

**KUMARAPPA NATIONAL HANDMADE PAPER INSTITUTE**

T.D. NO.KNHPI/P.P/PC/2024-25/

Date:20.01.2025



शिल्प श्रम सनातन

**Terms of Reference****(TOR) For**

**Selection of Firms/ Manufacturers/ Convertors for Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper at Kumarappa National Handmade Paper Institute, Sanganer, Jaipur.**

Cost of the Tender: Rs. 1,000/-

**Date of Tender Issue: 20.01.2025**

**Last date of Tender submission: 10.02.2025 till 3.00pm**

**Opening of Technical Bids: 10.02.2025 at 4.00pm**

**Background:** Kumarappa National Handmade Paper Institute, Sanganer, Jaipur is an autonomous body functioning under the Society Registration Act NCT, New Delhi and under Khadi and Village Industries Commission (KVIC). Kumarappa National Handmade Paper Institute is recognized by Department of Scientific & Industrial Research (DSIR), Govt. of India.

Objectives of KNHPI are as follows:

- a) The social objective of providing employment
- b) To conduct research on various aspects of Handmade Paper.
- c) To conduct training, facilitate testing and Provide consultancy.  
Presently this notification is sought to identify Firms/ Manufacturers/ Convertors for Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper at Kumarappa National Handmade Paper Institute, Sanganer, Jaipur.

### **1. INVITATION TO TENDER**

1.1. Kumarappa National Handmade Paper Institute, Ramsinghpura, Shikarpura Road, Sanganer, Jaipur invites bids from eligible Firms/ Manufacturers/ Convertors for Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper at Kumarappa National Handmade Paper Institute, Sanganer, Jaipur as per the approved Specifications stated in the tender document.

1.2. KNHPI maintains very strict Quality Standards and service standards which the agency/firms/contractors is deemed to be aware of and by submitting a tender, deemed to have declared their willingness to abide by KNHPI Standards.

1.3. **KNHPI does not bind itself to grant the "Contract" to the lowest or any tenderer/Bidder, and is not obligated to acquaint any of the Bidders with reason(s) for refusal to award the tender to them.**

The tender document may be obtained at Kumarappa National Handmade Paper Institute, Ramsinghpura, Shikarpura Road, Sanganer, Jaipur by paying the cost of tender in cash or can also be downloaded from the KNHPI's web site and the Demand Draft of Rs.1,000/- (Rupees: One Thousand Only) towards cost of documents should be submitted along with the Tender. D.D. is to be drawn in favour of **KUMARAPPA NATIONAL HANDAMDE PAPER INSTITUTE payable at Sanganer, Jaipur.**

**Date of Tender Issue:** 20.01.2025

**Last date of Tender submission:** 10.02.2025 **till 3.00pm**

**Opening of Technical Bids:** 10.02.2025 **at 4.00pm**

1.4. Addressed to contact: The Director, KNHPI, Sanganer, Jaipur for any clarification at [knhpijaipur@gmail.com](mailto:knhpijaipur@gmail.com) Tel.Ph.No. **0141-2730369**

1.5. Tenders will be opened **on 10.02.2025** at 4.00PM before the Purchase Committee and any interested bidder may attend the bid opening committee meeting.



## 2. SCOPE OF WORK

- 2.1** Service: Details of work/Job as specified in the Description of work/Job Section-III Form 5
- 2.2** Period of Contract: Under normal circumstances the contract shall be valid for a period of **ONE YEAR** from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of KNHPI, Sanganer, Jaipur to extend it or not.

AND THE TERMS OF REFERENCE

### SECTION- I

## 3. INSTRUCTIONS TO BIDDERS

- 3.1.1 Preference** will be given to the reputed firms/ manufacturers/ converters.
- 3.1.2 L-1 Bidder may be finalised based on the cost quoted for individual Job/Work.**
- 3.1.3** Have been registered with GST. (Copy of registration certificate to be enclosed).
- 3.1.4** Have PAN allotted to bidder by IT Department (Copy of PAN Card to be enclosed)
- 3.1.5** Certificate of declaration (Form 4)
- 3.2 COST OF BIDDING:** The bidders shall bear all costs associated with the preparation and submission of the bid. KNHPI in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.
- 3.3 BID DOCUMENT**
- A. Bid document includes**  
Bid Form/EMD form – Form 1
- B.** The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.
- C.** A prospective bidder requiring any clarification on the Bid Document shall notify KNHPI by mail or post.
- D.** Any clarification issued by KNHPI in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid document.
- E.** The prospective bidder should keep their offers valid up to 360 days from the date of tender opening/acceptance of tender.



**3.4 AMENDMENT TO BID DOCUMENT**

- A. At any time, prior to the date of submission of bid, KNHPI may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- B. The amendments will be updated on KNHPI website/and or local news paper.

**3.5 DOCUMENTS COMPRISING THE BID:**

The bid prepared by the bidder shall comprise the following Components:

- 3.5.1** Documentary evidence in accordance with clause 3.1.1 to establish that the bidder is eligible to bid and is qualified to perform the contract if bid is accepted.

- 3.5.2** Cost of the tender **Rs. 1,000/-** in favour of **KUMARAPPA NATIONAL HANDMADE PAPER INSTITUTE** payable at **Sanganer, Jaipur**.

- 3.5.3** **EMD** furnished in accordance with clause 3.7 of Section I.

- 3.5.4** **BID FORM:** The bidder shall complete the Bid Form as per **Form-1 of Section III** in the bid document covering the items to be supplied.

**3.6 PRICE BID.**

- A. The work of the Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper shall strictly be as per the requirement and specifications.
- B. The rates quoted by the selected firm and approved shall remain valid throughout the period of contract and requests to increase the rates during the currency of the contract shall not be considered.
- C. Prices charged by the bidder for work of the Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper under the contract shall not be higher than the prices quoted by the bidder in his bid.

**3.7 EARNEST MONEY DEPOSIT (EMD):**

- A. The bidder shall furnish, as part of the bid, as **EMD of Rs. 10,000 /-** (**Rupees: Ten Thousand Only**) by banker's Cheque/NEFT/RTGS/DD drawn in favor of **KUMARAPPA NATIONAL HANDMADE PAPER INSTITUTE** payable at **Sanganer, Jaipur**. For NEFT/RTGS, The details are given below:-  
Name of the Bank & Branch: State Bank Of India, Sanganer, Jaipur  
Name of Account: Kumarappa National Handmade Paper Institute  
A/c No: **:30523012747**  
IFSC Code: **:SBIN0007095**
- B. A bid not secured in accordance with clause 3.7. (A) Shall be rejected by the KNHPI as non-responsive at the bid opening stage.
- C. The bid security of the unsuccessful bidder will be discharged/returned at the earliest after completion of the tender process.
- D. The successful bidder's bid security will be given back upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security.

  
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- E. The bid security may be forfeited:
- i. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;
  - ii. In the case of successful bidder, if the bidder fails to sign the contract in accordance with clause 3.1 under Section I; or Fails to furnish performance security in accordance with clause 4.2 of "General Conditions" under Section II; or Fails or refuses to honor his own quoted price for any of the items or part thereof during the entire period of contract.
  - iii. In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of KNHPI in this regard.

**FORMAT AND SIGNING OF BID:** The original bid shall be signed (**full signature**) by the bidder or a person duly authorized on each page to bind the bidder for the contract the over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid. Unsigned over writing/erasures shall not be considered.

### **3.10 SUBMISSION OF BIDS**

- A. Bids must be submitted as recommended above.

### **3.11 BID OPENING**

KNHPI shall open bids on 10.02.2025 in the presence of Committee. The bidders or their authorized representative who wish to be present at the time of opening of bids on due date may authorize a person with letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Section-III, Form No. 2).

### **3.12 EVALUATION & AWARD OF CONTRACT**

- A. Contract shall be awarded to the firm(s) offering the lowest price for individual work/Job.
- B. KNHPI will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest price for individual work/Job.
- C. Notwithstanding the above, KNHPI reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
- D. The tenderer(s) whose rate is accepted will be notified for the award of contract by the institute prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this tender enquiry.
- E. KNHPI reserve the right to conclude parallel rate contracts with number of manufacturer and place orders on any or such firms that may be the most economical to it or suitable to its requirements

### **3.13 PERIOD OF VALIDITY OF BIDS**

- A. The bid shall remain valid for a period of **45** days from the date of opening of bid or till completion of all contractual obligations, whichever is earlier.



## SECTION- II

### 4. GENERAL TERMS AND CONDITIONS

**4.1. APPLICATION:** Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by KNHPI.

### 4.2. PERFORMANCE SECURITY/ BANK GUARANTEE

- A. The successful bidder shall be required to deposit **Rs 50000/-** as performance security within **15** days from the date of signing the agreement (Vide section III, Form 1).
- B. Performance Security shall be submitted in the form of Demand draft or Bank Guarantee (Vide Section-III, Form-1) drawn in favor of **KUMARAPPA NATIONAL HANDMADE PAPER INSTITUTE** payable at **Sanganer,Jaipur** or through NEFT/RTGS.
- C. Performance Security will be discharged after completion of contractors"performance obligations"
- D. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for KNHPI to forfeit either whole or any Part of performance security furnished by the bidder as penalty for such failure.

**4.3. EXECUTION TIME LIMIT:** The time period stipulated in the purchase order or letter of intent shall be deemed to be essence of the contract.

### 4.4. PAYMENT TERMS

- A. The bill raised for Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper on the basis of the accepted rates and terms & conditions will have to be submitted in Favor of Director,KNHPI.
- B. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.
- C. The payment will be released through RTGS against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted for which bank details should be furnished with the bill.
- D. Bills may be submitted within 30 days to the Director,KNHPI.

### 4.5. DELAY AND LIQUIDATED DAMAGES

Quantum of liquidated damages assessed and levied by the KNHPI and decision of the KNHPI thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such; the same shall not be referable to arbitration.

*[Handwritten Signature]*

*[Handwritten Initials]*

**4.6. TERMINATION OF CONTRACT:** The KNHPI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the manufacturer, terminate this contract in whole or in part.

- A.** If the agency fails to perform obligation(s) under the contract
- B.** If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, KNHPI reserves the right to blacklist the agency/contractor from further participation in any of KNHPI tenders/contracts. The decision of KNHPI shall be final in this regard.

**4.7 TERMINATION FOR INSOLVENCY:**

KNHPI may also by giving written notice and without compensation To the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action.

**4.8 FORCE MAJEURE:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within **30 days** from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of KNHPI, as to whether the supplies have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

*[Handwritten signature]*

*[Handwritten mark]*

**SECTION-III -  
FORM-1  
BID FORM /EMD FORM**

TENDER NO.

Date: -----

To,  
**The Director,**  
Kumarappa National Handmade Paper Institute  
Sanganer,Jaipur-302029.

Dear Sir,

1. We, undersigned, offer to work for Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper at Kumarappa National Handmade Paper Institute, Sanganer, Jaipur conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within 15 days of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
3. If our Bid is accepted, we will deposit an amount **of Rs 50000/-** in the form of Demand draft or in the form of a bank guarantee for due performance of the Contract.
4. We agree to abide by this Bid for a period of **45** days from the date fixed for Bid opening and it shall remain binding upon us.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted **EMD of Rs.10,000/- (Rupees: Ten Thousand Only)** in the form of Demand draft in favour of **KUMARAPPA NATIONAL HANDMADE PAPER INSTITUTE** payable at **Sanganer,Jaipur.**

Dated this ..... Day of .....2025

Signature of

In capacity (Name & Designation) of

Duly authorized to sign the bid for and on behalf of .....

Witness.....

Address.....Signature





**SECTION-III-  
FORM-2**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

TENDER NO. \_\_\_\_\_

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

To  
**The Director,**  
Kumarappa National Handmade Paper Institute  
Sanganer, Jaipur

**Subject:-** Authorization for attending bid \_\_\_\_\_ (date)  
opening on the Tender of \_\_\_\_\_.

**Sir,**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf \_\_\_\_\_ (Bidder) in order of preference of given below.

Order of Preference	Name	Specimen Signatures
Preference I:		
Preference II:		
Alternate Representative:		

Signatures of bidder:

or

Officer authorized to sign

the bid documents on

behalf of the bidder

**Note:**

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.



**SECTION-III-**

**FORM -3**

**AGENCY DETAILS**

(Including performance records, financial viability etc.)

Name of agency/company:

Owner's name/Director's name:

PAN number:

Income tax A/C No. & Amount of tax paid during last financial year (proof to be enclosed):

Tin number of the agency/company:

Address:

Telephone/Mobile Nos. :

Banker's name & address:

Experience (years):

List of major clients (enclose copy of orders/contracts along with items, item details, performance report

Any other information/documents which may help KNHPI in assessing bidder capabilities for award of contract

  


**SECTION-III-**

**FORM 4**

**CERTIFICATE OF DECLARATION**

I \_\_\_\_\_ Son/Daughter of Shri. \_\_\_\_\_ /  
W/O \_\_\_\_\_ R/O \_\_\_\_\_ hereby confirm and  
declare that my/our \_\_\_\_\_ firm/company  
M/s..... is

not blacklisted/delisted or debarred or on Holiday list with any company of  
Private/Public Ltd. or Government Company/Govt. dept. from participating in the  
tender as on date.

In case at any stage, it is found that the information given by me is false/  
incorrect, KNHPI shall have the absolute right to take any action as deemed fit/  
without any prior intimation to me.

Sign:

For and on behalf of the Bidder

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

*[Handwritten Signature]*

*[Handwritten Mark]*

**SECTION-III-  
FORM-5**

**(DESCRIPTION/Quote Schedule of prices per piece for Paper Making on Cylinder Mould Machine on labour basis and Conversion of Paper Products from Handmade Paper**

**TECHNICAL SPECIFICATIONS :**

S.No.	NAME OF THE JOB/ WORK	DETAILED SPECIFICATIONS	Price Quoted per piece (Including GST)
1.	Paper making on cylinder machine on labour contract on per Ream basis Paper Sheet Size: 22"x30" Paper ream weight 20 kg, 40 kg, 50 kg, 60 kg, 80 kg,100 kg.	Details of work to be under taken: Raw material sorting, dusting, cutting, pulping/ blending, sheet making on cylinder mould machine, drying, calendaring and cutting of Paper.	
2.	Conversion of different types of carry bags. Die cutting, folding, pasting, dori and both side screen printing and Eilet etc and complete in all respect.	Size of Bags. 18"x22"x4", 18"x12"x4", 12"x18"x4", 16"x12"x2.5", 12"x16"x2.5", 14"x10"x4", 10"x14"x4", 8"x12"x2", 12"x8"x2", 7.5"x8.5"x2"	
3.	Conversion of Files covers: Cutting, Folding, Printing	Simple file covers with single eyelet with printing(single colour) Simple File Covers with double eyelets with printing (Single Colour) Cobra file covers with printing	
4.	Conversion of Conference folders: Die cutting, pasting, printing	Conversion of conference folders of size 9.5"x12" with double pockets complete with screen printing	
5.	Conversion of Envelopes: Die cutting, Pasting, Printing	Simple Envelopes Sizes: 9"x4", 11"x5", 9"x12", 12"x16" Window Envelopes size 9"x4", 11"x5"	
6.	Conversion of Letter Pads: Cutting, Pasting, Printing	Pad Sizes: 5"x7" with 25 leafs, 7"x10" with 50 leafs	
7.	Packing of carry bags, files etc.: Each bundle contains of 50 Kgs. Weight (approx.)	Details of Packing: Bundle making, Polythene wrapping and finally wrapping with PVC cloth and stitching, Rates should be quoted with material per bundles.	

Total Contract Sum: (Rupees: \_\_\_\_\_ Only)

Date:

Signature of Supplier with Stamp

