

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.**  
**(AN ISO 9001:2008 Certified Company)**

(A Govt. of India Undertaking, Ministry of Textiles)



“E-NOTICE FOR RATE CONTRACT FOR SUPPLY OF A5 COPIER PAPER FOR  
CCIC'S SHOWROOM IN JAWAHAR VYAPAR BHAWAN AT JANPATH, NEW  
DELHI”

**MSME Development Act, 2006 benefits applicable**

**E- TENDER DOCUMENTS**

1. बिड डेटा शीट / BID DATA SHEET
2. ई निविदा नोटिस / E-TENDER NOTICE
3. तकनीकी सह वित्तीय प्रारूप / TECHNICAL-CUM-FINANCIAL FORMAT (ANN-A)
4. बोलीदाताओं को मानक निर्देश /STANDARD INSTRUCTIONS TO BIDDERS
5. स्टार्टअप को रियायत सहित एमएसएमई को लाभ / BENEFITS TO MSME INCLUDING RELAXATION TO STARTUPS
6. एनईएफटी/आरटीजीएस मानडेट प्रपत्र / NEFT/RTGS MANDATE FORM

**BID DATA SHEET**

1.	NIT RFP No.	<b>No.CCIC/GA/A5paper/2019/ET4</b>
2.	Project	E-Notice for Rate Contract for supply of A5 Copier Paper
3.	Contact Person	Shri Manoj Kumar Dy. Manager (Gen.Admn.) Ph.011-23310804 Email : <a href="mailto:admin@cottageemporium.in">admin@cottageemporium.in</a>
4.	Bid to be submitted	Online
5.	Bidding Process	Single Bid (Technical-cum-Financial Bid)
6.	Website for NIT download and any other related information	<a href="http://www.thecottage.in">www.thecottage.in</a>
7.	Portal for Online Submission	<a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a>
8.	Validity of bid	The Bid shall be valid for a period of 120 days from the date of opening of bids
9.	Selection Method	L1: Lowest Price among technically qualified bidders
10.	Time frame for implementation	As per tender document
11.	Value of Tender	Rs.1.00 lakhs
<b>Schedule of Events</b>		
	<b>EVENT</b>	<b>VENUE/DATE/TIME</b>
1.	Publishing date on E-procurement Portal	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>19.03. 2019</b>
2.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>Latest by 08.04.2019, 03:00 PM</b>
3.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>09.04.2019, 04:00 PM</b>

**Note:** In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.



**® CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.**

(Govt. of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhawan, Janpath New Delhi -110 001.

Tel : +91-11-23310804, 23311964

Fax : 011-23328354, 23310804

Website : [www.thecottage.in](http://www.thecottage.in)

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CCIC/GA./A5Paper/2019/ET4

19.03.2019

### **E-Tender Notice**

**Sub: - Rate Contract for supply of A5 Copier Paper.**

#### **1. Request for Proposal (RFP)**

CCIC invites E-tenders under single bid system (Technical-cum-Financial Bid) from reputed parties/agencies for **Rate Contract for supply of A5 Copier Paper for Printing of Invoices"** for CCIC's Showroom in Jawahar Vyapar Bhawan at Janpath, New Delhi.

**Only Delhi NCR based** interested parties/agencies may submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats alongwith all necessary documents and information requested herein.

The bids may be submitted latest by **3.00 PM on 08.04.2019** the bids shall be opened on **09.04.2019 at 04.00 PM.**

All details regarding the subject RFP are available on websites: [www.thecottage.in](http://www.thecottage.in), and [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure). Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

#### **2. Electronic Submission of Bids**

- I. Bids (Technical-cum-Financial Bid) against this RFP shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.
- II. For submission of e-bids, bidders are required to get themselves registered with [eprocure.gov.in](http://eprocure.gov.in) website using Digital Signature Certificate (DSC) essentially having signing certificate.

III. Earnest Money Deposit (EMD) is required to be submitted online through e-procurement portal as per bank details mentioned in the tender.

**The bidders are required to upload scan copies of the following:**

- Technical-cum-Financial Bid (prepared on Company's Letter head).
- Copy of PAN No.,
- Copy of GST Number
- Scanned copy of UTR No. generated through online payment of EMD.

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

**3. Earnest Money Deposit (EMD)**

- a. All Bidders are requested to furnish Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) by NEFT/RTGS mode only as per following bank details.

**Name of Account holder** :- **Central Cottage Industries Corp. of India Ltd.**  
**Account Number** :- **10185775245**  
**IFSC Code** :- **SBIN0001639**  
**Bank Name** :- **State Bank of India**  
**Branch** :- **Chanderlok Bldg., Janpath, New Delhi**

- b. The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience and EMD under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- c. Bids for which EMD is not received in the prescribed manner shall be rejected summarily.
- d. CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- e. EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with CCIC as Security Deposit and be refunded after expiry of the contract without interest within a period of two months.

#### **4. Bid Details**

Bidders are required to furnish their rates strictly in the prescribed technical-cum-financial Bid (**Annexure-A**). Rates should be firmed and no escalation will be allowed during the currency of contract. Interested agencies may submit financial bid as per format duly authenticated and stamped. The Bid must be filled in completely, without any errors, erasures or alterations.

#### **5. Award of Work**

The agency quoting the lowest rate for A5 copier paper shall be considered for award of work. CCIC, New Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

#### **6. Payment Terms**

Payment shall be made through RTGS/NEFT mode only within 15 days of submission of Bill alongwith delivery challan for supply of goods. No advance payment shall be made.

#### **7. Performance Guarantee**

EMD of successful bidder will be converted into interest free Performance Security that shall be refunded on expiry of contract.

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Technical-cum-financial Bid PART-I

Sl. No.	Particulars	
1.	Name of the firm	
2.	Address	
3.	Contract Person	
4.	Telephone Number	Office: _____ Shop: _____ Res. _____ Mobile: _____ Fax No. _____
5.	PAN No.	
6.	CIN No.	
7.	GST No.	
8.	Whether registered under MSME/NSIC & DGS&D (If yes, attach certificate of registration)	Yes/No
	b. Whether MSE owned by ST/SC (attach proof)	Yes/No
9.	<p><b>Mandatory Criteria in the subject of tender</b></p> <p>1. Experience (Attach Proof) and past performance on similar contract for last 2 years ending 31<sup>st</sup> March, 2018 other than CCIC not less two institutions/offices/showrooms.</p> <p>2. Capabilities with respect of personnel, equipment and manufacturing facilities.</p> <p>3. Financial standing through latest I.T.C.C., Annual Report (balance Sheet and Profit &amp; Loss Account) of last 3 years (2015-16, 2016-17 and 2017-18) ending 31<sup>st</sup> March, 2018 (attach proof).</p> <p>4. Should be registered under GST.</p> <p><i>(The similar contract means works related to supply of photocopier Paper / stationery items to reputed institutions/PSUs,/Govt. Bodies or renowned showrooms)</i></p>	
10.	<b>EARNEST MONEY DEPOSIT</b>	
	An Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) may directly transferred through <b>NEFT/RTGS mode only as per details given in tender.</b> <b>(MSME/NSIC or DGS&amp;D parties are exempted)</b>	UTR No. _____ Date _____ Amt. _____ Bank _____

## **PART-II**

### **Format of Financial information for Rate Contact for supply of A5 Copier Paper.**

<b>Sl. No.</b>	<b>Description</b>	<b>Annual Consumption</b>	<b>Per Ream Rate (INR)</b>	<b>GST Rate</b>	<b>Net Rate (INR)</b>
<b>A.</b>	<b>A5 COPIER PAPER</b> (Half size of A4 paper) <b>75 GSM, 500 sheets</b>	<b>800 Ream</b> <b>(Approx.)</b>			

**Freight free Delivery** : At Jawahar Vyapar Bhawan, Janpath, New Delhi.

**Delivery Schedule:** As per Purchase order. However shall not exceed 15 days from the date of PO.

We agree to carry out the above supply at the rate quoted above for the duration of one full year. We understand that CCIC, New Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date:

# Central Cottage Industries Corporation of India Ltd.

(A Government of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhavan, Janpath,

New Delhi-110001

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## STANDARD INSTRUCTIONS TO BIDDERS

### 1. Period of Contract

Rate contract shall be valid for one year from the date of award of contract and can be renewed with mutual agreement on same terms and conditions.

### 2. Tender Validity

The Tender shall remain valid for 120 days from the date of opening of Technical-cum-financial bid.

### 3. EMD

- (a) All Bidders are requested to furnish Earnest Money Deposit of **Rs.5,000/-** (Rupees five thousand only) by NEFT/RTGS mode only as per following bank details.

**Name of Account holder : - Central Cottage Industries Corp. of India Ltd.**

**Account Number : - 10185775245**

**IFSC Code : - SBIN0001639**

**Bank Name : - State Bank of India**

**Branch : - Chanderlok Bldg., Janpath, New Delhi**

- (b) The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- (c) The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and no interest would be paid thereon.
- (d) In case of successful tenderer the same shall be kept as interest free security deposit and shall be refunded on expiry/termination of contract.

### 4. Forfeiture of EMD

- I. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
- II. In case successful bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.



## **5. Performance Security**

- a. The earnest money of the successful bidder shall be converted into interest free Security Deposit which shall be refunded after expiry of 60 days of the contract.
- b. The Security deposit shall be forfeited in case of unsatisfactory performance as decided by CCIC or variation in the quality of supply material which shall render into the termination of the contract.

## **6. Bid Documents Consists of:**

- i. Bid Data Sheet
- ii. E-Tender Notice
- iii. Technical cum financial Bid form (Ann-A)
- iv. Standard Instructions to the bidders.
- v. Benefits to Micro and Small Enterprises
- vi. NEFT/RTGS Mandate Form

The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

## **7. Right to accept or reject a bid**

CCIC reserves the right to accept or reject any / all quotations without assigning any reason whatsoever.

## **8. Tender Prices**

- i. Prices quoted by the Tenderer shall be exclusive of all taxes/duties/levies, which shall be shown separately.
- ii. The tenderer is required to quote prices as per Annexure-A as per tender documents.
- iii. The rates quoted should be clearly typed / written in figures and words, repeat in figures and words free from over typing or over writing. The corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.
- iv. There shall be no escalation in the price during the contract period of one year

## **9. Award of Tender**

The tender shall be awarded to lowest financial bidder i.e. L-1 party fulfilling the eligibility criteria as mentioned in point No.10.

**10. Mandatory experience in the subject of tender**

- a. Experience (Attach Proof) and past performance on similar contract for last 2 years ending 31<sup>st</sup> March, 2018 other than CCIC not less two institutions/offices/showrooms.
- b. Capabilities with respect of personnel, equipment and manufacturing facilities.
- c. Financial standing through latest I.T.C.C., Annual Report (balance Sheet and Profit & Loss Account) of last 3 years (2015-16,2016-17and2017-2018) ending 31<sup>st</sup> March, 2018 (attach proof).
- d. Should be registered under GST.

*(The similar contract means supply of Copier Paper / Stationery Items to reputed institutions/PSUs,/Govt. Bodies or renowned showrooms)*

**11. Payment terms**

**1.For supply of Goods/Services**

Payment shall be made through RTGS/NEFT mode only within 15 days of submission of Bill alongwith delivery challan for supply of goods. No advance payment shall be made.

2.For purchase of Goods/Execution of works payment terms would as specified in the tender documents.

**12. Quality and Penalty**

The supplier shall ensure that the Paper Carry Bags supplied under the contract are as per tender specifications with regard to GSM, pasting, printing and string handles, proper bag base support, etc. In case of non-conforming of specifications/poor quality of bags supplied, the whole lot shall be cancelled at the cost of the supplier.In addition, constant quality complaints may lead to forfeiture of Security Deposit.

**13. Management’s right to accept any tender and reject any or all tenders**

Management reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract.

Signature of authorized signatory & Seal

Date.....

Place.....

## **Benefits to Micro and Small Enterprises and Relaxation to startups**

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 25% of total tendered value including minimum 03% reservation for women owned MSEs within the limit of 25% reservation. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 4% (i.e. 25% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

**Definition of MSEs owned by SC/ST is as given under:**

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- vii) **Relaxation to Startups** : Condition / criteria of prior turnover and prior experience is relaxed for **Startups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All startups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.

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**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.  
JAWAHAR VYAPAR BHAWAN  
JANPATH, NEW DELHI-01**

**Mandate for payment through NEFT/RTGS  
(Please use capital letters only)**

1.	Name of the party	
2.	Party address	
3.	Contact No.	
4.	Email ID	
5.	PAN No.	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also under take that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of party)

