

JEEVAN Project – Tender for Supply of Paper

Ref: No. ICSIL/09/132/Tender for Supply of Paper

INTELLIGENT COMMUNICATION SYSTEMS INDIA LIMITED
(A Joint Venture of TCIL – A Govt. of India Enterprise & DSIIDC – An Undertaking of Delhi Govt.)
Administrative Building, Okhla Industrial Estate, Phase III, New Delhi - 110020

No. F. ICSIL/09/131/Tender for Supply of Paper Dated: 25.08.14

NOTICE INVITING TENDERS

Offline tenders are invited for the engagement of any vender for supplying of paper during the validity period of tender on purely contract basis.

Tender document is also available in pdf format from website www.icsil.in.

S. NO.	Milestone	Time & Limits
1	Estimated value of the items	3,50,000.00
2	Earnest money deposit required	20,000.00
3	Date of Publication of tender	25-08-14
4	Last date & time for submission of tender	03-09-14 12:00 noon
5	Time & date for opening of tender	03-09-14 12:00 noon

Tender documents complete in all respects, must be submitted at ICSIL registered office at above address before last date and time of submission of tender.

Managing Director
Intelligent Communication Systems India Limited

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1. Goals of this Tender

The objective of this tender is to solicit quotations from the interested supplier of paper for participation in a bid process for supply of paper for a period of 7 months (i.e. 1st September 2014 to 31st March 2015) which may be extended at mutual consent of parties. This tender intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

2. Tender Issuing Authority

This Tender is issued by the Intelligent Communications Systems India Ltd. (ICSIL), and is intended to **select a vendor (Supplier of Paper)**. ICSIL's decision with regard to the selection of vendor through this tender shall be final and ICSIL reserves the right to reject any or all the bids without assigning any reason.

S. No.	Item	Description
1	Project Title	Tender for Supply of Paper.
2	Project Initiator	
	Organization	Intelligent Communications System India (ICSIL) Ltd.
	Contact Person	Mr. Avinash Yadav, Manager Finance avinash@icsil.in
	Contact Detail	ICSIL (A joint venture of TCIL- Govt. of India Enterprise and DSIIDC – An undertaking of Govt. of Delhi)
	Website	www.icsil.in

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3. Timelines of Tender

The following table enlists important milestones and timelines for completion of bidding activities:

S. NO.	Milestone	Date & Time
1	Publish of Tender	25-08-2014
2	Last Date of bid Submission	03-09-2014 12:00
3	Opening of Bid/ Responses (In the Presence of Representative of venders if they attend)	03-09-2014 12:00

4. Earnest Money Deposit

EMD for a sum of Rs. 20,000/- (Rs. Twenty Thousand Only) should be deposited to ICSIL Bank account by ECS / Demand Draft should be submitted with other tender documents. Bank account details of ICSIL are as below:-

Bank	State Bank of India
Branch	SME Branch, Okhla Industrial Estate
Account No.	32211054245
IFSC Code	SBIN0000727

Bidder who fails to submit EMD will be disqualified from tender. The Earnest Money Deposit (EMD), without any interest will be refunded with in a week only to those Bidders who fail in this Tender.

5. Performance Guarantee

The Performance Guarantee of the selected bidder is Rs. 20,000/- (Rs. Twenty Thousand Only) which can be adjusted from the amount of EMD already deposited with ICSIL by the selected vendor. The Performance Guarantee will be refunded without any interest after the 30 days of the expiry of the contract.

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6. Background

Details of JEEVAN Project

The Government of National Capital Territory of Delhi (GNCTD) took up an ambitious e- Governance initiative with the project “Jeevan” which aimed to redefine public service delivery. Jeevan’s focus has been on significantly enhancing the quality of services available to the citizen and to enhance the ability of the citizens to interact with the Government on a regular basis with speed, convenience, transparency, certainty and accountability by leveraging the use of information technology. All services are provided through a ‘One-Stop- Shop’ concept with ‘Any-Time-Any-Where’ facility through the **Jeevan Citizen Service Centers (CSCs)**.

7. Eligibility Criteria

- A)** The bidder should not be a blacklisted by any of the Department/Institutions of Central Government/State Government/ Public Sector Undertaking/ Local Body etc.
- B)** The bidder should have a proof of:-
- i) The bidder should be registered with Income Tax Department i.e. PAN.
 - ii) The bidder should be registered with Sale Tax Department i.e. DVAT.

8. Checklist for Eligibility Criteria

The scanned copy of following documents in support of eligibility of bidder should be submitted online.

S. No.	Eligibility Criteria	Checklist’s Documentation
1	The bidder should be registered with Income Tax Department.	Copy of PAN Card issued by Department.
2	The bidder should be registered with Sale Tax Department.	Copy of TIN Number issued by Department

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9. Scope of Work

- A) Uninterrupted Supply of paper on Demand during the tenure, as per page 1 of this tender.
- B) Supply of paper of the same quality & on the same rate which is fixed in this tender irrespective of change in market rate.
- C) F.O.R. delivering of paper is to be made at ICSIL office, on demand.

10. Terms & Conditions:

- i) Incomplete & conditional tenders shall be summarily rejected.
- ii) In any contradiction on the part of information supplied by the bidder, ICSIL reserves the right to declare the bidder non - competent and declare any contract to be null and void, even if already awarded to the bidder.
- iii) ICSIL reserves the right to reject any/all tenders without assigning any reasons what so ever.
- iv) Timing and sequence of events resulting from this tender shall ultimately be determined by ICSIL
- v) No oral conversations or agreements with any official, agent, or employee of ICSIL shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of ICSIL shall be superseded by the definitive agreement that results from this tender process. Oral communications by ICSIL to bidders shall not be considered binding on ICSIL, nor shall any written materials provided by any person other than ICSIL.
- vi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against ICSIL or any of their respective officials, agents, or employees arising out of, or relating to this tender or these procedures (other than those

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arising under a definitive service agreement with the bidder in accordance with the terms thereof).

- vii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- viii) Each applicant shall submit only one Qualification requirements proposal.

11. Language of Tender

The proposal and all correspondence and documents shall be written in English.

12. Commercial Quote

- a) The Bidder is expected to price all the items and services proposed in the Technical Proposal. The Commercial Proposal submitted by the Bidder should be inclusive of all items and all taxes including DVAT.
- b) Commercial Quote – The bidder shall quote as follows:-

S. No.	Description	Rate per Packet	No. of Packets	Total Amount
1	Charges for One Packet	XXXX	500	XXXX
	(2,000 sheets of Height 6 inch & width 10 inch)			
			Sub Total	XXXX
	DVAT			XX
			Grand Total	XXXX
	Amount in words			

13. Award of Contract

13.1 Award Criteria

ICSIL will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the best value proposal.

13.2 ICSIL 's Right To Accept Any Proposal and To Reject Any Or All Proposals

ICSIL reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ICSIL's action.

13.3 Notification of Award

Prior to the expiration of the validity period, ICSIL will notify the successful bidder in writing or by email, to be confirmed in writing by letter, that its proposal has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of performance bank guarantee, ICSIL will promptly notify each unsuccessful bidder and return their Bid Security (EMD).

13.4 Signing of Contract

At the same time as ICSIL notifies the successful bidder that its proposal has been accepted, ICSIL shall enter into a separate contract, incorporating all agreements (to be discussed and agreed upon separately) between ICSIL and the successful bidder. ICSIL shall have the right to annul the award in case there is a delay of more than 30 days in signing of contract, for reasons attributable to the successful bidder.

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14. Response Requirement

- 1) The Response to tender shall be prepared in accordance with the requirements specified in this tender and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- 2) Proposals must be direct, concise, and complete. All information not directly relevant to this tender should be omitted.
- 3) The Qualification Proposal shall be submitted at ICSIL office in tender box with Manager Finance. Following documents need to be submitted (after signature of authorized signatory):-
 - a) EMD Amount (RTGS/NEFT Receipt) or Demand Draft.
 - b) Technical Quote with all relevant documents.
 - c) Commercial Quote in the same format provided in this tender (Both quotation can be submitted in the same envelop).
- 4) The proposal should contain the copies of references and other documents as specified in the tender.

ICSIL will not accept delivery of proposal in any manner other than that specified in this tender. Proposal delivered in any other manner shall be treated as defective, invalid and rejected

15. Indemnity

The selected vendor shall indemnify the ICSIL against all third party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. ICSIL stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of services as per this tender. ICSIL also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the vendor's manpower while discharging their duty towards fulfillment of the service which are covered under this tender.

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16. Form I : Covering Letter

(Company Letterhead)

[Date]

To

Managing Director
ICSIL, Administrative Building,
Okhla Industrial Estate,
Phase III, New Delhi 110020.

Dear Sir

Ref: Tender for Supplier of Paper

Having examined the tender, the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit Qualification requirement proposal in response to the tender.

We attach hereto the response as required by the tender, which constitutes our proposal. Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Me:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
Email:		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to ICSIL is true, accurate, verifiable and complete. This response

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includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the tender Document.

It is hereby confirmed that I/We are entitled to act on behalf of our company and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2014**

(Signature)

(Designation)

(Name)

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17. Form II : General Details of the Organization

Details of the Organization	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Other Relevant Information	
Mandatory Supporting Documents: a) PAN Card b) TIN of DVAT.	

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Form III: Undertaking on Blacklisting

(Company Letterhead)

[Date]

To

Managing Director
ICSIL, Administrative Building,
Okhla Industrial Estate,
Phase III, New Delhi 110020.

Sub: Undertaking on Blacklisting

Dear Sir

I/we as potential bidders do hereby state that our company is not blacklisted by any Government Department or Public Sector Enterprises.

Yours Faithfully

(Authorized Signatory)
Designation