



## **RAJASTHAN STATE MINES & MINERALS LIMITED**

**(A Government of Rajasthan Enterprises)**

**REGISTERED OFFICE:**

C89-90, Lal Kothi Scheme, Janpath  
Jaipur (Rajasthan) India  
Ph.:+91-141-2743734, 2743934  
Fax: +91-141-2743735, 2428739  
CIN No.: U14109RJ1949SGC000505

**CORPORATE OFFICE:**

4, Meera Marg,  
Udaipur – 313 001  
Ph.: -91-294-2428768, 2428763-67  
Fax: +91-294-2428768  
[www.rsmm.com](http://www.rsmm.com)

e-mail [naveengupta.rsmml@rajasthan.gov.in](mailto:naveengupta.rsmml@rajasthan.gov.in)

**PAN No : AAACR7857H**

**TIN No. 08693902289**

### TENDER SCHEDULE

TO

NIT NO. RSMM/CO/MM/NIT- 02/2016-17 DATED 17.05.16

FOR

“ SUPPLY OF NOTE SHEET PADS & FILE COVERS ”

SUBMISSION DATE : On or before 07.06.2016

SUBMISSION TIME : UPTO 6.00 p.m. On 07.06.2016

DUE FOR OPENING : 08. 06.2016

OPENING TIME : 4.30 p.m.

**TENDER FEE (NON REFUNDABLE ) Rs. 229 /- ONLY  
(INCLUSIVE OF VAT)**

**(TENDER DOCUMENT IS NON TRANSFERABLE)**



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**PAN No : AAACR7857H**

**TIN No. 08693902289**

Ref: NIT No. RSMM/CO/MM/NIT-02/2016-17

Dated 17.05.2016

## **DETAILED NOTICE INVITING TENDER**

Sealed tenders in two parts i.e. Techno commercial part & Price part are invited only from the reputed & established suppliers for the supply of Note Sheet Pads and File covers :

Brief Description of Work	Qty. in Nos.	Bid Security (Rs.)
Supply of Note Sheet Pad of size 17"x 27"/4, 90 GSM Ledger Paper Details are at annexure - VIII	200	2,000 /-
Supply of File cover Roneo type of size 15" x 11.25 " of color board 31kgs. Weight Details are at annexure - VIII	3000	

The Techno-commercial suitability of the offer would be ascertained on the basis of documents furnished by the tenderer in line with the terms of the tender and/or information gathered by RSMML about the tenderer. The price bid (part-II of tender) of only Techno-commercially qualified tenderers will be opened. The decision of the company in this regard shall be final and binding.

The tenderer/ bidder who have earlier been suspended or banned by the company shall not be eligible to participate in this tender during the currency of suspension/ban period.

The tender document (non-transferable) can be obtained from the office of FA,CO on the above address on or before 07.06.2016 up to 5.00 PM on payment of non-refundable tender document fee of Rs. 229/- (Rupees two hundred twenty-nine only), inclusive of RVAT by Cash/Demand Draft / Pay Order in favour of RSMML payable at Udaipur. Alternatively interested tenderer(s) may directly download the tender document from websites [www.rsmm.com/](http://www.rsmm.com/) [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and furnish their offer as per the terms & conditions provided therein with tender document fee and Bid Security in a separate sealed envelope as per clause No.2.0 (i) super scribing tender no. & tender document fee & Bid Security towards NIT No. RSMM/CO/MM/NIT-

02/16-17 dated 17.05.16 for supply of Note Sheet Pads & File Covers, failing which their offer will not be considered.

The tender shall be received by the Office of the undersigned on or before 07.06.2016 up to 6.00 PM and the part I (techno-commercial bid) of tender will be opened on 08.06.2016 at 4.30 PM in the presence of representative of participant tenderers, who may like to attend the opening. The prescribed Bid Security of Rs.2,000/- (Rs. Two thousand only) shall be in the form of Demand Draft / Pay Order in favour of RSMML payable at Udaipur alongwith part-I of tender, as per clause No.2.0(i) & 12.0. Offers without Bid Security may not be considered. RSMML is not responsible for postal delay or misplacement of offers. Offers through fax /email and not in a manner specified in the tender will not be acceptable. RSMML reserves the right to reject any or all the offers, to cancel the tender, postpone it for another day, to change the venue of receipt/opening of tender, to increase/decrease the quantity of tendered items at any time, divide the quantity in more than one tenderer, accept/ not to accept offered samples of note sheet paper / file cover based on the requirement of the Company without assigning any reason(s) at its sole discretion.

(B.S. Gupta)  
GENERAL MANAGER (MM)

Note: The tenderers are advised to keep visiting our website till last/extended submission/due date of tender for corrigendum/addendum, if any, to the tender.

NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.2016  
for supply of Note Sheet Pads and File Covers

DUE ON FOR OPENING ON DATED 08.06.2016

Section – I	Instructions for preparation & submission of tender and conditions of Tender.
Section – II	Special Conditions of Contract.
Annexure- I	General Profile of Tenderer
Annexure- II	Undertaking towards banning/suspension.
Annexure- III	Registration details as per MSMED Act, 2006.
Annexure - IV	Declaration by the tenderer towards their status
Annexure- V	Undertaking towards acceptance of all terms & conditions of tender and no conditions is mentioned in the Price Bid.
Annexure VI	Exceptions & Deviations
Annexure- VII	Details of Taxes & Duties offered in the price bid.
Annexure- VIII	Check-list to technical specifications & quantity.
Annexure - IX	B.G. Format
Annexure – X	Price Bid (Part – II) of offer
Annexure-A	Compliance with the Code of Integrity and No Conflict of Interest.
Annexure-B	Declaration by the Bidder regarding Qualifications.
Annexure-C	Grievance Redressal during Procurement Process and Form No. 1.
Annexure-D	Additional Conditions of Contract.

**SECTION –I:INSTRUCTION FOR PREPARATION & SUBMISSION OF TENDER**

- 1.0** Duly sealed & signed copy of complete tender document is to be furnished with Part-I of tender as a token of acceptance of its terms and conditions (no page should be detached).
- 2.0** Tender must be submitted in two parts i.e. Techno - Commercial (Part – I) and Price Bid (Part – II). The tender should be packed in four sealed envelopes as elaborated below. Each Envelop should be super scribed tender no. as mentioned above.
- i) **Sealed Envelop No. 1:** This envelop should contain DD/PO/BC towards the tender document fee (in case the tender document has been downloaded from the websites) or the copy of cash receipt (in case the tender document has been purchased from the office of FA,CO) and DD/PO/BC towards requisite bid security as per provisions mentioned in the tender document. This sealed envelop should be superscribed Tender Document Fee & Bid Security for tender No. ( as mentioned above).
- ii) **Sealed Envelop No. 2:** This envelop should contain Part –I: Techno-Commercial BID along-with all supporting documents (except the tender document fees, Bid Security & Price Bid envelope) as asked in the

tender document. This sealed envelope should be super scribed Part – I of tender No (as mentioned above).

The tenderer / bidder should give a declaration with Part – 1 of the offer that they have not been banned/suspended or de-listed by RSMML. If this declaration is not given, the bid will be treated as non responsive.

- iii) **Sealed Envelop No. 3** i.e. Part-II (PRICE BID): This envelop should contain only Price Part as per provisions mentioned in the tender. The sealed envelope should be super scribed PART – II (Price Part) of Tender No. (as mentioned above). No condition should be stipulated in this part, if any, shall be ignored.
- iv) **Sealed Envelop No. 4:** The above three sealed envelopes should be packed in another sufficiently large envelop to enable it to be opened without tearing the inner sealed envelopes. The outer cover should bear address of the authority who has invited tender and super-scribed there on Tender No (as mentioned above) and the details of above mentioned three envelops.

In case above mentioned pattern for submitting tender document is not followed by the tenderer, their offer may liable to be ignored.

### **3.0 DELIVERY OF TENDER:**

The submission and delivery of tenders within the specified date and time will be the sole responsibility of the Tenderer. In case the last date of submission / opening of tender happen to be a holiday, then tenders shall be submitted/ opened on the next working day upto/ at prescribed time.

- 3.1 Late Tender:** The tenders received after specified due date & time of submission of tender will be treated as late tender and will not be considered at all.
- 4.0** RSMML will not be responsible for delay in delivery of the tenders through post/speed post/courier/personal or any other means.
- 5.0** Tenderer should quote as far as possible in the form & pattern, as envisaged herein. It will help in making proper comparison & avoid any errors/emissions. Offers through Fax/e-mail /telegram will not be considered at all.
- 6.0** Printed conditions on the back of letters originating from Tenderer will be ignored.
- 7.0 EXCEPTION & DEVIATION:** Tenderers are advised to submit their offer based on terms & conditions and specifications contained in the tender document and not to stipulate any deviations. Offer containing

stipulations of deviations to the terms & conditions are liable to be ignored. In case it is absolutely unavoidable to deviate from tender conditions & if the tenderer desires to propose any addition/ deviation /alterations to any of the terms and conditions contained in the tender document, the same must be expressed clearly in **Annexure - VI** and furnished alongwith part-I of the offer, without making any correction on the body of the tender documents. In the absence of it, it will be deemed as unqualified acceptance by the Tenderer to all terms and conditions contained herein. Tenderers should mention the deviations at their risk of rejection only. Deviations mentioned anywhere else in the offer shall be ignored without any consequences to the company.

Quotation qualified by such vague and indefinite expressions as "SUBJECT TO IMMEDIATE ACCEPTANCE" or "SUBJECT TO PRIOR SALE" are liable to be ignored.

Tenders containing corrections and alterations are liable to be rejected unless all such corrections and alterations are signed & stamped by the tenderer.

#### **8.0 BEFORE SUBMITTING TENDER**

Tenderer shall be deemed to have satisfied himself of all conditions liable to be encountered during the execution of the contract or rates quoted in the offer are adequate and all inclusive with respect to all factors circumstances and conditions likely to be incidental/ encountered to the execution of the contract, as per the scope and conditions given herein

#### **9.0 AUTHORITY TO SIGN TENDER**

The tender should be signed by the person who is legally authorized to enter into commitments on behalf of the Tenderer. The authorization letter should be enclosed.

#### **10.0 OPENING OF TENDERS**

Tenders will be opened on the fixed date and time in the presence of tenderer or their authorized representative who may wish to be present at the opening of the tender at the place, time and date as specified in the schedule.

#### **11.0 VALIDITY**

The tenderer shall keep the offer open for acceptance by RSMML for a minimum period of **Four months** from the date/extended date of opening of Part - I tender, within which period the tenderer shall have no right to withdraw, amend or modify his offer. In case of withdrawal/ amendment/modification the bid security deposited by the Tenderer, as per clause No. 12.0 (Section-I) hereof, shall stand forfeited. The validity period may be extended further, if required, by mutual consent from time to time.

In case, tenderer, after issuance of communication of acceptance of offer by RSMML, fails to execute the contract as per the conditions of the contract, such an event will be considered as the tenderer calculated willful breach of the contract, the cost & consequence of which shall be on the sole account of the tenderer. Moreover, RSMML have full right to claim damages thereof in addition to the forfeiture of Bid Security.

## **12.0 BID SECURITY :**

- a) The tenderer shall deposit (interest free) prescribed Bid Security of Rs.2,000/- alongwith the tender by Demand Draft/PO/Banker's cheque. It should be in favour of RSMML payable at Udaipur. Offers not accompanied with the requisite Bid Security will not be considered. Bid Security in any manner other than DD/PO/BC will not be accepted.
- b) While opening of the tender, the envelope containing bid security will be opened first and in case the same is found as per tender requirement, then only the sealed envelope containing part-I & part- II of offer will be opened. The offer of the tenderer(s) who has not furnished Bid Security of requisite amount and in prescribed manner will not be considered. However, tender opening committee may decide the opening of the bid (Part - I).
- c) **The BID SECURITY shall be forfeited in case of:**
  - a) If tenderer unsolicited revises and/or modifies and/or withdraw &/or cancel/amend the offer at its own after the last time & date for submission of tender and during the validity period.
  - b) If it is established that tenderer have submitted any wrong information/forged document along-with the tender or thereafter/ found indulge in unfair trade practices.
  - c) If the tenderer declines to accept contract/order placed by the Company subsequent to acceptance of his offer.
  - d) If the tenderer does not submit the security deposit cum performance guarantee.
  - e) If the tenderer breaches any promising provision of code of integrity prescribed for tenderer as detailed at Annexure -A.
- (d) The Bid Security furnished by the unsuccessful tenderers will be refunded after finalization of tender / validity of the offer has expired. Bid Security of successful tenderer will be refunded after receipt of Security Deposit cum performance guarantee.
- (e) The Bid Security of a tenderer lying with the company in respect of other tenders awaiting approval or rejected or on account of contract completed will not be adjusted towards earnest money deposit against this tender, however, the earnest money originally deposited may be taken into consideration in case tender is re-invited.

- (f) In case of participation by Undertakings, Corporations, Autonomous Bodies which are controlled and managed by Govt., Govt. Undertakings and Companies of Union Govt. & Govt. of Rajasthan, they are exempted from deposition of Bid Security.
- (g) Bid Security will be taken @25% of the total value of Bid Security of tender in case of participation by SSI unit of Rajasthan subject to that the tenderer has participated against the tender in a capacity of manufacturer of offered product. In case any SSI firm of Rajasthan is offering the quantity lesser than the tendered quantity, then they can submit proportionate amount of bid security in proportion to the quantity being offered with respect to the bid security amount for tender quantity.
- (h) Except above, no Bid Security exemption will be given to any party on any grounds and their offer will liable for rejection.

### **13.0 SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE:**

- i) As security for the due, proper and faithful fulfillment of the obligations under the contract, the tenderer will furnish to RSMML Security Deposit cum Performance Guarantee of 5 % of total value of contract by Demand Draft or in the form of Bank Guarantee in RSMML Performa from any Public Sector /ICICI/HDFC/AXIS (except State bank of India) Bank having its Branch at Udaipur, within 21 days from the date of LOA/RC. The Bank Guarantee should be valid for a period of 6 months in excess of the contractual period.
- ii) The BG shall liable to be invoked/ amount of SD is liable to be forfeited wholly or partly at the sole discretion of the Company, should the tenderer either fails to execute the work within the stipulated period or fails to fulfill the agreed obligations or fails to settle in full, it's dues to the Company.
- iii) The Company is empowered to recover any sum due and /or any other sum that may be fixed by the Company as being the amount or loss or losses or damages suffered by it due to unsatisfactorily performance or non fulfillment of any of the conditions of the tender/contract from the S.D.
- iv) The Bank Guarantee/ S.D. shall remain in force and binding, notwithstanding, if any variation, alternation, modifications are made to the contract or any extension of the contract period are granted by RSMML.
- v) RSMML shall not pay any interest on the Security Deposit. The security Deposit shall be released on application by the contractor after the expiry of guarantee and after discharge of all the tenderer's obligations under the contract.



- vi) The said Security shall not in any way be construed as a limitation of the tenderer's responsibility or liability pertaining to its obligations and guarantee under the contract and shall be without prejudice to any other remedies available to RSMML in terms of the contract and or as per the laws of the land.
- vii) In case SD is being furnished in the form of Bank Guarantee, the BG should be furnished on the non-judicial stamp paper of the value equal to 0.25% (Zero Point twenty-five Percent) of the total Security Deposit Amount subject to maximum of Rs. 25000 or as applicable at the time of issue of BG.
- viii) S.D. should be send to the office of GM(MM)., CO., Udaipur.

**14.0 RSMML RIGHTS:** RSMML reserves the following rights:

- a) to reject any or all the tenders received.
- b) to accept a tender either for the total requirement or part thereof or to split the work in more than one tenderer & not to accept the lowest tenderer.
- c) to accept / reject sample of Note Sheet Pad / File Cover as per requirement of the Company.
- d) to cancel the tender, postpone it for another date, change the venue of the receipt of the tender.
- e) to increase/decrease the quantity.

As a result of such change the Company will not entertain any claim of supplier whatsoever

**15.0 COMPENSATION FOR DELAYED COMPLETION:** In the event of the tenderer fail to deliver the stores as per agreed specifications in full/part within the delivery period, the Company shall be entitled at its option either:

- a) to recover from the tenderer as agreed pre determined compensation @ 1/2% (Half percent) per week of the total value of undelivered stores for each week or part thereof the delivery has been delayed, subject to a maximum of 5% of the total value of the undelivered stores
- b) either to purchase from elsewhere, without notice to the tenderer at his risk and cost full or undelivered part, as the case may be

OR

- c) to cancel the contract.

In case of b & c above, the Company will be empowered to purchase stores which are readily available with alternative source to meet the requirement irrespective of the fact whether these are similar or not.

**16.0 NO COMPENSATION FOR ALTERATION OF DELIVERY SCHEDULE OR SUSPENSION OF SUPPLIES:**

If at any time before the commencement of the supply if the Company, for any reason, whatsoever do not require the whole supply or part thereof as specified in the LOA/RC, shall give notice in writing of the same to the supplier and the supplier shall not be entitled for any compensation and/or damage of any kind whatsoever on account for loss or profit etc. nor the contractor be entitled to any claim for compensation for re-scheduling of delivery period.

**17.0 SUPPORTING DOCUMENTS:**

The Tenderer should furnish the following supporting documents along with offer:

- a) Bid Security & Tender document fee in the manner specified in tender as per clause No. 12.0 and 2.0.
- b) Copy of complete tender document as issued duly filled and sealed & signed on each page by the tenderer as token of acceptance of specification, terms & conditions of tender.
- iii) Copy of registration certificate under the Micro, Small & Medium Enterprises Development Act 2006, as per annexure III
- iv) Duly filled (wherever necessary) & sealed and signed annexure – I to IX & Annexure A to D with Part-I of offer and annexure X (Price Bid) in separate sealed cover.
- v) Sample of File Cover and sample of paper of note sheet as per tender specification
- vi) Any other document, if relevant, in support of tender conditions.

Note: Each & every document including copy of tender document & Annexures furnished alongwith part I & Part II should be sealed and signed by the authorised person of the tenderer.

**18.0 TERMINATION:**

1. In case of failure to perform the job as required under this tender or observe breach of any of the terms and conditions by the tenderer, the company shall give a notice to rectify such default/breach with 10 days, failure to which may result in termination of the contract and forfeiture of security deposit without any prejudice to the Company's rights to claim damages/ cost/ loss etc caused by such default/ breach. Such termination shall not absolve the tenderer of the liabilities accruing till the date of such termination.
2. The contract may also be terminated in the event the tenderer is being adjudged insolvent or going into Liquidation or Winding up of their business, or making arrangement with their creditors.
3. Notwithstanding anything contained herein above, the Company in its absolute discretion may at any time terminate the order without

assigning any reason thereof by giving fifteen day's notice to the tenderer at their last notified address. In such an event the tenderer shall not be entitled to raise any claim or demand for compensation, loss of profit and/or damages and / or losses or costs by reason of such earlier termination on any ground whatsoever.

**19.0 FORCE MAJEURE:** At any time, during the continuance of the contract, the performance in whole or in part by either party (sub-vendors excluded) and/ or obligations under this contract shall be prevented or delayed by reason of any war, Hostility acts of public enemy, civil commotion, sabotage, fires, floods, explosion, epidemics, quarantine restrictions, non- performance due to Acts of God or Acts of Government/statutory bodies (herein after referred as "Event") then provided a notice of the happening of any such event is given within seven days from the date of occurrence thereof neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damage against the other in respect of such non-performance or delay in performance and the deliveries and / or performance of the work under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and decision of Company as to whether the deliveries and / or performance of the work have been so resumed or not shall be final and conclusive. Provided further that if the performance in whole or in part is delayed by reasons of any such events for a period exceeding thirty days either party may at its option terminate the contract.

**20.0 JURISDICTION:** The contract is subject to the exclusive jurisdiction of courts of Udaipur in the state of Rajasthan only.

For RAJASTHAN STATE MINES & MINERALS LIMITED,

(B.S. Gupta)  
General Manager (MM).

I/ We have studied the above terms and conditions and having understood the same in true sense and spirit. I/We shall abide by and adhere to the above terms and conditions fully.

Signature of Tenderer with official stamps

Date :

Place:

**Section II : SPECIAL CONDITIONS OF CONTRACT (SCC)**

**1.0 SPECIFICATION :**

The specification of the Note Sheet Pad and File Cover are given at Annexure VIII for which tenderer has to give acceptance.

**2.0 DELIVERY PERIOD :**

Tenderer is requested to give minimum possible delivery period for the supply of tendered items.

**3.0 RATES:**

3.1 The rates for Supply of File Cover and Note Sheet Pad should be quoted in "**SCHEDULE OF RATES (Price-bid)**" Annexure X attached herewith. The quoted rate should be inclusive of all taxes & duties & for total scope of work as mentioned in clause no.1 of Section-II and shall remain firm & fixed during the complete execution of the contract. No escalation on whatsoever ground will be admissible.

**4.0 PLACE OF DELIVERY-**

The material should be delivered to Admn. Deptt Corporate office by the tenderer at his cost.

**6.0 CONSIGNEE :**

ED (Admn.),  
Rajasthan State Mines & Minerals Ltd.,  
Corporate Office,  
Udaipur or his authorised representative.

**7.0 TERMS OF PAYMENT & PAYING AUTHORITY:**

- i) 100% Payment within 30 days after receipt and acceptance of stores.
- ii) **Billing & Paying Authority** : The bill in triplicate along with the supporting documents duly verified by the consignee will be released by Payment disbursing authority : Financial Adviser, RSMML, Corporate office
- iii) Payment will be made through RTGS/NEFT. All bank charges/commission shall be borne by the contractor.

**8.0 DETERMINATION OF LOWEST BIDDER:**

- a) The lowest tenderer shall be determined on the basis of total landed cost for each item separately inclusive of all duties, taxes, transportation charges etc and giving effect of any other duties/taxes levied/ exempted/entry taxes levied exempted/ input tax credit on RVAT/Entry tax levied by GoR on interstate purchase of tendered items by State/Central Govt. which are applicable directly / indirectly on the supply/use of tendered items. On similar basis L2, L3, L4, Tenderer will be determined.

- b) In the event the company does not find the lowest quoted rate, acceptable to it, then the tender will be scrapped and may be re-invited, or company may take any other suitable action as deemed fit looking to the exigency of the work.

## **9.0 NEGOTIATIONS:-**

- i) Negotiations may be conducted with the lowest tenderer only. In case of non-satisfactory achievement of rates from lowest tenderer, RSMML may choose to make a written counter offer to the lowest tenderer and if this is not accepted, RSMML may decide to reject and re-invite fresh tenders or to make the same counter-offer first to the second lowest tenderer, then to the third lowest tenderer and so on in the order of initial bidding, and work order be awarded to the tenderer who accepts the counter offer.
- ii) In the case, when the quotations given by the tenderer during negotiations is higher than the original quotation of the tenderer then the tenderer will be bound by the lower rate originally quoted by the tenderer.
- iii) In case of negotiations, representative of the tenderer attending negotiations must possess written authority from the tenderer to the effect that he is competent to modify/amend the submitted tender deviations and rates offered by them.
- ii) In the event the company does not find the lowest quoted rate, acceptable to it, then the tender will be scrapped and may be re-invited, or company may take any other suitable action as deemed fit looking to the exigency of the work.

For RAJASTHAN STATE MINES AND MINERALS LIMITED.,

(B.S. Gupta),  
GENERAL MANAGER (MM).

I/We have studied the above scope of work, terms and conditions etc. and having understand the same fully. I/We shall abide by and adhere to the same.

Signature and Seal of the Tenderer

Date & Place :

**Annexure - I**

NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply of  
Note Sheet Pads & File Covers  
(to be submitted along-with Part - I)

**GENERAL PROFILE OF TENDERER**

1	Name & address of the tenderer with telephone No., Fax No., e-mail address etc.				
2	Date of establishment.				
3	Whether Proprietor/Partnership/ Company				
4	Name of Owner/Partners/ Directors with full address.				
5	Name of the Manufacturer of Offered Products				
6	Status of Bidder i.e. Manufacturer/ Dealer/ re-seller/ Importer				
7	Annual turnovers in rupees for last four years.	2014-15	2013-14	2013-12	2011-12
8	PAN No.				
9	TIN No.				
10	Service Tax Registration no.				
11	Entrepreneurs Memorandum no. as per MSMED Act 2006  Nature of Activity (manufacturing/Service)  Category of Enterprise: (Micro/ Small/ Medium )				
12	Banker details: a) Name b) Branch No. c) Address				
13	Bank Account No.				
14	Type of A/c : Saving / Current/CC/ any other				
15	IFSC code				

16	Are you exempted from paying, custom Duty/ excise Duty/Sales Tax, if yes give details.	
17	Any other important information related to the tender requirement.	
18	Offered delivery Period	

Date & Place:

Signature of tenderer with official stamp

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for  
supply of Note Sheet Pads & File Covers**  
(to be submitted along-with Part - I)

**UNDERTAKING TOWARDS SUSPENSION / BANNING.**  
(To be submitted alongwith part – I of the offer)

Name of the Tenderer: \_\_\_\_\_

We hereby declare that we have not been banned/suspended or de-listed  
by RSMML or any other Government Company / Department / PSU

Signature of Tenderer with official stamp

Place:  
Date:



**Annexure – III**

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply  
of Note Sheet Pads & File Covers  
(to be submitted along-with Part - I)**

Declaration for Registration under Micro, Small & Medium Enterprises  
Development Act, 2006.

1. Whether the tenderer is registered under Micro, Small & Medium Enterprises Development Act, 2006. \_\_\_\_\_(Yes/NO)
2. If yes, please furnish the declaration given below.  
  
We (Name of  
Tenderer \_\_\_\_\_), hereby  
declare that, our organization is registered under Micro, Small &  
Medium Enterprises Development Act, 2006 as \_\_\_\_\_  
(Micro, Small & Medium) Enterprises.
3. Enclose attested copy of registration certificate.
4. Whether the tenderer is also registered as S.S.I. units, if yes,  
enclose copy of registration certificate.

Signature of tenderer with official  
stamp

Date:  
Place:

**Annexure - IV**

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply  
of Note Sheet Pads & File Covers**  
(To be submitted along with Part – I )

DECLARATION BY TENDERER

I/We declare that I am/ We are manufacturer / Dealer / Printer of the goods for which I/We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our bid security/security deposit may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Signature of tenderer with official stamp

Date:  
Place:

**Annexure - V**

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply  
of Note Sheet Pads & File Covers**

(To be submitted along with Part- I )

**UNDERTAKING TOWARDS ACCEPTANCE OF ALL TERMS & CONDITIONS  
OF TENDER AND NO CONDITION MENTIONED IN PRICE BID**

Name of Tenderer\_\_\_\_\_

- I) We confirm that all the terms & conditions of tender are acceptable to us and we will supply Note Sheet Pads & File covers as per Scope of Work of the tender.
- II) We hereby undertake that we have not mentioned any condition in the price bid.

Signature of tenderer with official stamp

Date:

Place:

**Annexure-VI**

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply of Note Sheet Pads & File Covers**

(To be submitted along with Part- I )

**EXCEPTION & DEVIATIONS**

Name of Tenderer \_\_\_\_\_

**We confirm that all the terms & conditions of tender is acceptable to us except the following.**

Tenderer may stipulate here exceptions and deviations to the tender conditions, if considered unavoidable. In case the tenderer does not mention any information to the deviations in the below format & furnish it blank then it will be presumed that the tenderer is not offering/ putting any deviations to the tender terms & condition. Tenderer should mention the deviations, if any, at their own risk of rejection of their offer.

Sl. No.	Tender Clause no.	Requirement as per tender clause	Offered condition/ Deviation

Company may accept or not to accept the deviations put by the tenderer at its sole discretion. No claim on this will be entertained.

**Note:** Deviation to the tender terms, if any, mentioned anywhere else (i.e. in any other document will not be considered & accepted. RSMML will not entertain any claim of the tenderer on offered deviations mentioned anywhere else.

Signature of tenderer with official stamp

Date & Place:

**Annexure - 'VII'**

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply  
of Note Sheet Pads & File Covers**  
(To be submitted along with Part- I)

**DETAILS OF TAXES & DUTIES OFFERED IN PRICE BID**

Name of Tenderer \_\_\_\_\_

Particulars	% Rate considered in price bid
Excise Duty	@.....%
CST	@.....%
RVAT	@.....%
Service tax	@.....%
Service Tax applicable on	-----
Details of Exemption on Duties & Taxes, if any.	.....

Note: In case the tenderer is availing any exemption/ concession on ED, CST/VAT etc. the details of the same should be clearly provided and the supporting document issued by the respective Govt. Deptt./ agencies should be enclosed.

Signature of tenderer with official stamp

Date:  
Place:

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply  
of Note Sheet Pads & File Covers**

(To be submitted along with Part- I)

**PROFORMA OF GUARANTEE BOND FOR SECURITY DEPOSIT**

**(To be issued by a Public Sector /ICICI/HDFC/AXIS Bank (Except State Bank of India) having its Branch office at Udaipur on -judicial stamp paper of value equal to 0.25 % (zero point twenty-five percent) of the total Security Deposit Amount subject to maximum of Rs. 25000/- or as applicable on the date of issue of BG.**

B.G \_\_\_\_\_ Dated \_\_\_\_\_

This Deed of Guarantee executed between \_\_\_\_\_ a Nationalised / Scheduled Bank, having its registered office at (mention complete postal address with contact nos./mail address etc.) \_\_\_\_\_ and its head office at (mention complete postal address with contact nos./mail address etc.) \_\_\_\_\_ and wherever the context so required include its successors and assignees (hereinafter called the Surety/Bank) AND Rajasthan State Mines and Minerals Limited, a company incorporated and registered under Indian companies Act,1956, having its registered office at C-89/90 Lal Kothi Scheme, Janpath, Jaipur and Corporate office at 4 Meera Marg, Udaipur and wherever its context so required includes its successors and assignees(hereinafter called 'the company').

Whereas the Company having agreed to exempt M/s. \_\_\_\_\_ a company/partnership firm \_\_\_\_\_ (address of registered/H.O.) where ever the context so require includes its successors and assignees (hereinafter called 'the Contractor/supplier/RC holder') from the demand under the terms and conditions of Letter of Acceptance/ Purchase Order/ Rate Contract no. \_\_\_\_\_ dated \_\_\_\_\_ issued in favour of the Contractor/supplier/RC holder, hereinafter called 'the said Letter of Acceptance/ Purchase Order/ Rate Contract' which expression shall also include any amendment, modification or variations thereof made in accordance with the provision thereof, of cash security deposit for the due fulfillment by the said Letter of Acceptance/ Purchase Order/ Rate Contract on production of unconditional and irrevocable Bank Guarantee for Rs. \_\_\_\_\_ ( Rs. \_\_\_\_\_) being equivalent to \_\_\_\_\_% of Contract value of Rs. \_\_\_\_\_.

Now this deed witnesseth that in consideration of said bank having agreed on the request of the Contractor/supplier/RC holder to stand as surety for payment of Rs. \_\_\_\_\_ as security deposit to the company subject to the following conditions.

- 1 We, \_\_\_\_\_(Bank) do hereby undertake to pay to the company as amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the company by reason of any breach by the said contractor/supplier/RC holder of any of the terms and/or conditions

contained in the Letter of Acceptance/ Purchase Order/ Rate Contract. The decision of the Company, as to any such breach having been committed and loss/damage suffered to shall be absolute and binding on us.

- 2 We, \_\_\_\_\_ (bank) do hereby undertake without any reference to the Contractor/supplier/RC holder or any other person and irrespective of the fact whether any dispute is pending between the Company and the Contractor/supplier/RC holder before any court or tribunal or Arbitrator relating thereto, to pay the amount due and payable under this guarantee without any demur, and/or protest merely on the very first demand from the Company stating that the amount claimed is due by way of loss or damage caused to or suffered by or would be caused to or suffered by the Company by reason of any breach by the said contractor/supplier/RC holder of any of the terms and conditions contained in the said Letter of Acceptance/ Purchase Order/ Rate Contract by reason of the said contractor's/supplier's/RC holder's failure to perform the covenants contained in said Letter of Acceptance/ Purchase Order/ Rate Contract. Any such demand made on the bank shall be conclusive, absolute and unequivocal as regards the amount due and payable by the bank under this guarantee. However, bank's liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

- 3 We, \_\_\_\_\_(bank) further agree that the guarantee herein above contained shall remain in full force and effect during the period that would be taken for the performance of the contract and that it shall continue to be enforceable till all the dues of the company under or by virtue of the contract have been fully paid and its claim/s satisfied or discharged or till the company certifies that the terms and the conditions of the said Letter of Acceptance/ Purchase Order/ Rate Contract have been fully and properly carried out by the said contractor/supplier/RC holder and accordingly discharges the guarantee, unless a demand or claim under this guarantee is made on the bank in writing on or before \_\_\_\_\_(scheduled completion date, plus six months or period which is required), the bank shall be discharged from all liability under this guarantee thereafter unless otherwise further extended by the bank.

- 4 In order to give full effect to the guarantee herein contained the company shall be entitled to act as if, we(bank) are your principal debtor in respect of all your claims against the Contractor/supplier/RC holder hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any which are in any way inconsistent and/or contrary to the above or any other provision of this guarantee, the bank's guarantee to pay hereunder will not be determined or affected by your proceeding against the Contractor/supplier/RC holder and the bank will be liable to pay the said sum as and when demanded

by you merely on first demand being made on the bank by you and even before any legal or other proceedings taken against the contractor/supplier/RC holder. Any letter of demand delivered at the bank's above branch/divisional office or Udaipur branch office (specify the name & address) under the signatures of the company's Financial Advisor/ Group General Manager/ General Manager or any of the Directors shall be deemed to be sufficient demand under this guarantee.

- 5 We, \_\_\_\_\_(bank) further agree that the company shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Letter of Acceptance/ Purchase Order/ Rate Contract or to extend time of performance by the said Contractor/supplier/RC holder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the said Contractor/supplier/RC holder and to forbear or enforce any of the terms and conditions relating to the Letter of Acceptance/ Purchase Order/ Rate Contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor/supplier/RC holder or for any forbearance act, or omissions on the part of the company or any indulgence of the Company to the said Contractor/supplier/RC holder or by any such matter or things whatsoever which under the law relating to the sureties would but for this provisions have effect of so relieving us.
- 6 This guarantee herein contained would come into force from the date of issue and would not be affected by any change in the constitution of the contractor/supplier/RC holder or ourselves or liquidation or winding up or dissolution or insolvency of the contractor/supplier/RC holder nor shall it be affected by any change in company's constitution or by any amalgamation or any absorption thereof or therewith but shall ensure for and be available to and enforceable by absorbing or amalgamated company or concern till the payment or amount not exceeding Rs. \_\_\_\_\_ is made by the Bank.
- 7 The guarantee will not be discharged or affected if the Company holds/obtain any other security/guarantee/promissory note from any person and/or the contractor/supplier/RC holder and this guarantee shall be in addition to any such guarantees.
- 8 We, \_\_\_\_\_(Bank) lastly undertake not to revoke this guarantee during this currency except with the previous consent of the company in writing.
- 9 The bank has power to issue this guarantee in favour of the Company and the undersigned has full powers to do so under power of Attorney dated \_\_\_\_\_ granted to him by the bank.



10 For the purpose of enforcing legal rights in respect of this guarantee Udaipur courts in the state of Rajasthan alone shall have jurisdiction.

IN WITNESSETH I, HEREBY \_\_\_\_\_ SON OF \_\_\_\_\_(designation)\_\_\_\_\_(branch) constituted attorney of the said bank have set my signatures and bank seal on this guarantee which is being issued on non-judicial stamp of proper value as per Stamp Act prevailing in the state of \_\_\_\_\_executed at \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_2016.

**NIT No. RSMM/CO/MM/NIT-02/2016-17 Dated 17.05.16 for supply of Note Sheet Pads & File Covers**

Check List as to specifications

Tenderer should mentioned ( √ ) in each row &amp; column)

S.N o.	Description	Accepted	Deviation, if any
1	Note Sheet Pad of Size 17"x 27"/4, 90 GSM Ledger paper, both side offset Printing (vertical) lines on both sides of paper and Printing of " Note sheet & RSMML Ltd" on top. Each pad should contain 100 sheets with saresh binding, back side 24 oz Board and front side 80 GSM Craft paper. (Sample of Printing matter attached)		
2	File cover Roneo type of size 15" x 11.25 " of color board 31kgs. Weight with 1/2" wide cloth 'patti' on all four sides and folds of the file cover with 2 nos 24 " silk file laces & eyeleting etc. duly printed in company' name and other matter on top cover. (sample of printing matter attached)		

Signature of tenderer with official stamp

Date:  
Place:

**Annexure – X**

NIT No. RSMM/CO/MM/NIT-02/2016-17 dated 17.05.2016 for Supply of Note Sheet Pad & File Cover

PRICE BID (PART – II)  
(To be submitted in separate sealed envelop

Name of the bidder \_\_\_\_\_

S. No.	Description	Basic Price	Excise Duty	RVAT CST	Any other taxes duties, charges	Freight, Insurance, P & F and any other delivery charges upto destination i.e. Corporate Office.	Total amount in Rs. Upto destination
1	Note Sheet Pad Size 17"x 27"/4, 90 GSM Ledger paper, both side offset Printing (vertical ) lines on both sides of paper and Printing of "Note sheet & RSMML Ltd" on top . Each pad should contain 100 sheets with saresh binding, back side 24 oz Board and front side 80 GSM craft paper						
2	File cover Roneo type of size 15" x 11.25 " of color board 31kgs. Weight with 1/2" wide cloth 'patti' on all four sides and folds of the file cover with 2 nos 24 " silk file laces & eyeleting etc. duly printed in company' name and other matter on top cover						

Signature of Tenderer with official stamps

Place & Date :