



## NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad - 500030.

### INVITING TENDER FOR PHOTOSTAT WORK SERVICES in NIRDPR

#### 1. Invitation of bids

- On-line bids are invited under two bid system for Photostat work services at NIRDPR, Rajendranagar, Hyderabad-500030. Manual bids shall not be accepted.
- Bid document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app>. The time schedule for the tendering activities shall be as under:

#### Critical Date Sheet

Tender No.	NIRDPR/Admn.D/XeroxBills/2019-20
Date of notification of tender on CPP Portal	14/12/2022 at 05.00 PM
Start of downloading of tender document by the intending bidders	15/12/2022 at 11.00 AM
Pre-Bid Meeting Date & Time	20/12/2022 at 03.00 PM
End Date & Time of submission /uploading of bids by the intending bidders along with scanned copy of Earnest Money Deposit	5/1/2023 at 03.00 PM
Last date of submission of Demand Draft in original payable in favour of NIRDPR, Hyderabad towards Earnest Money Deposit (EMD)	4/1/2023 by 03.00 PM
Amount of Earnest Money Deposit	₹.10,000/- (Rupees Ten Thousand only)
Date & Time of opening of Technical Bid received online by the last date and time	06/01/2023 at 011.00 AM
Date & time of opening of Financial Bid	To be notified later for only those Bidders qualified in technical evaluation.
Tendering Authority	Assistant Registrar (E) i/c National Institute of Rural Development & Panchayati Raj (NIRDPR), Rajendranagar, Hyderabad-500 030, Telangana. Tel. 040-24008405,

- iii. Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>
- iv. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- v. Bids will be opened online as per date/time as mentioned in the **Tender Critical Date Sheet** at Central Public Procurement (CPP) Portal  
<https://eprocure.gov.in/eprocure/app>.

## 2. Scope of work (Schedule of Requirement)

The tenderer is required to provide black & white photocopying (A3, A4 and fullscale 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	Fullscale size paper (single side) on white and colour paper	Fullscale size paper (back to back) on white and colour paper
1.	Photocopying should be done on 75 GSM paper quality of BILT/JK Copier/XERO X						

## 3. Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## 4. Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

## 5. Eligibility criteria for tenderers

1.	EMD <b>Rs.10,000/- (Rupees ten thousand only)</b> / 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 experiences for providing photostat work/service in Government /Private sector organisations (Experience Certificate/work order to be attached.)



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**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 at least 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.).
- VII. An office of the Service Provider must be located in the Hyderabad for better coordination of the services.
- VIII. Bidder's offer is liable to be rejected, if they don't upload any of the certificates/documents sought in the bid document, ATC and Corrigendum, if any.
- IX. NIRDPR is not responsible for payment of Minimum wages to the photo copy workers/anybody deployed by the agency for the purpose.

- X. Tender Acceptance letter may be sought from bidders stating that “I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/ entirety”.
- XI. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.
- XII. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- XIII. The bidder should not be under liquidation, Court Receivership or Similar Proceedings and should not be Bankrupt. Bidder has to furnish undertaking to this effect with the bid document.
- XIV. We are not blacklisted by any Central Government/Central Autonomous Bodies. Bidder has to furnish undertaking to this effect with the bid document.
- XV. Generic: (i) The seller/service provider shall not assign the contract in whole or part without obtaining the prior written consent of NIRDPR. (ii) The seller/service provider shall not sub-contract the contract in whole or part to any entity without obtaining the prior written consent of NIRDPR. (iii) The seller/Service provider shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to NIRDPR together with the assignee/sub-contractor, for and in respect of the due performance of the contract and the sellers obligation there under.

**2. Mode of Selection:** Two bid system: Those who qualify in the technical bid only are eligible to be evaluated for the financial bid and the L1 agency/bidder will be decided and awarded the Contract on the basis of lowest rates quote for providing photocopy services for A-4 Size white Paper (Back to Black - (Duplex). In the event of more than one L1 bidder emerging in the financial bid, the bidder who has quoted overall lowest rates for providing photocopy services shall be considered for award of the contract. An illustration in this regard may be prepared and placed below this section for greater understanding of the bidders.

### **3. 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 **ensure** that the staff/worker deputed to NIRDPR is fully trained and competent to operate and maintain the Photostat machine and in 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 tenderer 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 at 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 Company/ Firm/others	
5.	For how long the Company/ 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)**

- BID EVALUATION:** As 75-80% of the photocopy work will be of A-4 size white 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 white 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.
- 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: