

Our Ref: Admn/C.D.P.O(Photocopy)

Date: 29 Feb 2008

Subject: Inviting of Quotations for Award of Contract for Bulk Photocopying Work in emergency at BIS Headquarters

Dear Sir,

Sealed quotations on the subject mentioned above are hereby invited as per works mentioned in the attached form (Annexure-I). Accordingly, you are requested to quote your rates in the Annexure in a sealed cover superscribing the envelope "Quotation for Award of Contract for Large Volume/Bulk Photocopying Work".

Quotation must bear the Name & Address of Contractor/firm and addressed to Director(Administration), Room No.406, Manakalaya Building, 9, Bahadur Shah Zafar Marg, New Delhi-110002 and reach to the undersigned latest by 1500h on 20 03 2008 which shall be opened on the same date at 1530h in the presence of interested tenderer(s) or their authorized representatives who may like to be present. The tender received after the stipulated date and time shall be summarily rejected

The award of contract to the successful tenderer will be governed by the following terms and conditions:

TERMS AND CONDITIONS

The firm should have following requisite qualifications:

1. The firm should have experience of more than 3 years in bulk photocopying work in Central/State Govt. Offices/PSU/Autonomous Bodies.
2. The firm should be reputed having an annual turn over of Rs.25 lakhs or more.
3. The firm should quote their TIN, PAN, VAT Registration No. and Service Tax No. etc. in the quotation.

4. The firm should have authorized office/working premises in Delhi. A copy of certificate in this regard duly certified by MCD/NDMC may be attached.
5. Proof of Income Tax return and annual turn over for last 3 years shall be enclosed with the quotation.
6. Documentary proof of having executed six similar works in last three years in Government Departments/PSU/Autonomous Bodies be furnished.
7. A Clientele list be also furnished with the quotation.
8. The quotation should be given on firm's letter head giving address, telephone number and E-mail address etc duly signed by authorized signatory.
9. The firm should also indicate the various facilities concerning the work available with them.
10. It will be the responsibility of the firm to depute a good skilled operator in BIS, New Delhi for doing day to day photocopying work daily from 9.00 a.m. to 5.30 p.m. and even on holidays as and when required.
11. The work is mainly to be carried out in the premises of BIS.
12. No advance payment will be made. The approved firm shall submit the bill (in duplicate) at the end of every month. Income Tax/TDS as per rule shall be deducted from the bill.
13. The contract may be terminated by this Bureau at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the Bureau shall be final and binding on the firm.
14. Rejected jobs shall be re-done at the cost of the contractor.
15. The contract will be initially valid for a period of one year from the date of issue of letter for awarding the contract. The period of contract is extendable subject to rendering of satisfactory services by the firm & mutual consent of both the parties.

16. The contractor shall be entirely responsible for any loss to this Bureau that may be caused due to the negligence or carelessness on the part of the contractor or his representative(s). The loss will be recoverable from him and the decision of Competent Authority of this Bureau shall be final and binding upon.
17. The work of bulk photocopying shall be completed by or before the date mentioned by the concerned departments/sections.
18. An Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of crossed DD and drawn in favour of the Bureau of Indian Standards, New Delhi will be required to be deposited alongwith the quotation. EMD will be refunded after award of contract without any interest thereon. Quotations received without EMD will not be considered.
19. Successful tenderer will be required to deposit an amount of Rs.20,000/- (Rupees Twenty Thousand only) as security deposit within a week of award of contract alongwith acceptance letter. The security deposit would be refundable to the party on completion of contract period.
20. All leviable taxes should be specifically and separately indicated.
21. The Bureau have also the right to forfeit the security deposit in full or in part in the event of failure on the part of firm to fulfill the terms and conditions of the contract.
22. The agency shall install at BIS premises at its own responsibility, good quality of photocopying machines and adequate trained personnel/operators who will provide the services on all working days during office hours.
23. BIS shall provide space, electricity, paper and other required infrastructure facilities. The material for running and maintenance of the machine including spares and consumables shall be arranged by the contractor.
24. The agency shall prepare the sets of documents and shall provide pin, staplers or any other material for preparing such sets etc.
25. An officer/supervisor of the agency shall visit BIS once in a week to take a feed back of the work in the Bureau.
26. In case of any dispute, the jurisdiction shall be Delhi Court.
27. The tenders shall remain valid for 90 days from the date of opening of quotation(s).

28. Necessary records regarding the photocopier papers consumed shall be maintained in Administration Department where the machine would be installed.

29. Tender shall be duly signed by the authorized signatory on each page.

30. Forwarding letter of the contractor should contain the following annexures in support of their eligibility:

Documents indicating the setup of organization;
Partnership, Proprietorship, Pvt. Ltd., Public Ltd etc.

31. The Bureau reserves the right without assigning any reason to accept or reject any /all quotation(s) in whole or in part..

32. For clarifications if any please contact Director(Administration), Bureau of Indian

Standards, Manakalaya, 9, Bahadur Shah Zafar Marg, New Delhi-110002
(Telephone No.23231875) on any working day between 1000 A.M. to 1700 P.M.

33. Details of arbitration pending with other parties if any, be also annexed with the tender.

34. The Contractor shall indemnify the Employer and hold harmless in respect of all and any expenses arising from any injury or damages to persons or property as aforesaid and also in respect of any clam made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.

Thanking you,

Yours faithfully,

(Shiv Raj Singh)
Section Officer(Administration)

Encl: As above

ANNEXURE-I

BUREAU OF INDIAN STANDARDS

For the purpose of rates, the jobs of photocopying have been divided into the two categories as follows:

	<u>Rate (Rs)</u>	
	In Figure (per copy)	In Words (per copy)
A. Photocopying work of copies from 50 – 100 copies	:	
B. Photocopying work of above 100 copies	:	
C. Taxes, if any	:	

We agree to abide by the terms and conditions
as stipulated in the tender document.

Signature.....
Date.....

