

# TENDER DOCUMENT

## PHOTOCOPYING SERVICES TENDER



## NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, SRI-AUROBINDO MARG, NEW DELHI- 110016  
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*This Tender Document Contains 06 Nos. of Pages Including Cover Page*  
*Tender Fee: Rs. 1000/-*  
*Earnest Money Deposit: Rs. 10,000/-*



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
**17-B Sri Aurobindo Marg, New Delhi - 110 016**  
**Ph.no: 011-26544829/874**

**TENDER NOTICE**

**RATE CONTRACT FOR HIRING OF PHOTOCOPYING SERVICES**

**Invitation to Bid**

1. Tenders in two-bid system are invited from interested firms for "Rate Contract for Hiring of Photocopying Services" at NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016.
2. Firms should submit the tender in a sealed envelope clearly super scribing "Tender for Photocopying Services". The main envelope should contain 'Technical Bid' and 'Financial Bid' placed in two separate envelopes and duly superscribed.
3. The tenders should be addressed to the Registrar, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016 and should reach the office latest by 17.12.2020 upto 03.00PM. 'Technical bids' will be opened on 17.12.2020 at 03.30PM in presence of the representatives of participating firms.

**Administrative Officer (I/c)**

## **TERMS AND CONDITIONS**

### **Description of the Work**

1. The services will include:
  - a) Photocopying of all official jobs of the Institute.
  - b) Other related work pertaining to various reports/documents as mentioned in Annexure-II
  - c) The firm should provide a photocopier machine and one operator in the office as per details given in Annexure – II.

### **General Conditions**

1. The Institute reserves the right to accept or reject summarily any or all Tenders in whole or in part without assigning and reason whatsoever.
2. Bidder should have experience of providing such services to reputed organizations. Bidders should have minimum 5 years of experience in providing photocopy services.
3. The agency must be currently providing such services to similar organizations. Copies of work orders or any other documentary evidence clearly certifying that services are being provided in such universities should be produced.
4. The Institute takes no responsibility for delay, loss or non-receipt of a quotation after dispatch.
5. Space and Electricity will be provided by the Institute.
6. Offer quoted will be valid for a period of 6 months from the date of opening of financial bid.
7. NIEPA reserves the right to terminate the contract by giving 30 days' notice to the contractor.

### **Tender Fee, Earnest Money Deposit and Security Deposit.**

- a) Participating firms are required to deposit a sum of Rs. 1000/- (Rupees One Thousand Only) directly in the Institute's account directly towards tender fee.
- b) Participating firms are also required to deposit Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in the Institute's account. The Earnest Money will be refunded only after the finalization of the procurement and no interest will be paid on Earnest Money. The EMD of the successful bidder will be refunded after signing of the agreement and after deposit of security amount.
- c) Proof of depositing Tender Fee and EMD to be enclosed with the bid.

Details of Institute's account are as given below:

**Bank Name:** Syndicate Name

**Branch Address:** Syndicate Bank, NIEPA Campus, 17-B, Sri Aurobindo Marg, New Delhi-16

**Beneficiary Name:** NUEPA

**Bank Account Name:** NUEPA Account Main

**Bank Account Number:** 91392010001112

**IFSC Code:** SYNB0009139

**MICR Code:** 110025108

In the event of getting the contract, the Agency shall be required to deposit an amount of Rs.25,000/- (Rupees Twenty Five Thousand Only) as Security Deposit in the Institute's account. No interest shall accrue on this amount. The Security Deposit shall be refunded after one month of the expiry/termination of the contract after deduction of penalty/other dues, if any.

#### **Forfeiture of EMD Clause**

- a) After submission of bid, if bidder fails to honor the contract, if awarded, or refuses to comply with any/ all of the terms & conditions of the tender.
- b) If bidder withdraws the offer during the validity period of financial bid.
- c) If successful bidder fails to commence service/supply in accordance with the tender's terms & conditions of the contract.
- d) If any information furnished found to be incorrect.

#### **Payment Terms and Condition**

The payment to the contract will be made on monthly basis on production of bill duly at the end of each quarter against invoice with GST number, raised by the Agency and based on performance during the quarter. TDS as applicable will be deducted before making the payment.

The rates quoted by the Agency for various services shall be on yearly basis. No escalation of prices shall be permitted on any ground.

#### **Penalty**

The photocopying equipment should be properly maintained and in case of any breakdown it should be made operational within 24 hours, and till such time either the job should be got done from outside at the cost of the Agency or a standby hardware should be provided.

In case of inability to provide either of the two, the Agency will be liable for penalty as deemed fit by the Institute.

#### **Jurisdiction**

The courts at Delhi alone shall have the jurisdiction in any matter arising out of relating to or touching this tender.

\_\_\_\_\_  
(Signature of Authorized Signatory with Company Seal)

**Annexure - I****TECHNICAL BID**

The bidder is required to sign all pages of this document and return the same along with their bid. Tenders having unsigned documents will be rejected. Following documents should be enclosed in the 'Technical Bid':

1.	Name, Address, Email ID and Contact No. of the Firm	
2.	GST Number	
3.	Clientele details	
4.	Total number of years of experience in providing photocopying services	
5.	Income Tax PAN (Copy of PAN Should be attached)	
6.	Proof of depositing Tender Document Fee (Rs.100/-) and Earnest Money Deposit (Rs.10,000/-) in NIEPA's account.	
7.	Make/Model and number of machines available with the firm meeting the below specification	

**Photocopier Machine Description**

<b>Feature</b>	<b>Technical Specification Desired</b>	<b>Availability (Yes/No)</b>	<b>Remarks</b>
Minimum Copying Speed (CPM) Legal Size	Minimum CPM		
Duplex	Required		
Zoom	50% - 200%		
Multiple Copies	1-99 Minimum		
Sort	Required		
Size Accepted	A-5 to A-3		
Min. Paper Input Capacity	250 Sheets Minimum		
Resolution (DPI)	600x600 DPI		

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(Signature of Authorized Signatory with Company Seal)

**PROFORMA FOR QUOTING RATES FOR PHOTOCOPYING & ALLIED JOBS AND  
RELATED MATERIAL  
(With Operator and Machine)**

Sr. No.	Particulars of Photocopying Job	Rate per copy with Paper/Sheet	Rate per copy without Paper
1.	Photostat A4 - Single Side		
2.	Photostat A4 - Back to Back		
3.	Photostat A4 - Colour Paper		
4.	Photostat A3		
5.	Cover Sheet A3		
6.	Photostat on Transparency Sheet		
7.	Reduction/Enlargement		
8.	Spiral Binding (1-100 Pages)		
9.	Spiral Binding (1-200 Pages)		
10.	Ordinary Binding upto 100 Pages		
11.	Ordinary Binding about 100 Pages		
12.	I Card Printing Lamination		
13.	Flex (Banner, Backdrop, Gate Panel, Direction Panel)	Rate: ..... <i>Per Sq. Feet (Designing and Printing will be done by the agency in bilingual (English &amp; Hindi) typography.</i>	
<b>14.</b>	<b>Applicable taxes</b>		

*Note: The rates quoted above should include all charges. No extra amount will be paid for photocopier machine or for the operator. Tax slab for the above services should be mentioned separately at point no. 14.*

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(Signature of Authorized Signatory with Company Seal)