



# **VADODARA MUNICIPAL CORPORATION**

**(E -Tender)**

**TENDER DOCUMENT FOR**

**“Supply of Copier Paper”**

**Tender P.R.O. No: 165/1/2026-27**

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**PRESS DEPARTMENT**

**VADODARA MUNICIPAL CORPORATION**

Padmavati Shopping Centre, Semi Basement-

Nr. Sursagar Lake, Vadodara - 390 001.

(O): 0265-2412220

Website: [www.vmc.gov.in](http://www.vmc.gov.in)

Email: [pressmanager@vmc.gov.in](mailto:pressmanager@vmc.gov.in)

# NOTICE INVITING ONLINE TENDERS

**Vadodara Municipal Corporation** invites online Tender from bidders under Two Bid Systems for ***“Supply of Copier Paper”***. This is an online bid process where participating vendors have to **upload COMPULSORILY ONLINE the Demand Drafts of Tender Fee and EMD, Signed and Stamped Tender Form with All supporting documents as mentioned in the tender.** All the participating vendors **also have to submit COMPULSORILY PHYSICALLY the DDs of Tender Fees and EMD, Signed and Stamped Tender form with all supporting documents and Samples- As mentioned in the Tender** through RPAD or Speed Post.

Interested bidders who wish to participate in online tenders can apply through from **<https://tender.nprocure.com>** and may download the tender documents from Vadodara Municipal Corporation’s website **[www.vmc.gov.in](http://www.vmc.gov.in)**.

<b>Department Name</b>	<b>Vadodara Municipal Corporation</b>
<b>Name of Work/Supply</b>	<b>Supply of Copier Papers</b>
<b>Estimated Contract Value</b>	<b>₹ 9,56,000-00</b>
<b>Period of Delivery</b>	<b>30 days</b>
<b>Bid Call (Nos.)</b>	One
<b>Tender Currency Type</b>	Single
<b>Tender Currency Setting</b>	Indian Rupee (INR)
<b>Rebate</b>	Not Applicable
<b>Bid Document Fee</b>	<b>₹ 2000-00</b>
<b>Bid Document fee Payable To</b>	Municipal Commissioner Vadodara
<b>Bid Security / EMD (INR)</b>	<b>₹ 19,120 -00</b>
<b>Bid Security / EMD (INR) in Favor of</b>	Municipal Commissioner Vadodara
<b>Bid Submission for Technical Documents</b>	Technical Bid Online and Physical submission through RPAD or Speed post only
<b>Date and Time of Online Submission of Tender Form/Price Bid</b>	<b>Date : 15-06- 2026 to 25-06- 2026 Time- 16:00 Hrs.</b>
<b>Physical Submission of Technical Bid and other required Documents etc. (Hard Copy)</b>	<b>Date : 29-06- 2026 , up to 16:00 Hrs.</b>
<b>Bid Validity Period</b>	120 days from the date of opening
<b>Condition</b>	Tender Fee & EMD submitted in the form of Demand Draft only  The bid should be submitted on or before the time stipulated in this Tender notice.
<b>Opening of Technical bids</b>	<b>Date: 29-06- 2026 Time- 16:00 Hrs.,</b>

All bids are to be submitted strictly as per the terms and conditions and formats given in the bid document. Conditional Bids will not be accepted.

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## Section- 1: Instructions to Bidders

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### 1.0 ELIGIBILITY CRITERIA:

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The bidder is required to fulfill the qualification criteria as mentioned below.

- 1.1 **Organization** should be registered with appropriate local authority. *(Proof of such registration will have to be submitted and uploaded.)*
- 1.2 Organization should have **Average Annual Turnover** of **₹ 20,00,000 (Twenty Lakhs)** or more in last three financial years. The total turnover of last three financial years should not be less than activities related to supply of copier papers. *(Chartered Accountant certificate certifying the turnover of last three financial years is required to be attached and uploaded.)*

*All the Relevant Certificates / Documents in support of fulfillment of eligibility criteria must be submitted and uploaded otherwise tender will not be considered.*

### 2.0 BID SUBMISSION PROCEDURE:

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- 2.1 The bids should be duly sealed and addressed to:

**Press Department,**  
**Vadodara Municipal Corporation,**  
Semi Basement, Padmavati Shopping Centre,  
Nr. Sursagar Lake, Opp. Nyay Mandir,  
Vadodara - 390 001.

The bidders are required to upload Technical Bid Online and Hardcopy of Technical Bid should be Submitted via through Registered Post or Speed Post on or before due date and time.

- 2.2 Tender should be in clearly sealed and marked envelope with following identification:  
Tender document for ***“Supply of Copier Paper”***

The **Main Envelop** should be comprised with 2 (two) sub envelopes as described below:

**Envelope- I:** Marked ‘**Technical Proposal**’ at the top of the envelop, should contain all the detail mentioned in tender document. The proposal must also contain a covering letter duly signed by the authorized person, Bid Processing Fees and EMD.

**Envelope –II:** Samples of Copier Paper.

- 2.3 Technical bid cover will be opened at the time of opening of the tender. After evaluation (Both Online & Offline Documents) if it found that technical bid submitted by the bidder is as per the terms and conditions of the tender and bidder satisfies all the requirements and eligibility criteria as per the tender document then and only then commercial bid of the tenderer, submitted through e-tendering will be opened.

### **3.0 COMMERCIAL BID SUBMISSION:**

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The commercial bid submission should be done online only on the website <https://tender.nprocure.com> on or before the time stipulated in tender notice.

### **4.0 ONE BID PER BIDDER:**

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Each bidder shall submit only one bid. A bidder who submits more than one bid shall be disqualified.

### **5.0 BID DOCUMENTS:**

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**5.1** The bidder is required to download and print the bid documents. The bidder must sign each document, fill the required information as given in the bid documents including price document. Attach all the necessary documents as mentioned in tender document and submit via through Registered Post or Speed Post to the office of **Press Department, Vadodara Municipal Corporation, Vadodara** within or before the time stipulated in this Tender notice.

**5.2** The bidder is expected to examine all instructions carefully, conditions of contract, contract data, forms, terms, technical specifications, quantities, etc., Failure to comply with the requirements of the bid document shall be at the bidder's own risk.

### **6.0 LANGUAGE OF BID:**

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All documents relating to the bid shall be in English language. However, documents such as certificates and other enclosures to the bid document can be in any language.

### **7.0 BID VALIDITY:**

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Bids shall remain valid for period not less than **120 days** after the bid closing date. A bid valid for a shorter period shall be rejected by the Employer as nonresponsive. In exceptional circumstances, prior to expiry of the validity, the Vadodara Municipal Corporation may request the bidders to extend the period of validity for a specific additional period.

### **8.0 EARNEST MONEY DEPOSIT (EMD):**

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**8.1** Earnest money Deposit (EMD) shall be **₹ 19,120 -00** must be submitted along with the proposal in the form of Demand Draft / drawn in favor of **Municipal Commissioner Vadodara** payable at Vadodara. EMD in any other form shall not be accepted.

**8.2** Tender not accompanied by EMD shall be rejected as non-responsive.

**8.3** No interest shall be payable by VMC for the sum deposited as EMD.

**8.4** No bank guarantee will be accepted in lieu of the EMD.

***The EMD shall be forfeited by the VMC in the following events:***

- i. If proposal is withdrawn during the validity period or any extension thereof.*
- ii. If the proposal is varied or modified in a manner not acceptable to VMC after opening of tender during the validity period or any extension thereof.*
- iii. If the agency tries to influence the evaluation process.*
- iv. If the agency withdraw its proposal during evaluation tenure.*

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## **9.0 BID PROCESSING FEES:**

**9.1** Organisation is also required to pay ₹ 2000/- (**Two Thousand only**) towards Bid Processing Fees in the form of Demand Draft drawn in favor of ***Municipal Commissioner Vadodara*** payable at Vadodara. The Bid Processing Fee is Non-Refundable.

**9.2** Please note that the proposal, which does not include the bid processing fees, would be rejected.

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## **10.0 ALTERNATIVE PROPOSALS BY BIDDERS:**

Conditional offer or Alternative offers will not be considered in the process of tender evaluation.

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## **11.0 AWARD OF CONTRACT:**

Vadodara Municipal Corporation will award the Contract to the Bidder whose offer has been determined to be item wise lowest and is eligible in accordance with qualifying criteria. The authority may hold negotiations with the Preferred Bidder.

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## **12.0 SECURITY DEPOSIT:**

Successful Bidder shall submit Performance Security to Vadodara Municipal Corporation within 10 days from the LOA, in the form of Demand Draft for amount of **3 %** of the total tender amount. (*Demand Draft drawn in favor of Municipal Commissioner, Vadodara*)

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## **13.0 SIGNING OF CONTRACT:**

Selected Party shall enter in to an agreement with Vadodara Municipal Corporation on Rs. 300 Stamp Paper in prescribed format.

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## **14.0 RIGHT TO VARY QUANTITIES:**

Vadodara Municipal Corporation reserves the right, at the time of award of Contract or during the contract period, to increase or decrease the requirement. Corporation also reserves the right for division of scope of work or limiting the scope of work.

## **15.0 DISQUALIFICATION OF TENDER:**

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The application is liable to be rejected if:

- i. **All the pages of the tender are to be filled properly, signed and stamped. Further, above mentioned all the pages of the tender have to be mandatorily uploaded online on N-Procure portal along with all supporting documents as mentioned in the Tender and submit Offline. In case of non-submission of online DDs of Tender Fees and EMD, Signed and Stamped Tender Form with all required documents the tender is liable to be rejected.**
- ii. The application is not covered in proper sealed cover with superscription as indicated in tender.
- iii. Not in prescribed form and not containing all required details.
- iv. Not properly signed.
- v. Not received by Press Department of VMC on/before last date of submission

## **16.0 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

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Municipal Commissioner, Vadodara Municipal Corporation reserves the right to accept or reject any bid or all bids at any time prior to award of Contract, without assigning any reason at any time at any stage.

## **Section - 2:**

### **General Terms and Conditions**

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#### **1.0 PRICE:**

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- 1.1 The organization has to quote the **rate per Ream/Packet** inclusive of all relevant expenses, Loading, Transportation & Unloading at Press godown.
- 1.2 Rates must be quoted strictly in accordance with the specification mentioned in the tender form.
- 1.3 Clearly mention the price and the amount of the GST separately.

#### **2.0 PAYMENT:**

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- 2.1 **100 %** of the invoice amount will be paid as per norms of Vadodara Municipal Corporation after the satisfactory supply of materials at the destination.
- 2.2 No interest will be chargeable to party, if the payment is delayed.
- 2.3 For the Bill Payment, selected party has to submit **Tax Invoice** (with GST break-up).
- 2.4 TDS applicable will be deducted from the payable amount of the bill.

#### **3.0 DELIVERY:**

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- 3.1 The materials are to be supplied within **30 days** after issuing the purchase order.
- 3.2 The materials shall be delivered at **Press Go down, Press Department, Vadodara Municipal Corporation (1<sup>st</sup> Floor, Padmavati Shopping Centre, Vadodara).** The party is required to bear the loading / unloading and transportation charges towards supply of materials.

#### **4.0 PENALTY FOR LATE DELIVERY:**

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- 4.1 VMC will levy penalty at the rate of **0.5 %** value of supply order per week or part thereof subject to maximum of **10 %** of the Total 'Accepted Project Cost' of the services to be provided by the agency in case the agency fails to provide the services specified by the VMC in the pre-confirmed time schedule.
- 4.2 However, for late delivery approval for extension of delivery period should be obtained failing which goods are likely to be rejected and returned at your costs. Vadodara Municipal Corporation may extend the delivery period without levy of late delivery on valid grounds are there for delay in supply of materials.

#### **5.0 DIFFICULTIES AND DISPUTES:**

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Any difficulties or disputes that may arise on account of interpretation or implementation of this agreement shall be referred to Municipal Commissioner, Vadodara Municipal Corporation, Vadodara. If amicable solution could not be arrived at then the dispute or difficulties shall be placed before High level Authorities whose decision shall be final and binding to both the parties to this agreement. The entire contract is subject to competent court at Vadodara Jurisdiction.



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### Section - 3:

## Specifications and Technical Details

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Sr. No.	Item & Description	Unit	Name of Make/Mill	Appx. Qty.
1	<b>Copier Paper (A4)</b> Size: 21.0 X 29.7 (cm) GSM: 75 Net Weight: 2.30/2.34 kg	1 Ream (500 Paper)	(A) JK RED (B) BILT Alpha Power (C) WEST COAST (Copy Gold)	<b>4000 Packets</b>

**Note:-**

- All the relevant paper samples described above are required to be attached with written specification and authorized sign & stamp otherwise tender will not be considered.
- The reference sample can be seen at the above address during working hours on the working days.
- Vadodara Municipal Corporation reserves its right for addition/deletion in the quantity according to the requirement.

## Section - 4:

### Price Schedule (Specimen Only)

Sr. No.	Item & Description	Unit	Appx. Qty.	Rate (as per unit) ₹ ps	GST (%)	Rate (with GST) ₹ ps	Total Amount
(A)	(B)	(C)	(D)	(E)	(F)	(G)= (E) +(F)	(H) = (D) X (G)
1	Copier Paper (A4)	1 Ream (500 Paper)	4,000 Packets	To be filled online only			

**Note:-**

- Item description as per specification at Section 3 (Item no. 1)
- The bidder is required to quote their offer in **online bidding system only**. While submitting the hard copy of the tender to the Press Department, Vadodara Municipal Corporation, the price schedule shall not be filled in.
- Clearly mention the price and the amount of the taxes separately.
- **Price Bid shall be evaluated based on Total Amount (Item Wise) as specified in Column H**
- The rates quoted by the Bidder shall be inclusive of transportation/fares, loading and unloading labor charges at go-down.
- Rates for addition/deletion in the quantity will remain the same.

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## Annexure- 1

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### Organization Details

Sr. No	Details	Details to be filled
1	<b>Name of Company</b> <b>Full Address:</b> <b>E- mail ID :</b> <b>Contact No :</b>	
2	<b>Name of the Contact Person</b> <b>Designation :</b> <b>E- mail ID :</b> <b>Contact No :</b>	
3	<b>Type of Company</b> (Proprietorship/ Partnership/Private Limited/ Public Limited )	
4	<b>Registration</b> (Attach copy)	<b>Number:</b> <b>Date :</b>
5	<b>PAN No.</b> (Attach copy)	
6	<b>GST No.</b> (Attach copy)	
<p>All documents for the above information are required to be submitted duly self attested and original copy should be made available as and when required by VMC.</p> <p style="text-align: right;"><b>Signature of the Bidder</b></p>		

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## Annexure- 2

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(To be executed on company letterhead)

### Declaration Form

To,  
Municipal Commissioner,  
Vadodara Municipal Corporation,  
Vadodara.

I / We hereby offer **to supply of copier paper** as per details specified in the tender at the price given in the price schedule.

I / We know that the submission of incorrect or incomplete information, and / incorrect format with arithmetical errors in compilation of the data would be at the applicant's sole risk and the decision of Vadodara Municipal Corporation in such cases would be final and binding.

I / We enclosed herein the proof / copies of document as given in tender document, serially numbered, signed, affixed with the Organization stamp and submit it together with undertaking on Organization letter head.

I / We know the details filled in and enclosures attached and uploaded in the tender document submitted by me are true to my / our best of knowledge.

I / We have read and understood all the terms and conditions mentioned above in the tender document and agree to abide by them.

Signature of Bidder:

Name:

Date:

Full Address:

## CHECK LIST

**(Check list for Tenderers to be submitted and uploaded along with Tender)**

**The following documents are to be submitted and uploaded:**

*Please give the Page No. to entire set of Tender and documents submitted and uploaded*

Sr. No.	Documents	Submitted	Total Page No. :
1.	Whether Demand Draft for <b>Tender Fee</b> is uploaded and placed in the cover?	Yes / No	-
2	Whether Demand Draft for <b>EMD</b> is uploaded and placed in the cover?	Yes/ No	-
3	<b>Tender Document</b> <i>(All the pages of the tender are to be filled properly, signed and stamped.)</i>	Yes/ No	Page No. :
4	Whether Registration Certificate of Organization/ Firm is uploaded and submitted?	Yes / No	Page No. :
5	Whether Copy of GST Registration Certificate is uploaded and submitted?	Yes / No	Page No. :
6	Whether Copy of PAN card is uploaded and submitted?	Yes / No	Page No. :
7	Whether Copy of Income Tax return of last three financial years (2022-23, 2023-24, 2024-25) is uploaded and submitted?	Yes / No	Page No. :
8	Whether Copy of Professional Tax Receipt of current year is uploaded and submitted? <i>(Doing business within Vadodara Municipal Corporation limits)</i>	Yes / No	Page No. :
9	Organization Average Annual Turnover Certificate for last three financial years is uploaded and submitted? (2022-23, 2023-24, 2024-25) <i>(Rs. 20 lakh or more from Chartered Accountant)</i>	Yes / No	Page No. :
10	Whether samples are submitted? <i>(as per technical specification: Section -3)</i>	Yes / No	Page No. :
11	Whether Annexure- 1 is uploaded and submitted?	Yes / No	Page No.:
12	Whether Annexure- 2 is uploaded and submitted?	Yes / No	Page No.: