

E tender for Procurement of 15000 reams of Tissue paper for
Conservation of records of Government of India

Ministry of Culture

National Archives of India (NAI)

Janpath

New Delhi – 110001



1. Notice inviting e tender (NleT)

Date of issuance :-28/10/2024

Director General, National Archives of India invites proposal on behalf of NAI from reputed and experience suppliers for the supply of tissue paper of archival grade for the conservation of records of National Archives of India, New Delhi.

Critical date:-

A	NIT No. and date	F.34/4/2024-PR-1 dated 28/10/2024
B	Time limit of the work	Duration is 2 years from the date of issue of the supply order for Purchase of 15000 reams of tissue paper of the given specification. The duration is extendable on grounds justifiable by NAI or based on mutually agreed terms and condition.
C	Date of Publication	28/10/2024
D	Brief description of work	Request for Proposal for selection of suitable manufacturer and supplier of archival grade tissue paper for the conservation of archival records of Government of India.
E	Period of downloading of documents	From 28/10/2024 at 17.00 hrs to 20/11/2024 at 12.00 hrs.
F	Seek clarification Start Date	4/11/2024 at 10.00 hrs. (Through email) E-mail: repro.nai-archives@gov.in
G	Seek clarification End Date	6/11/2024 at 17.00 hrs (Through email) E-mail: repro.nai-archives@gov.in
H	Bid submission Start Date	13/11/2024 at 17.00 hrs. (Online only at CPPP, website https://eprocure.gov.in/eprocure/app
I	Bid submission end date	20/11/2024 upto 14.00 hrs (Online only at CPPP website https://eprocure.gov.in/eprocure/app . And physical copy of original EMD / MSME Certificate & 5 sample sheets of tissue paper of 510 x 760 mm.
J	Technical bid opening date	21/11/2024 at 14.30 hrs
K	Financial bid opening date	To be notified after Technical bid evaluation. Technically qualified vendors will be intimated.
L	Place of opening of bids	Atrium, NAI Annexe building, Janpath, New Delhi – 1
M	Tender fee	No tender fee
N	Bid security (EMD deposit)	EMD @ 2% of tender value, i.e, Rs. 16,00,000/- (Rupees sixteen lakhs) only in the form of demand draft, Bankers cheque, Bank guarantee, Foreign currency Bankers cheque in the case of foreign supplier only and the same shall be drawn in favor of Director General, National Archives of India, New Delhi payable at New Delhi. In case of MSME, a Certificate to that effect must be submitted.

O	Selection process	The sample tissue paper has to be in accordance with the archival grade specification conforming to the physical and chemical properties prescribed therein. Only the financial bids of the successful technical bid supplier will be considered for Financial bid and final selection will be based on the successful L1 bidder.
P	Officer inviting bids	Director General, National Archives of India, New Delhi
Q	Bid validity period	Six months from the closing date of submission of the bid.
R	Mode of tender submission	(Online only at CPPP website https://eprocure.gov.in/eprocure/app .)
S	E tendering	Tender documents may be downloaded from National Archives of India website. www.nationalarchivesofindia.nic.in , CPPP site https://eprocure.gov.in/eprocure/app . As per schedule provided in the table.

2. NAI reserves the right to cancel/withdraw this invitation without assigning any reason thereof and there shall be no liability what so ever consequent upon such a decision.

Director General
National Archives of India (NAI)
New Delhi



Fact Sheet

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Letter of invitation and Background information:-

1. NAI invites RFP from reputed manufacturers and suppliers of tissue paper of archival grade as per the given specification for the conservation of records of Government of India.
2. Any contract that may result from this Public Procurement will be issued for a period of 2 years.
3. NAI reserves the right to extend the period of contract for up to one year with the same terms and condition.
4. Proposals must be received not later than the date and time mentioned in the Fact sheet.
5. Proposals that are received after the due date as mentioned in the Fact sheet will not be considered.

About NAI

National Archives of India is the custodian of records of enduring value of the Government of India. Established on 11th March, 1891 in Calcutta (Kolkata) as Imperial Records Department, it is the biggest archival repository in South Asia. It has vast corpus of Public Records which includes files, volumes, maps, bills assented by the President, treaties, rare manuscripts, oriental records, private papers, cartographic records, important collections of Gazettes and Gazetteers, census etc. NAI records constitute an invaluable source of information for scholars, administrators and other users of archives. Major chunk of oriental records in Persian, and other languages such as Sanskrit, Gurmukhi and oriya etc. NAI has the following vision and mission:

Vision:

- To help in spreading a feeling of national pride in our documentary cultural heritage and ensuring its preservation for posterity.

Mission:

- To encourage the scientific management, administration and conservation of these records all over the country.



- To foster close relation between Archivist and archival institutions, both at the national and international levels.
- To encourage greater liberalization of access to archival holdings.
- To help in developing greater professionalism and scientific temper among creators, custodians and users of records for proper care and use of our documentary heritage.

NAI provides the following services:

- Providing facilities for the public use of reference media, records and publications available among our holdings.
- Searching and issuing certificates extracts of documents to the public for their use in accordance with the rules laid down for the purpose.
- Providing assistance to documentary film makers and other professionals in locating and selecting and filming material of their interest.
- Organizing conducted tours to our various sections for the benefit of officials/trainees for education and professional institutes as well as groups of individuals with a view to apprising them with different activities of the department.
- Extending professional expertise to institutions by deputing officers to deliver lectures conduct workshops on management, administration and preservation of records.

Background:

National Archives of India to ensure the preservation of its collections in its custody has taken up an assignment of mass conservation of the records by undertaking the repair and rehabilitation of these records. NAI intends to select a suitable Vendor who could provide the manpower and other materials and equipment related to the work of conservation of the collection of records. In this connection NAI has decided to provide the main preservative stationary material namely tissue paper to the vendor to undertake the above mentioned job. NAI has decided to procure and supply to the vendor a quantum of 1000 reams of tissue paper per month for the said purpose.

Estimated tender cost :- Rs.08.00 crore (approximately)
Actual amount will be known after completion of the tender process.

Details about the Tissue paper:

Quantity of tissue paper:-

The successful bidder should ensure supply of 2000 reams on every quarterly basis amounting to supply of a total of 15000 reams of tissue paper during the period of two years from the start of supply date of the first lot of the consignment of tissue paper without break in supply of the item during the said period for the conservation of records of Government of India.

Specification of Tissue paper

Tissue Paper white, 9-10 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 color 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.

Terms & Condition for the bidders:-

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.
2. The Principals 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 for which a CA certificate should be attached with the bid. 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 two years in the preceding three years and a copy of the audited account / CA Certificate to this effect must be submitted along with the tender.

Scope of Bid:

- 1.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
- 2.The bid may be submitted along with the price in Indian Rupee or CIF (cost, Insurance & Freight) value in foreign currency (in the case of imported item) and the tender must be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>.
- 3.Bidding: In case a bidder submits more than one bid, only his last bid will be considered.
- 4.Cost of bidding and submission of tender documents is entirely the responsibility of bidders , regardless of the conduct or outcome of the tendering process.
- 5.The tenderes should pay a sum equivalent to @ 2% of tender value, i.e, Rs.16,00,000/- (Rupees sixteen lakhs) only of the expected cost of the items as earnest money in Indian Rupee by a Demand Draft in favor 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 2% of the expected cost of



- item as earnest money in favor of Director General of Archives, National Archives of India, New Delhi. In case of MSME, a Certificate to that effect must be submitted. This should be enclosed in the Technical Bid envelope.
6. The physical copy of original EMD / MSME Certificate @ 2% of tender value, i.e, Rs.16,00,000/- (Rupees sixteen lakhs) only & 5 sample sheets of tissue paper of size – 510x760mm has to be submitted in this department.
 7. The Bids shall be valid for a period of six months from the closing date of submission of the bid. The rate quoted should be valid during the entire duration and completion of supply of 15000 reams of tissue paper to this department.
 8. Delivery time of the item after the receipt of confirmed order may be indicated.
 9. The last date of receiving the complete Tender document is up to 14.00 hrs. on 20-11-2024. The technical Bid will be opened on 21-11-2024 at 14.30 hrs in the presence of all representatives of the company who happen to be present at the time of opening the tender. The EMD / MSME Certificate and 5 sample sheets of tissue paper of size – 510x760mm has to be submitted in this department in physical mode.
 10. 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.
 11. The 'Financial Bid' of those tenders which qualify the Technical specification will be opened at a later date which will be communicated to the successful bidders.
 12. 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 on bill basis.
 13. The supply of tissue paper has to be strictly in accordance with the sample supplied at the time of submission of technical bid and any variation in quality of the tissue paper, if found, will be summarily rejected.
 14. A 10% revision in quantity over and above 15000 reams could be procured at the same terms and condition and rate of the successful bidder, if required by National Archives of India
 15. The Consolidated statement of Tender will include the practical test report of the suitability of tissue paper of this department for archival repair of records and the quality of the same has to be fulfilled by the bidder.



MAKE IN INDIA PURCHASE PREFERENCE

If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover™" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the



previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per I/II order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE



Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India Order, 2017.

Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over.

Past Performance and Project/Past Experience etc.

This has *no* relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Past Performance: The Bidder or its OEM (themselves or through re-seller(s)) should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) are to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Right to Accept or Reject Tender:

(i)The right of acceptance of tender will rest with National Archives of India

(ii)National Archives of India reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

Instruction for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.



REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names



and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to submit EMD / MSME Certificate as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Item description	Quantity	Units	Per ream rate in figures to be entered by the bidder in selected currency (Exclusive of all taxes)
Reams (500 sheets in one ream) of tissue paper as per tender document. (Please refer details about the tissue paper) Tissue paper of size – 510 x 760 mm	15000	In reams	

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. "CPP Card Protection customers – please call our 24-hour toll free helpline number 1800-419-4000 or 6000-4000 (prefix city STD code)"

