

No.D-19014/01/2016-Genl
Government of India
Ministry of Corporate Affairs

5th Floor, A-Wing, Shastri Bhawan,
New Delhi dated 19 February, 2016.

TENDER NOTICE

Subject: **Quotation for outsourcing of photocopying work, set making, spiral Binding of parliament related material /other important reports etc.**

Sealed tenders are invited from reputed and financially sound firms for photocopying, set making and spiral binding of various documents, reports etc. on outsource basis in the Ministry of Corporate Affairs, Shastri Bhawan, New Delhi initially for a period of one year from the date of award of contract on the terms & conditions enumerated in the following paragraphs. The tender document can be obtained from the Section Officer(Genl.), Room No.511-B, 5th Floor, Shastri Bhawan, New Delhi on any working day during office hours. The tender document can also be down-loaded from the Ministry's website: www.mca.gov.in and Central Public Procurement Portal: www.eprocure.gov.in. The schedule of receipt opening of bids is as under: -

Last date & Time for receipt of bids **11.03.2016 upto 11:30 a.m.**

Date & time for opening of bids: **11.03.2016 at 3:30 p.m.**

(A) The bid should include the following details:

1. Name of the firm
2. Business address of the firm
3. Minimum Annual Turnover required in any of three preceding financial year shall be 10.00 lakhs. Proof of annual turnover shall be submitted in form of audited balance sheet of last three preceding financial years i.e., 2012-13, 2013-14 & 2014-2015.
4. Copy of registration (VAT & Service Tax no)
5. Service tax / income tax returns for current year (2014-15).
6. The firm should not be blacklisted / terminate & Debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary.

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7. Detail of past experience of providing similar services in Ministries/Departments/PSUs during the last five years should be attached.
8. Certificate for providing satisfactory photocopying services amounting Rs. 10 lakhs and above during last three years should be attached.
9. Earnest money Deposit of Rs.20,000/- in the form of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs" payable at New Delhi.
10. Successful bidder shall be required to furnish Performance Security of Rs.50,000/- in the form of FDR or Bank Guarantee duly hypothecated in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs" within a week after of award of contract.

NOTE: If any of the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.

- (A) Details of the firm as given in ANNEXURE -1 should be filled up completely.
- (B) The rates for providing photocopying, set making and spiral binding services, etc. should be submitted in ANNEXURE-2.
- (C) The cover containing the tender and subscribed as '**Tender for Photocopying Work etc.**' complete in all respects should be submitted to the Under Secretary(Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5th Floor, Shastri Bhavan, New Delhi latest by **11-03-2016 up to 11.30 A.M.**
- (D) Bids received after due date and time will not be accepted.
- (E) The Bids will be opened on the same day at 3:30 p.m. in Room No.526, A-Wing, 5th Floor, Shastri Bhavan. New Delhi. Bidders and their Representatives are welcome to remain present during the opening of the bids.

General Conditions

- (A) The firm is required to provide 2 new heavy duty photocopier machines of latest models with duplex facilities along with sorting, collating and binding processes having minimum speed of 55 copies per minute along with purchase invoice of these machines one heavy duty spiral binding machine .The firm require to install more machines on requirement basis .If and additional office of the Ministry is setup with

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in the premises or any were else in NCR. The successful bidder will be responsible for providing services in these offices of the Ministry as well as per the terms & conditions of this tender document.

(B) The firm should deputed two experienced operators cum engineers and should report to Section officer (GA) from 9.00 AM to 6.00 PM on all working days for Sundays/closed holidays, services may need to be provided on demand. However, this is subject change without prior notice at the convenience of the Ministry. During Parliament Sessions, the firm shall have to provide services beyond the prescribed timings, as and when needed.

(C) Space and electricity will be provided by the Ministry whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm.

(D) All the consumables are required like toner, drum, spare parts & paper (not less than 75 GSM photocopy of J.K Copier/Modi Xerox or any reputed brand) and all material for set making will be provided by the firm.

(E) For service relating to spiral binding of documents /material, the premises of the firm can be used and the material brought back to Shastri Bhawan, as early as possible .for onward delivery.

(F) The contractual value of the contract will be paid to the firm on monthly basis on the basis of demand slips and satisfactory performance of the firm during respective period. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the officers concerned after competition of every month.

(G) The contract will initially be awarded for a period of one year which can be extended further on same rates, terms & conditions subject to satisfactory services by the firm.

(H) EMD of the unsuccessful tenderers will be released, without any interest, after finalization of the contract. The Earnest Money of the successful bidder will be released, without any interest, only after the firm has submitted Performance Security with the Ministry.



(I) The EMD shall stand **forfeited** if a bidder withdraws or amends the bid/tender or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.

(J) The Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without assigning /specifying any reason thereof.

(K) This contract will remain force for a period of 12 months from the date of award. The Ministry has the right to terminate the contract in case of performance and the service rendered by the contractor firm is found to be unsatisfactory, by giving a notice of 7 days.


(Riazul Haque)

Under Secretary to the Government of India

Copy to: e-Governance Cell for uploading on the website of the Ministry.

ANNEXURE-1

PERFORMA FOR SUBMISSION OF DETAILS OF THE FIRM

S.N	Description	Please indicate requisite information	Page No. in the attached document
1.	Name, address & telephone No. of the firm/Agency with address proof		
2.	Name of the proprietor/Partners of the Agency/Firm		
3.	Registration copy of Service Tax and VAT Numbers with copy of current challan's		
4.	Proof of annual turnover not less than 10.00 lakhs during any of the last three years : 2012-13 2013-14 2014-15(proof required to be enclosed in the form of audited balance sheet)		
5.	Details of the past experience of providing photocopy work in Ministries / Departments during last five years should be attached.		
6.	Declaration regarding that the company was never blacklist/terminated & debarred in the past.		
7.	Authorization for sale & servicing from reputed brand of photocopier machines.		
8.	The firm should attached minimum 1 certificate for providing satisfactory photocopying work for amounting minimum Rs.10.00 lakh during last three years.		

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9.	Details of EMD.		
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NOTE: If any of the details submitted by the bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted by the Ministry.

I/we hereby agree to accept / abide by all the terms & conditions of the tender document.

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Name & designation of the
Authorized signatory of the firm
(with seal of the Agency)

Date:-- _____

ANNEXURE-2

PROFORMA FOR QUOTING RATES

S.No	Scope of Work	Rate per page
1.	Photocopying of A4 size Document (Simplex)	
2.	Photocopying of A4 size Document (Duplex)	
3.	Photocopying of Legal size Document (Simplex)	
4.	Photocopying of Legal size Document (Duplex)	
5.	Photocopying of A3 size Document (Simplex)	
6.	Photocopying of A3 size Document (Duplex)	
7.	Collation charges for per 1000 sheets	
8.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (up to 50 sheets)	
9.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (51 to 100 sheets)	
10.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (101 to 151 sheets)	
11.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (beyond 151 sheets).	

NOTE: I hereby undertaken to accept and abide all the terms & conditions of the tender document.

Signature: _____

Name: _____

Seal of the firm: _____

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