

**GOVERNMENT OF INDIA, NATIONAL ARCHIVES OF INDIA, JANPATH,
NEW DELHI – 110 001**

GLOBAL TENDER FOR PURCHASE OF TISSUE PAPER

Sealed quotations are invited for the supply of 4000 reams (quantity may vary) of Tissue Paper of following specifications for repair and rehabilitation of records/manuscripts.

Tissue Paper white, 9-11 GSM, 500 sheets per ream, size – 510x760mm., Alpha cellulose content – not less than 88%, Copper Number – Not more than 1.5, Ash content – Not more than 0.05%, pH – Not less than 6. When subjected to accelerated ageing test, i.e. when heated up to 103(+or-)2 deg C for 72 hours, tissue paper should not show any change in colour nor should develop opacity. Alpha Cellulose contents should not decrease by more than 1% while increase in copper number should not be more than 0.15 and pH should not be less than 6.

The quotation consisting of the Technical Bid along-with samples and the Earnest Money in one sealed cover & the Financial Bid in another sealed cover and both the bids kept in a single envelope would be received in this department under registered sealed cover up to 12.00 noon on or **before 21-11-2023** and will be opened on the next day at 3 p.m. at National Archives of India, Janpath, New Delhi.

The quotation should bear the superscription ‘Quotation for supply of Tissue Paper for use in National Archives of India **due on 21-11-2023**.’

The tender Notice along-with Terms and Conditions is also available on our website “<http://Nationalarchives.nic.in>” and in the e-publishing system of the Central Public Procurement Portal at ‘eprocure.gov.in/epublish’.

F.34/2/2023-PR-1
NATIONAL ARCHIVES OF INDIA
Government of India
Janpath, New Delhi-110001.

TERMS AND CONDITIONS FOR TENDERERS FOR SUPPLY of Tissue Paper:-

1. Only the authorized distributors / dealers and service provider of the required products would be eligible to bid. A certificate to this effect from the principal manufacture has to be submitted along with the tender. (OR)
2. The Principals/OEM of the company manufacturing the goods may quote directly without having any intermediate dealer or distributor in India
3. Company submitting their quotations on behalf of their Principal abroad should have a minimum annual turnover of Rupees fifty lakhs. The bidder must warrant that he is financially solvent i.e he is able to meet all his debts as and when they fall due. The Bidder should be a profit making company for at least the preceding three years and a copy of the audited account to this effect must be submitted along with the tender.

Scope of Bid:

4. The Scope of bid should include delivery, warranty support etc. The supply has to be done at the site i.e premises of the National Archives of India, Janpath, New Delhi,
5. The bid may kindly be submitted along with the price in Indian Rupee or CIF value in foreign currency (in a case of imported item) and the tender shall be delivered in the 'Tender Box' kept in the reception of this department.
6. Bidding: Each bidder is permitted to submit only one bid.
7. Cost of bidding and submission of tender documents is entirely the responsibility of bidders , regardless of the conduct or outcome of the tendering process.
8. The tenderes should pay a sum equivalent to 5% of the expected cost of the items as earnest money in Indian Rupee by a Demand Draft in favour of the Director General of Archives and drawn on a Scheduled Bank payable at New Delhi or a bank guarantee/bankers cheque/demand draft in foreign currency issued by a recognized bank of the respective country equivalent to 5% of the expected cost of item as earnest money in favour of Director General of Archives, National Archives of India, New Delhi. This should be enclosed in the Technical Bid envelope.
9. The Bids shall be valid for a period of six months from the closing date of submission of the bid.
10. Delivery time of the item after the receipt of confirmed order may be indicated.

11. The last date of receiving the complete Tender document is up to 12.00 Noon on **21-11-2023**. The technical Bid will be opened on **22-11-2023** at 3 p.m in the presence of all representatives of the company who happen to be present at the time of opening the tender. The Tenders are to be deposited in the ' Tender Box' kept for this purpose at the Reception of NAI.

12. The final acceptance of the quotations rests with Director General of Archives who does not bind himself for the lowest rate of quotation and reserves the right to accept or reject any or all of the tenders either in part or in full without assigning any reason thereof.

13. The ' Financial Bid' of those tenders which qualify the Technical specification of the stated in the Annexure will be opened at a later date , which will be communicated to the Tenderers.

14. In case your quotation is accepted , the goods will have to be supplied within stipulated delivery period mentioned in the quotation from the date of placing the firm order at the premises of this department at Janpath, New Delhi free of delivery charges on bill basis. .

15. The Quotations ,which do not fulfill all of the above conditions or are Incomplete in any respect, are liable to be summarily rejected without further reference to the tenderers.

The quotations should bear the superscription '**Quotation for supply of "Tissue Paper" for use in National Archives of India due on 21-11-2023.**

T.E : F.No 34/2/2023- PR-I
NATIONAL ARCHIVES OF INDIA
(Ministry of Culture, Government of India)
JANPATH, NEW DELHI – 110 001
GLOBAL TENDER FOR PURCHASE OF TISSUE
PAPER

National Archives of India invites sealed quotations in two bid system for the supply of 4000 reams of tissue paper for repair and rehabilitation of records/manuscripts.

The tender documents along-with the specification of tissue paper and terms & conditions can be downloaded either from our website “<http://Nationalarchives.nic.in>” or from the epublishing system of the Central Public Procurement Portal at ‘eprocure.gov.in/epublish’. The last date of submission is **21-11-2023 upto 12.00 noon..** The technical bid will be opened on **22-11-2023** at 3 p.m.