

F.No.: NIRDPR/Admn.E/emp.photo/2019-20/
July 25, 2019

Sub: Tender enquiry – Calling sealed quotations for Photostat work/services in NIRDPR.

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Sealed quotations are invited from reputed Photostat agencies for Photostat Work/Services in NIRDPR.

2. A copy of bid document containing scope of work, terms and conditions, Technical-cum-Financial quotation (**Annexure-I**) is enclosed for your reference.
3. Your sealed quotation duly marked on the cover as “**Quotation for Photostat Work/ Services at NIRDPR**” so as to reach **on or before 9.8.2019** in the Office of Assistant Registrar (Trg.), NIRDPR, Rajendranagar, Hyderabad – 500 030.

Asst. Registrar (Trg.)

Encl: as above

1. SCOPE OF WORK (Schedule of Requirement)

The Bidder is required to provide black & white photocopying (A3, A4 and fullscape size paper) services as and when required by the Institute as per the following:

Sl. No.	Name of service	Photocopy paper size					
		A-4 size paper (single side) on white and colour paper	A-4 size paper (back to back) on white and colour paper	A-3 size paper (single side) on white and colour paper	A-3 size paper (back to back) on white and colour paper	Full scape size paper (single side) on white and colour paper	Full scape size paper (back to back) on white and colour paper
1.	Photocopying should be done on 75 GSM paper of quality of BILT/JK Copier/XEROX						

2. Eligibility criteria for tenderers

1.	EMDRs. 10,000/- (Rupees twenty thousand) only / NSIC Exemption Certificate
2.	Type of the Company/ Firm/Others (specify) (A copy of registration certificate to be submitted)/copy of partnership deed
3.	GST registration
4.	Income Tax PAN
5.	Two year experience for providing photostat work/service in Government /Private sector organisations (Experience Certificate/work order to be attached.)



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad - 500030.

Tender enquiry – Calling sealed quotations for Photostat work/services in NIRDPR

1. GENERAL TERMS AND CONDITIONS

- I. The Tenderer is required to submit the Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only). Quotations received without EMD will not be considered at all. No interest whatsoever will be paid by NIRDPR on EMD.
- II. The tenderers are required to quote their lowest rates for the Photostat Work/Service as mentioned in Scope of Work of the tender document.
- III. Hypothetic or conditional quotation will not be entertained. Quotation once submitted shall not be allowed to be withdrawn or altered. If the quotation is withdrawn or altered by the concerned party at any time after its submission, EMD of the tenderer will be forfeited.
- IV. Over writing/over typing or erasing of the figures which render it doubtful and ambiguous are not allowed and shall render the quotation invalid.
- V. The tenderer has to specifically mention infrastructure (Nos. of photo copying machine etc.) and experience in the tender document and must have an experience of atleast two years in providing Photostat work / service in Government/Private sector organization.
- VI. Annual work turnover towards photocopying work in NIRDPR would be Rs.4.00 – 5.00 lakhs (approx.).

2 Conditions for Successful Tenderer:

- I. The successful tenderer will have to deposit **Performance Security of Rs.15,000/-** within a 15 days from the date of placement or Work Order, by way of Demand Draft drawn in favour of "NIRDPR" payable at Hyderabad. The same will be refunded after two months of the successful completion of the contractual obligation of the contractor. EMD would be refunded to the successful bidder on receipt of Performance Security. If the successful tenderer abandons the contract, or fails to perform his part of contract, the Security Deposit or any part thereof is liable to be forfeited. **No Interest whatsoever will be paid by NIRDPR on the Performance Security Deposit.**

- II. The bid security (i.e., EMD) of the unsuccessful bidders would be returned after completion of tendering process. **No Interest whatsoever will be paid by NIRDPR on EMD.**
- III. The Photostat work should be executed in the premises of NIRD&PR with their own Photostat machines, Photostat paper, other consumables (photostat machine, toner/ink etc), Photostat machine operators including set making etc., on contract and on turn key basis.
- IV. The contractor will provide photocopy work/service on billing basis without payment of advance amount. The payment will be made on monthly basis after submission of bill/invoice along with photocopying requisitions/indents.
- V. If the job assigned is not completed in time or not done satisfactorily, NIRDPR will be free to get the same done from other agency. The loss sustained to the Institute will be deducted from the bill / invoice of the subsequent month or from the Security Deposit or any other due payments apart from penalty as decided by the competent authority, NIRDPR will be imposed for deficiency in service.
- VI. The tenderer shall verify that the staff/worker deputed to NIRDPR are of good character and no criminal record is against any of them.
- VII. The successful tenderer will be obliged to attend the work as per the requirement without damaging the NIRDPR properties and if any loss/damage sustained to the NIRDPR property it will be recovered from the successful tenderer.
- VIII. The tenderers should provide the Registration Number with Government Authorities; PAN Number, GST Number. The bidder should enclose the proof of all the required documents along with bid document.
- IX. The contract period is for two years, extendable for a further period of one year with mutual agreement. However, the contractor has to provide the services till finalization of the new tender.
- X. The contract may be terminated by the Institute at any point of time even before the stipulated period of the contract by giving **seven days notice** in writing without assigning any reason.
- XI. NIRDPR will provide the space and electricity for executing the photocopy work in NIRDPR premises free of cost.

3. ARBITRATION

- i) In the event of any question, dispute/differences arising, the same shall be referred to the sole arbitration to Director General, NIRDPR or arbitrator appointed by him.
- ii) The award of the arbitrator to be appointed by the Director General shall be final and binding on both the parties. The cost of arbitration shall be equally borne by both the parties.

4. Canvassing, in connection with the tender is strictly prohibited and the tender of anyone resorting on both the parties. The cost of arbitration shall be equally borne by both the parties.

5. The Director General, NIRDPR, Hyderabad reserves the right to accept in full or in part or reject any tender without assigning any reason and his decision in this regard will be final and binding.



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Technical-cum-Financial Quotation for Photostat Work/Service

PART- I: TECHNICAL BID

Sl. No.	Particulars	Information to be supplied by the intending bidder
1.	Name of the Company/Firm	
2.	Address of the Company/ Firm/Others (specify)	
	(a) Postal	
	(b) Telephone/ Fax/ Mobile No.(s)	
	© E-mail ID	
	(d) Website address, if any	
3.	Type of the Company/ Firm/Others (specify) (A copy of registration certificate issued by Registrar of Companies and its subsequent renewal (if any) to be submitted -	
4.	Year of establishment of the Co. / Firm/others	
5.	For how long the Co./ Firm/others has been providing such services to Government/ Semi-Govt./large private organizations? (experience certificate to be submitted)	
6.	PAN No.	
7.	GST Registration No.	
8.	Details of Demand Draft submitted towards Earnest Money Deposit for ₹ 10,000/-	

PART- II: FINANCIAL BID

I / We hereby offer the services of “PHOTOSTAT WORK” on contract basis using my/our Photostat machines, Photostat paper, other consumables, by engaging my/our own operators etc., and to execute the work neatly and promptly in accordance with the stipulated time limit at the price hereunder quoted and agree to hold this acceptance for a period of two years:

Sl. No.	Description	Amount chargeable for photocopying on single side (in words and figures)	Amount chargeable for Photocopying on both sides (in words and figures)
1.	Rate for each impression including the cost of A4 size white paper		
2.	Rate for each impression including the cost of A4 size colour paper		
3.	Rate for each impression including the cost of A3 size white paper		
4.	Rate for each impression including the cost of A3 size colour paper		
5.	Rate for each impression including the cost of fullscape size white paper		
6.	Rate for each impression including the cost of fullscape size colour paper		

(Rates are to be quoted without GST)

1. **BID EVALUATION:** As the 75-80% photocopy work will be of A-4 size paper (Back to back/duplex), therefore, successful bidder will be decided on the basis of lowest rates quote for providing photocopy services for A-4 Size Paper (Back to back Black - (Duplex). The decision of NIRDPR will be final in all respect. The NIRDPR reserves the right to negotiate the rates with L-1 (Lowest one) bidder.
2. **The above rates are inclusive of cost of paper, toner, other incidental charges if any etc. GST @ applicable rate will be paid extra.**

Specifications:

1. A4 size paper (white/colour) i.e. 210 mm x 297mm of 75 GSM.
2. A3 size 297 mm x 420 mm weight of 75 GSM.
3. Fullscape size 215 mm x 345 mm weight of 75 GSM.
4. The above rates are quoted, taking into account the terms and conditions mentioned by you and we are accepting the same indicated by you in the tender document.

Signature of the Tenderer with date and seal:

Address:

Phone No.: _____

Date: