. It should be prepared and be duly pledged in favour of the Director, Text Book Production & Marketing, Bhubaneswar. Tender without required amount of E.M.D. shall not be taken into consideration. In case any tender is exempted from filling E.M.D. this fact of exemption shall clearly be mentioned in the tender and copy of the Govt. order granting such exemption if any shall be enclosed along with the tender paper.

08.

**SECURITY DEPOSIT (PERFORMANCE SECURITY): -**

The successful tenderer / bidder shall have to enter into an agreement with the Director, Text Book Production & Marketing, Bhubaneswar and deposit an amount of 5% (five percent) of the value of the contract as Security Deposit in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in the prescribed form. Failure to supply the material as per quality and quantity within the stipulated period shall lead to cancellation of purchase order and forfeiture of E.M.D. and Security Deposit. However the authority reserves the right to adjust outstanding dues of a firm & EMD deposited earlier along with the tender towards performance security.

09.

**ELIGIBILITY CRITERIA FOR TENDERER / BIDDER: -**

- (i) The Mill/ Unit on whose behalf the bid is placed should have minimum production capacity of 45000 MT of Printing & Writing Paper (Under Chapter 48) and should have cleared a minimum quantity of 36000 MT of Printing & Writing Paper (Excluding Newsprint) during the financial year 2011-12. An original Excise Clearance Certificate from the concerned Excise Authorities should be

attached, stating that the manufacturer has cleared 36000 MT of Printing & Writing Paper during the financial year 2011-12. Any vague certificate regarding the product manufactured will be liable for rejection of the bid.

- (ii) The firm must submit valid registration certificates under V.A.T / CST / Central Excise & Customs Act, for the items applied. The bidding firms securing registration subsequent to the bid opening date shall be treated as un-registered.
- (iii) The documents in support of up-to-date I.T Return / VAT / C.S.T (Clearance) & Up-to-Date Central Excise Clearance Certificate in the prescribed form & duly attested by a Notary to be enclosed.
- (iv) Whether a Manufacturer / Dealer / Distributor / DGS & D / EPM Registered / SSI Unit is to be indicated with attested supporting documents.
- (v) Complaints / rejections in earlier supplies if any. If the firm was in default in supplying the ordered quantities in earlier occasions, the tender of such bidders shall not be taken into consideration.
- (vi) Capacity: The contracts shall be placed on firms who have the Technical / Manufacturing and the financial capabilities with proven performance.

**Any Tender application which is not supported by aforesaid required documents (Sl. i to iii) may entail for rejection of the Tender without any further intimation to the applying Tenderer.**

10.

**VALIDITY OF THE BID: -**

The rates quoted by the tenderer / bidder **shall remain valid till 31.03.2013 or till the ordered quantity is supplied, whichever is later.**

11.

**PRICE CLAUSE: -**

The price should be quoted, item wise, in the **PRICE BID** format enclosed herewith. The price quoted shall remain firm throughout the contractual period. The price bid should be preferably **"Type Written"**.

The price shall be quoted separately for Reel / Cover Paper per M.T. on the basis of F.O.R. delivery at Text Book Press premises, Bhubaneswar. The price shall be inclusive of the cost of the goods and all other charges like freight, packing, forwarding, Transportation and unloading charges, Insurance and any other type of levies including C.S.T and except Orissa Value Added Tax and Entry Tax. Entry Tax as admissible shall be borne by T.B.P & M. The percentage of Value Added Tax & C.S.T as admissible to be charged shall be specifically mentioned in the tender.

**Excise Duty at concessional rate shall be charged as the "Paper" is meant for printing of Nationalized Text books for the school going children.**

- 12.
- (i) Sample paper at least 30 sheets in A-I size from each variety in shape of roll form, duly sealed & signed along with detail specification should accompany the tender in a separate cover duly sealed for laboratory testing. **Sample paper shall not be folded at any circumstances and shall never be of smaller size; otherwise the tender shall not be taken into consideration.** No price will be paid for such sample papers.
  - (ii) The tested sample paper shall be kept for cross checking with the supplies of successful tenderers.
  - (iii) The tenderer shall be in readiness to supply the sample reel (01 no.) within 12 days of issue of intimation letter from the Director, Text Book Production & Marketing, Bhubaneswar, for necessary machine testing of sample reels. The weight of the reel should be minimum 450 Kgs and width 84 cm.
  - (iv) The cost of such sample reels of the Tenderer(es) will not be paid and the sample supplied & consumed in process of the machine test shall be forfeited in favour of the Director, Text Book Production & Marketing, BBSR. The Bidder may take back the balance sample reels if any, on

- specific request made to that effect from the Director, T.B.P & M, within 15 days of the date of machine test. Else, such balance sample reels shall also be forfeited in favour of the Director, T.B. P & M.
13. The sample paper should be as per specification furnished in the tender call notice i.e. G.S.M./Width etc. The reel paper should have the adequate strength as per the I.S.I. standards, to run on the High Speed Machines like 4-high Super. No reel should have more than 01 (one) joint.
14. **The 70 GSM S.S. Maplitho variety of Text Paper to be supplied should have "Watermark" as per the specification supplied by T.B.P & M. & No "Watermarking " is required for 170 G.S.M. Glossy Art Cover Papers.**
15. The tenderers shall bear the testing charges of Laboratory, which may be paid as admissible at the time of submission of sample papers.
16. Since the undersigned is making bulk purchase of paper, trade discount / quantity discount as applicable must be given.
17. The tenderers will abide by the terms and conditions of the Tender. Conditional-Tender shall not be taken in to consideration.
18. The terms and conditions of the tender shall also form part of the contract.
19. The decision of the State Level Purchase Committee shall be final in the matter of selection of paper supplying firms and the rates.
20. In case, the tenderer / bidder is an authorized dealer / Agent, they should enclose the authorization letter along with the tender.
21. The Director reserves the right to reject or cancel the tender or part thereof without assigning any reason.

  
Director,

Text Book Production & Marketing, Bhubaneswar.



**OFFICE OF THE DIRECTOR,  
TEXT BOOK PRODUCTION & MARKETING, BHUBANESWAR-1.**

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**PART-II – TERMS AND CONDITIONS.**

01. The Bidder shall give complete break-up of the prices quoted where necessary, as per the **PRICE BID** format prescribed herewith.
02. Prices should be quoted in words as well as in figures preferably in Type-written format.
03. The offer should clearly indicate the Ex-Mill price / Excise duty / Special Excise duty, Cess if any / GST / VAT or any other charges as the case may be and should clearly state the rates on F.O.R. basis at TBPM premises, BBSR. The TBPM is eligible to purchase paper against declaration in Form "C". Loading, Un-loading and any other incidental charges till delivery of goods are to be borne by the supplying firm / bidder. Entry Tax as applicable against the goods supplied shall be borne by the T.B.P.M.
04. One rate should be offered for one item. Submission of multiple rates against one item will be considered as a demerit. Further, one firm can quote rate for one variety/quality only from each category of paper i.e. from 70 GSM S. S. Maplitho and 170 GSM Glossy Art paper.
05. (i) In the event of acceptance of the rates, the supplier will have to execute agreement with a Security Deposit of an amount of five percent of the value of the contract decided in their favour within 07 days from the date of receipt of letter for execution of agreement and deposit the required Security money.
- (ii) The Security deposit shall be made in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in the prescribed form payable in favour of the Director, Text Book Production and Marketing, Bhubaneswar. Failure to



deposit the Security and sign agreement in time may entail stringent action like blacklisting and forfeiture of Earnest Money.

(iii) For breach of contract on the part of the tenderer / bidder, the entire security deposit or part thereof as would be determined by the authority, shall be forfeited to the Government.

06. The supply shall be completed within the time specified by the Director, T.B.P.M, Orissa, BBSR, in the supply order to be issued.

07. The period of supply should not exceed more than 30 days from the date of issue of the supply order, or according to the schedule of supply, failing which the order will stand cancelled and the E.M.D / Security Deposit shall be forfeited, in addition to the legal actions that may be imposed, as per the provisions of Law. Further, liquidated damages @ 0.5% per week of the delivered price of the delayed goods, subject to maximum 10% of the contract value of delayed supplies, shall be charged for delays in supplies for which the supplier is responsible.

08. (i) **Only 70 G.S.M S.S. Maplitho varieties of Text Paper to be supplied should have "Watermark" as per the specification to be supplied by T.B.P & M. No "Watermarking" is required for 170 G.S.M Glossy Art Cover Papers.**

(ii) Quantity of stores shall be accounted for, on the basis of actual weight of paper in sheets/reels.

(iii) Quality of paper to be supplied shall be as per the relevant I.S.I. specifications.

(iv) The rate shall always be in Nett. Weight and measure and shall be inclusive of all charges for packing, container etc.

09. The supply shall confirm to the approved sample; otherwise the purchaser has every right to reject the goods so supplied.

10. **A certificate to the effect that the "Quality of the paper supplied is as per sample furnished by the firm at the time of Tender" should be attached to each consignment. To substantiate this, they shall also furnish the Test Report of (their) laboratory.**

11. The samples submitted along with the Tender shall be subjected to Laboratory test. The test report of the Laboratory as may be done by the authority, shall be binding on the supplier / purchaser.
12. The Authority reserves the right to subject the goods at any stage of supply, for necessary Post Delivery Inspection from the Testing Laboratory as regards confirmation to the ISI specifications. In case of any deviation noticed indicating sub-standard supplies, which do not confirm to the original samples, submitted at the time of Tender, the authority reserves the right to cancel the Supply Order, forfeit the E.M.D/ Security Deposit and Blacklist the firm concerned. In such a case, the authority is also free to allot the Supply Order, in favour of other eligible bidder (s) without any further intimation to the original supplier.
13.
  - (i) In case of sub-standard quality of paper supplied, the same may be rejected by the authority. In case of such rejection, the same shall be replaced at its own cost, failing which the cost of such rejected goods shall stand forfeited and no payment shall be made against the same.
  - (ii) The goods rejected shall be removed by the supplier at his own cost and responsibility within such time as may be fixed by the Director, TBPM, BBSR; failing which the Director shall be at liberty without any further intimation to the supplier to dispose off the same as deemed proper at the cost and risk of the supplier and cost of such removal shall be recovered from the supplier. The Director shall not be held responsible or liable for any damage of such rejected goods while in possession.
14. The supplier is responsible for the goods till the stock reaches the godown of the purchaser in good condition. The supplier should obtain suitable transit Insurance covered for the goods at his own expense.
15. Payment shall normally be made within 30 days from the receipt of goods in perfect condition as per specifications etc. and accepted by the TBPM in all respect.

16. For payment against supply of goods, **all bills should be submitted in 'Triplicates'** to the consignee/ purchaser, duly stamped and pre-receipted on receipt of acceptance report of goods from the consignee(s) concerned.
17. All the goods required shall confirm to the I.S.I specifications.
18. The Tenderer/ Bidder is to submit the Tender Paper duly signed and sealed in token of their acceptance, failing which the same may be ignored / rejected.
19. The tender along with the sample should be furnished in the Office of the Director, TBPM , BBSR on or before the last date and time specified for submission of the tender. The sample received beyond scheduled date and time shall not be accepted.
20. Tenders sealed and super scribed as above may also be sent by Registered Post / Speed Post / Courier, addressed to the DIRECTOR, TEXT BOOK PRODUCTION AND MARKETING, BHUBANESWAR-751 001, so as to reach him by the due date and time. Any tender even if posted on or before the due date fixed for submission of tender but reached beyond the due date and time will be liable for rejection.
21. In case of any dispute, the decision of the Principal Secretary to Government, Department of School and Mass Education, Orissa, Bhubaneswar shall be final.
22. All correspondence should be made with the Director, TBPM, Bhubaneswar-751001, in his official address.
23. All disputes are subject to the exclusive jurisdiction of the competent Court and forum in Bhubaneswar, Orissa.

*I/ We agree to abide by all the terms and conditions mentioned above.*

**PLACE:**

**Full Signature of the Tenderer / Bidder.**

**DATE:**

**SEAL**

**PART-III**  
**PROFORMA (BASIC INFORMATION OF THE BIDDER)**  
**THIS IS TO BE ENCLOSED IN 'TECHNICAL PROFILE' - FOLDER.**

01.	NAME OF THE BIDDER (IN CAPITALS)	:	
02.	ADDRESS OF THE BIDDER WITH TEL. NO. & FAX.	:	
03.	NAME AND DESIGNATION OF THE AUTHORISED PERSON OF THE BIDDER.	:	
04.	ADDRESS OF THE AUTHORISED PERSON WITH TEL. NO. & FAX.	:	
05.	STATUS OF THE FIRM (WHETHER MANUFACTURING / AUTHORIZED DISTRIBUTOR / PUBLIC OR PVT. LTD. COMPANY / S.S.I UNIT ETC.)	:	
06.	PARTICULARS OF EMD  I. E.M.D. NO. & DATE  II. AMOUNT  III. NAME OF THE BANK	:	
07.	MONEY RECEIPT NO. & DATE (FOR PURCHASE OF TENDER PAPER)	:	
08.	PAN NO. (ATTACH XEROX COPY)	:	
09.	TIN NO. / CST NO. (ATTACH XEROX COPY)	:	
10.	CREDENTIALS WORTH MENTION (ATTACH XEROX COPY)	:	

**PLACE:**  
**DATE:**

**Signature of the Bidder / Tenderer.**  
**SEAL.**

## PART-IV – CHECKLIST - OF DOCUMENTS TO BE ATTACHED ALONGWITH TENDERS.

### (A) TO BE ENCLOSED IN

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### 'TECHNICAL PROFILE' - FOLDER.

01. In case of manufacturers / Suppliers of the State of Orissa, valid **VAT Clearance Certificate in Form- VAT-612** or its attested photocopy. The aforesaid original certificate may be produced at the time of agreement for necessary verification and return.
02. **Sales Tax / VAT Regd. Particulars** along with attested Clearance certificates, prescribed if any, shall be enclosed, in case, the bidders are from outside the state of Orissa.
03. **Up-to-Date Central Excise Clearance Certificate**, duly attested by a Notary to be enclosed.
04. '**PROFORMA**' duly filled in as in the Form enclosed in PART-III.
05. **S.S.I. Certificate** from the Director of Industries / Director of E.P.M. of the State of Orissa, if any.
06. **EMD** as required duly pledged in favour of the Director, T.B.P.M., Orissa, BBSR, payable at Bhubaneswar.
07. **30 nos. of sheets of paper in A-I size**, without fold for which rate is quoted should be supplied along with the Tender for use as Samples. The cost of the Sample Paper shall not be paid. Each Sample Sheet should contain the following particulars in the Top Right Hand Corner: -
  - (a) SEAL of the Firm with name & Address of the Tenderer.
  - (b) Signature of the Authorized Person.
  - (c) Item Number & Specification of the Paper.
  - (d) Name of the Manufacturer.
08. A detailed "**List of Samples**" against the rates for various items clearly Type-Written as in the PRICE BID format enclosed at Part-VI.
09. **Authorization from the Manufacturer**, if the Tenderer / Bidder is an Authorized Distributor / Agent.
10. **Specimen Signature (in Quadruplicate)** of the Authorized Person(s) on behalf of the Tenderer / Bidder.
11. **CASH RECEIPT** of Rs. 10,000/- + VAT @ 5% (i.e. Ten Thousand & Five hundred, in total) only, in ORIGINAL towards purchase of the Tender Paper.
12. **TERMS & CONDITIONS**, duly signed.
13. **TECHNICAL PROFILE** duly filled in.
14. If the Tenderers / Bidders are only the "**Authorized Dealer(s) / Agent(s)**", then they have to substantiate their abilities to supply such Bulk Quantity of Paper, within the Scheduled Period & submit all possible relevant documents / Credentials along with the "**TECHNICAL PROFILE FORMAT**".

### (B) TO BE ENCLOSED IN

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### 'PRICE - BID' - FOLDER.

01. **PRICE BID** duly filled in as per prescribed PROFORMA.

**PART – V**  
**TECHNICAL PROFILE FORMAT\* - ENCLOSE IN TECHNICAL PROFILE FOLDER**

**[FOR 70 GSM S. S. MAPLITHO REEL PAPER HAVING 58 & 84 CMS WIDTH]**

*[All quantities should be mentioned in terms of M.T. only.]*

01.	Name of the Bidder / Tenderrer	:					
02.	NAME OF THE MANUFACTURER	:					
03.	YEAR OF ESTABLISHMENT	:					
04.	Annual Installed capacity	:					
05.	Actual Production per day	:					
06.	Actual Production per Month	:					
07.	No. of employees engaged	:					
08.	Quantity of the said Paper that can be supplied during Period.	:	OCT'12	NOV'12	DEC'12	JAN'13	
09.	No. of machines available for production of the said quality of paper	:					
10.	Whether there is own testing laboratory?	:					
11.	Whether the Product confirms to ISI specifications?	:					
12.	Whether required sample for specific variety submitted?	:					
13.	<b>Financial Status of the Bidder. (Enclose Audited Balance Sheet)</b>	:					
14.	Name of other States / Organizations who are supplied with the specific quality of paper by the Bidder.  <b>(ENCLOSE EVIDENCE)</b>	:	1.	2.	3.	4.	
15.	Whether supplied to T.B.P.M, on earlier occasions? <b>[Mention month / year / quantity supplied during each month]</b>	:					
16.	Any other Credentials if any.  <b>(ENCLOSE EVIDENCE)</b>	:					

\* *Even if the Tenderer / Bidder, is only an Authorized Distributor / Dealer / Agent, still, all the above Columns have to be filled up and in such case(s), the Technical Profile have to be duly authenticated / countersigned in original from the concerned Manufacturer.*

**PLACE:**  
**DATE:**

**Signature of the Bidder / Tenderrer.**  
**SEAL.**

**PART – V**  
**TECHNICAL PROFILE FORMAT\* - ENCLOSE IN TECHNICAL PROFILE FOLDER**  
**[FOR 170 GSM GLOSSY ART COVER PAPER HAVING 500 SHEETS IN A REAM**  
**OF 64 x 93 CMS SIZE]**

*[All quantities should be mentioned in terms of M.T. only.]*

01.	Name of the Bidder / Tenderrer	:				
02.	NAME OF THE MANUFACTURER	:				
03.	YEAR OF ESTABLISHMENT	:				
04.	Annual Installed capacity	:				
05.	Actual Production per day	:				
06.	Actual Production per Month	:				
07.	No. of employees engaged	:				
08.	Quantity of the said Paper that can be supplied during Period.	:	OCT'12	NOV12	DEC'12	JAN'13
09.	No. of machines available for production of the said quality of paper	:				
10.	Whether there is own testing laboratory?	:				
11.	Whether the Product confirms to ISI specifications?	:				
12.	Whether required sample for specific variety submitted?	:				
13.	<b>Financial Status of the Bidder. (Enclose Audited Balance Sheet)</b>	:				
14.	Name of other States / Organizations who are supplied with the specific quality of paper by the Bidder. <b>(ENCLOSE EVIDENCE)</b>	:	1.	2.	3.	4.
15.	Whether supplied to T.B.P.M, on earlier occasions? <b>[Mention month / year / quantity supplied during each month]</b>	:				
16.	Any other Credentials if any <b>(ENCLOSE EVIDENCE)</b>	:				

\* *Even if the Tenderer / Bidder, is only an Authorized Distributor / Dealer / Agent, still, all the above Columns have to be filled up and in such case(s), the Technical Profile have to be duly authenticated / countersigned in original from the concerned Manufacturer.*

**PLACE:**  
**DATE:**

**Signature of the Bidder / Tenderrer.**  
**SEAL.**



**PART – VI**  
**PRICE BID FORMAT - ENCLOSE IN PRICE BID FOLDER**

**[PRICE BID FOR (WATER-MARKED) 70 G.S.M S. S. MAPLITHO REEL PAPER]**

1. NAME OF THE MANUFACTURER / SUPPLIER / DISTRIBUTOR :

2. FULL ADDRESS :

3. WHETHER A MANUFACTURER / SUPPLIER / DISTRIBUTOR :

4. DESCRIPTION OF PAPER:

- (i) **70 G.S.M S. S. MAP-LITHO Paper** in Reels of 58 & 84 cms width. There should not be more than one joint in a Reel. Reel weight 300 Kgs (Approx.) in case of 58 cm Reel & 450 kgs(Approx.) in case of 84 cm Reel.
- (ii) Shall confirm to latest I.S.I. specifications.
- (iii) Quantity Required : **7440 MTs (Approx.)**
- (iv) Price to be quoted in Rs. per MT.

5. I / We hereby tender for the supply of the above mentioned articles at the following Rate(s): -

SL. NO.	DESCRIPTION OF CHARGES	
(1)	(2)	(3)
01.	EX-MILL PRICE (Rupees in words & figures)	
02.	DUTIES & TAXES (EXCEPT DVAT)	-00-
	(a) EXCISE DUTY	
	(b) SPECIAL EXCISE DUTY	
	(c) CESS (IF ANY)	
	(d) C.S.T (AGAINST C-FORM)	
	(e) ANY OTHER TAX / DUTY	
03.	LESS TRADE DISCOUNT IF ANY	-00-
04.	NETT. PRICE	-00-
05.	TRANSPORTATION CHARGES UP-TO T.B.P &M, BBSR [PLEASE INDICATE THE DISTANCE BY ROAD TRANSPORT]	-00-
06.	INSURANCE CHARGES IF ANY [DOCUMENTS ARE TO BE FURNISHED WITH THE BILLS]	-00-
07.	TOTAL PRICE [04 + 05 + 06]	-00-
08.	ADD (+) VAT IF ANY [THE FIRM SHALL SUPPLY THE COPY OF THE VAT REGD. CERTIFICATE]	-00-
09.	GRAND TOTAL	-00-
10.	LESS (-) CASH DISCOUNT IF ANY	-00-
11.	ACTUAL AMOUNT PAYABLE	-00-

**GENERAL CONDITION:**

*The Director, T.B.P &M, BBSR, ORISSA, reserves the right to increase or decrease the quantity as mentioned above.*

*Full Signature of the  
Tenderer, with Seal.*

**PART – VI**  
**PRICE BID FORMAT - ENCLOSE IN PRICE BID FOLDER**

**[PRICE BID FOR 170 G.S.M. GLOSSY ART COVER PAPER]**

1. NAME OF THE MANUFACTURER / SUPPLIER / DISTRIBUTOR :
2. FULL ADDRESS :
3. WHETHER A MANUFACTURER / SUPPLIER / DISTRIBUTOR :
4. DESCRIPTION OF PAPER:
  - (i) **170 G.S.M GLOSSY ART COVER PAPER** having 500 Sheets in a Ream of size 64 cms x 93 cms.
  - (ii) Shall confirm to latest I.S.I. specifications.
  - (iii) Quantity Required : **588 MTs (Approx.)**
  - (iv) Price to be quoted in Rs. per MT.
5. I / We hereby tender for the supply of the above mentioned articles at the following Rate(s): -

SL NO.	DESCRIPTION OF CHARGES	
(1)	(2)	(3)
01.	EX-MILL PRICE (Rupees in words & figures)	
02.	DUTIES & TAXES (EXCEPT DVAT)	-00-
	(a) EXCISE DUTY	
	(b) SPECIAL EXCISE DUTY	
	(c) CESS (IF ANY)	
	(d) C.S.T (AGAINST C-FORM)	
	(e) ANY OTHER TAX / DUTY	
03.	LESS TRADE DISCOUNT IF ANY	-00-
04.	NETT. PRICE	-00-
05.	TRANSPORTATION CHARGES UP-TO T.B.P &M, BBSR [PLEASE INDICATE THE DISTANCE BY ROAD TRANSPORT]	-00-
06.	INSURANCE CHARGES IF ANY [DOCUMENTS ARE TO BE FURNISHED WITH THE BILLS]	-00-
07.	TOTAL PRICE [04 + 05 + 06]	-00-
08.	ADD (+) VAT IF ANY [THE FIRM SHALL SUPPLY THE COPY OF THE VAT REGD. CERTIFICATE]	-00-
09.	GRAND TOTAL	-00-
10.	LESS (-) CASH DISCOUNT IF ANY	-00-
11.	ACTUAL AMOUNT PAYABLE	-00-

**GENERAL CONDITION:**

*The Director, T.B.P &M, BBSR, DRISSA, reserves the right to increase or decrease the quantity as mentioned above.*

*Full Signature of the  
Tenderer, with Seal.*

Annexure-I

**Model Bank Guarantee Format for furnishing EMD**  
[Ref. Para 21]

Whereas ..... (hereinafter called the "tenderer")  
has submitted their offer dated..... for the supply of .....  
(hereinafter called the "tender") against the purchaser's tender enquiry No. ....

KNOW ALL MEN by these presents that WE..... of  
..... having our registered office at..... are bound unto  
..... (hereinafter called the "Purchaser) in the sum of ..... for  
which payment will and truly to be made to the said Purchaser, the Bank binds itself, its  
successors and assigns by these presents.

Sealed with the  
Common Seal of the said Bank this..... day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our..... branch at.....\* (Name & Address of the  
.....\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Annexure-II

**Model Bank Guarantee Format for Performance Security**

[Ref. Para 22(i)]

To

**The Governor of Odisha.**

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to supply ..... (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

Our..... branch at .....\* (Name & Address of the .....\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.