

American Embassy, New Delhi



*American Embassy, New Delhi, India
Shanti Path, Chanakyapuri,
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278*

Solicitation No. S-IN650-15-Q-0068

Dated: May 7, 2015

Name & address of Offeror

Issued by: GSO/Contracting

You are invited to quote your lowest prices for the Supply of "Printing Paper" as per specification listed on this sheet and send it through email to newdelhibids@state.gov, no later than 1400hours on May 21st, 2015. Offers submitted on any other e-mail shall not be considered for further evaluation. The Offeror must write their name, address and contact phone number on each page. The Contracting Officer shall provide additional information and/or clarifications concerning this solicitation.

Goods - Description

- For Text – Gloss Art Paper: Size: 578 mm x 889 mm, 100GSM, short grain. Required quantity 1100 reams (1x500 sheets in one ream) or 550,000 sheets. The estimated weight of the paper will be 28,250kg.

SPECIAL PACKING REQUIREMENTS:

- Paper is to be provided on BPOP (bulk paper on pallet) so instead of packing in 250 sheets or 500 sheets they will provide us the paper on a pallet (approximately 20 reams are packed together on a pallet)
- Paper should be complete in weight and count and vendor should bill us as per the actual paper supplied. Plus minus 10% deviation would be acceptable.
- The estimate weight of the paper will be approximately 28,250Kg
- Our suggested brands of paper are (a) Sappi's Magnostar Gloss Art paper, (b) Zanders Mega Gloss; (c) StoraEnso's Lumiart or any other brand equivalent to these. Please ensure paper specification meets the following criteria in the chart. Vendor is required to submit physical sample paper along with quote for review and approval.
- Quote must be accompanied technical data sheet (TDS). Value for following properties must be provided in your quote.

Item	Unit	100GSM
Short grain		
Weight	gsm	100
Thickness	µm	72-74
Smoothness (Top/Wire)	µm	0.7
Whiteness (D65/10°)	%	122-128
Brightness (D65/10°)	%	97-99
Opacity	%	92-94

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Paper Gloss (TAPPI 75°)	%	66-74
Stiffness (MD/CD)		
Bulk	cm ² /g	0.75-0.79

- The paper should be of excellent international quality with even surface, wood free, free from froth marks, lint or any other foreign particles, with excellent glossy whiteness.
- Paper should be packed in sea worthy air proof wooden pallets of not more than 600kg each and should not be more than one meter in total height including wooden pallet.
- Pallets should be packed in 20' containers only. Do not use 40' containers.
- Please provide physical paper samples. Without providing sample paper quote will not considered.

Cost Break Up

- A) Paper Cost _____
- B) **Offshore Suppliers**
b1) freight and insurance up to Inland Container Depot (ICD), New Delhi, India _____
- C) **Local supplier**
C1) Excise duty % and amount (if applicable) _____
C2) Central Sales Tax (CST) (if applicable) _____
C3) Delhi VAT (if applicable) _____
C4) Freight and insurance up to Inland Container Depot (ICD), New Delhi, India _____
- Total Cost including (A+B) for offshore suppliers _____
Total Cost including (A+B+C+D) (for local suppliers only) _____

2. IMPORTANT INSTRUCTIONS FOR OFFER SUBMISSION:

- All offshore offers must submit their quotes in United States Dollars USD\$.
- Local Bidders can submit their offers in either Indian Rupees (INR) or United States Dollars (USD\$).
- This will be a firm fixed price type of Contract with no additional charges. The prices shall include all taxes and freight if applicable and delivery up to ICD, New Delhi.
- Your offer should be valid for at least 90 days from the submission date.
- **Price:** The price should be on CIF, ICD, New Delhi basis with 'NIL' custom duty. Freight pre-paid up to ICD/TKD (Inland container Depot), Tuglakabad, New Delhi, India.
- **Custom Clearance & Forwarding:** US Embassy is exempted from custom duty. Custom clearance and forwarding will be done by the Embassy. The vendor will ensure the shipping documents are submitted to the Embassy well in advance for arranging exemption certificate and other documents from MEA before the shipment arrives at ICD, New Delhi.
- **Excise Duty and Central Sales Tax (CST):** Applicable for vendors operating within India. American Embassy is exempt from the same. Relevant exemption Documents for the same will be provided.
- **VAT (for local suppliers):** In order to enable the U. S. Government to claim VAT refunds, the bidders shall indicate VAT separately. The supplier shall furnish tax invoice in accordance with New Delhi VAT regulations.
- Kindly prepare your quotations clearly giving break-up of Excise duty, Vat and Central Sale Tax if applicable.
- **Delivery Time:** Paper should be delivered before 1st September 2015.
- For any technical queries kindly e-mail at mehtan@state.gov, sharmac@state.gov before May 14, 2015. The answers to the queries will be shared with all prospective bidders. Any query received after 14th May 2015 will not be entertained.

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- If any offer is received late, accepting or rejecting the offer shall be at the sole discretion of the Contracting Officer (CO)
- The quotation must be submitted electronically no later than 1400pm local time on or before 21st May 2015.
- The offer should submit thru email at: Newdelhibids@state.gov with subject line "Request for Solicitation#SIN65015Q0068 for purchase of Printing Paper". Please do not submit your quotations via courier.
- Quotations submitted at any other email id and after the due date and time given shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).
- This purchase shall be bound by the FAR & DOSAR clauses, Full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far> DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>.

3. Kindly submit following documents along with your offer:

- Technical Data Sheet (TDS) of the offered product along with your offer.
- List of clients along with their contact details where you have supplied similar type of papers.

4. Other Requirement:

- DUNS number of your company and Proof of being registered on SAM (System for Award Management). If not already registered offeror must initiate the process of obtaining DUNS number and being registered on SAM. **Order will not be placed on a supplier who is not registered on SAM, as it is mandatory to have the DUNS number for the purpose releasing supplier payment.**

5. Evaluation Factors:

- Award will be made to the "lowest priced, technically acceptable, responsible bidder" offer.
- Record of satisfactory past performance.
- The U. S. Government reserves the right to reject any offer that is unreasonably low or high.
- Offer acceptability will be determined by assessing the bidder's compliance with the terms of the RFQ. The offeror must properly complete and submit all sections of the solicitation. Proposals which do not comply with the RFQ may be rejected on that basis.
- The Government will determine bidder responsibility by analyzing whether the apparent successful bidder complies with the requirements of FAR 9.1, including:
 - adequate financial resources or the ability to obtain them;
 - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - satisfactory record of integrity and business ethics;
 - necessary organization, experience, and skills or the ability to obtain them;
 - necessary equipment and facilities or the ability to obtain them; and
 - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

6. Terms and Conditions:

- If your proposal/ offer are accepted, American Embassy will issue a **U S Government purchase order**.
- American Embassy does not make any advance payment.
- **Payment terms:** Payment shall be made thru EFT (electronic fund transfer) within Net 30 days of receipt of material with proper original invoice at American Embassy, New Delhi.
- **Invoice:** Original invoice should be mailed/addressed direct to the American Embassy, Financial Management Center (FMC), Shantipath, Chanakyapuri, New Delhi. Please furnish tax invoice if you are charging vat.

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Important: The Embassy reserves the right to reject any or all offers and to delete any portion/or items of the solicitation. Your offer should be valid for at least 90 days from the submission date. Once the Purchase Order is awarded, the prices shall hold good till the delivery is completed.

Name of the Offeror _____

Signature _____ Dated _____

Telephone # _____

Fax # _____

Email Id: _____

Sincerely,



Edith A. Davis
Contracting Officer