

**Our Ref: R&I/I-25**

**Date 24 06 2010**

**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 **“Quotations 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 15 July 2010** which shall be opened on the **same date at 1530h** in the presence of interested tenderer(s) or their authorized representative(s) 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 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 quotations..
6. Documentary proof of having executed six similar works in last three years in Government Departments/PSU/Autonomous Bodies.
7. A Clientele list be furnished with the quotation.
8. The quotation should be given on firm's letterhead 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. If the same is not comply with, the work will be got done by BIS, New Delhi by making alternate arrangement and the expenditure incurred on account of this will be borne by concerned firm.
11. The work is mainly to be carried out in the premises of BIS. Only the work, which can not be done in the BIS premises, would be done at the firm's workshop and no extra charges in the shape of cartage etc will be allowed.
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. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
14. Rejected jobs shall be redone 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.20,000/- (Rupees Twenty Thousand only) in the form of crossed DD and drawn in favour of the Bureau of Indian Standards, New Delhi is required to be deposited alongwith the quotation. EMD will be refunded after award of contract without any interest thereon and the forfeiture of the same will be as per the rules. Quotations received without EMD will not be considered.
19. Successful tenderer will be required to deposit an amount of Rs.40,000/- (Rupees Forty 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, papers 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 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 photocopy work done 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 contained 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. The contractor shall indemnify the employer and bold harmless to respect all and any expenses arising from any injury or damages to persons or properties as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.
33. Details of arbitration pending with other parties if any, be also annexed with the tender.
34. The firm has to ensure that the Photocopier Machine to be installed in BIS is of Latest Model and High-Tech (Heavy Duty).
35. 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.

Thanking you,

Yours faithfully,

(Balwan Singh Hooda)  
Section Officer(R&I))

Encl: As above