

Tender Notice

Subject: Quotation for outsourcing of photocopying/scanning and spiral binding work at IAS

Indian Institute of Advanced Study, Shimla is an autonomous body of Ministry of Human Resource Development, Government of India invites sealed tenders under two-bid system from reputed and financially sound firms for photocopying, scanning and spiral binding work on outsource basis in Library, Indian Institute of Advanced Study, Shimla for a period of two year from the date of award of contract on the terms and conditions mentioned below. The tender document can be downloaded from the IAS website (www.ias.ac.in). The schedule of receipt opening of bids is as under:-

Sl. No.	Details of the event	Date & Time
1.	Publishing of Tender through IAS website.	05.07.2019 at 05.00 PM
2.	Last Date of submission of Technical Bid & Financial Bid along with relevant documents on www.ias.ac.in site and tender fee as well as Earnest Money in the form of DD (original) to be submitted to the Institute	15.07.2019 at 02.00 PM
3.	Opening of Technical Bids	15.07.2019 at 3.00 PM
4.	Opening of Financial Bids	15-07-2019 at 4.00 PM

**The Tender Document and other terms and conditions are available at www.ias.ac.*

**The Final qualified bidders will be based on Technical +Financial bid. The contract shall normally be awarded to the bidder who emerge LI in majority of the items and contract will be awarded on common lowest rates.*

Sl. No.	Items	Details
1.	Nature of Work	Photocopying, scanning and spiral binding
2.	Earnest Money Deposit	Rs.10,000/- (Rs. Ten thousand only)
3.	Contract Period	Initially for two years.
4.	Contact Person (for any clarification)	Librarian, IAS, Shimla 0177-2830105(O) secretary@ias.ac.in

General Terms & Conditions to the Bidder

1. Eligibility Criteria of the Bidder

The following are compulsory conditions that have to be satisfied failing which the offer will not be considered. Papers will have to be supplied with the tender in proof thereof along with the bid:

- i. The tender is required to be submitted under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelope super-scribing “Technical Bid for outsourcing of photocopying work in Indian Institute of Advanced Study and Financial Bid for outsourcing of Photocopy work in Indian Institute of Advanced Study.
- ii. Turnover: The turnover for the last three years (2015-16, 2016-17 & 2017-18) should be at least Rs. 2 lakh annually.
- iii. The firm should not be blacklisted/ terminated and debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary.
- iv. The bidder should be registered with the GST Department and carry a valid GST registration issued by it.
- v. Bidder should have valid PAN number
- vi. Details of past experience of providing similar services in Institutes/Departments during the last two years should be attached.
- vii. Certificate for providing satisfactory photocopying services amounting to minimum of Rs.2 lakhs, or two works of Rs. 1 Lakheach.
- viii. Earnest money deposit of Rs.10,000/- in the form of demand draft in favor of Accounts Officer, Indian Institute of Advanced Study, Shimla.
- ix. No bidder shall try to influence concerned officers of the IAS dealing (by telephone/in person) with tender on any matter relating to its bid, at any point of time.

- x. The decision of the Director of IAS Shimla will be final in all respect and will be acceptable to all the tenderers.
- xi. **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.

2. General Conditions

- i. The contractor shall submit technical bid and financial bid as per Annexure-B and Annexure-C.
- ii. The firm is required to provide a new heavy duty photocopier machines of latest models with duplex facilities, sorting , collating scanning and spiral binding facilities, having minimum speed of 55 copies per minutes (along with purchase invoice of these machines) and one heavy duty spiral binding machine
- iii. The firm should depute one experienced operators cum engineers and they should report to Librarian, during seminars, the firm shall have to provide services beyond the prescribed timings, as and when needed
- iv. The contractor may submit the past records of experience of similar jobs if any (Copy of Work Order)
- v. Space and electricity will be provided by the Institute whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm.
- vi. The quality of the papers quoted by the firm should not less than 75 GSM photocopy to J.K.copier, Modi Xerox or any reputed brand. The rates for papers should be quoted for both with or without papers.
- vii. All the consumable required like tonner, drum, spare parts and paper (not less than 75 GSM photocopy L. K. Copier/Modi Xerox or reputed Brand) of will be provided by the firm.
- viii. The IAS reserves the right to terminate the contract at any time without assigning any reason whatsoever.
- ix. The contractor shall employ only competent, skillful and orderly work men to perform the installation, preventive and breakdown maintenance job (without any further charges).

- x. The contractor shall carry out the complete the work in every respect in accordance with the contract.
- xi. In case of any dispute, the decision of Director IAS will be final and binding.
- xii. The court at Shimla will have the jurisdiction to deal with any legal matters or dispute.
- xiii. EMD of the unsuccessful tenders will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, only after the firm has submitted performance security with the institute.
- xiv. 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 sand forfeited in the event of premature withdrawal of the tendersby any of the tenderers.
- xv. The IAS also reserves the right to relax any of the terms & conditions of the tender.

3. Security Deposit:

Successful bidder shall be required to furnish performance security of rs.10, 000/- in the form of FDR or Bank Guarantee in favor of “Accounts Officer, Indian Institute of Advanced Study, Shimla within a week after of award of contract.

4. Penalty

The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty upto 5 % or not exceeding 5% of total monthly bill payable by IAS to the service provider.

5. Scope of Work

5.1 Photostat Copying: The service provider shall be given a good copy typed or printed for Photostat copying in number of copies specified. It will also be specified if the copies are to be Photostatted both sides and single side. Good quality Photostat copying paper shall be used by the vendor and each copy supplied must be clearly readable.

5.2 Scanning: Scanning Speed must be 50 Original perminute andscanning should be clear and readable.

5.3 Spiral Binding:The service provider shall provide heavy /reputed binding machine for spiral binding of books and other documents.

6. Procedure for submission of the proposal

The tender should be submitted in two parts i.e. Technical Bid along with proof of the EMD (As per Annexure-B) and Financial Bid (As per Annexure-C) and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to undersigned.

6.1 Technical Bid - All the columns, in the preformaas per Annexure-B should be duly filled and supporting documents must be submitted with this Bid.

- i. Demand draft towards EMD
- ii. Proof of turnover
- iii. GST Number
- iv. Valid PAN number
- v. No blacklisted certificate
- vi. Annual turnover of INR 2 Lakh in preceding three Financial Year 2015-16, 2016-17 & 2017-18.
- vii. Photostat copies of the job award letters from at least two customers being served in the business of providing services of Photostat copying
- viii. Minimum of 3 years' experience with comprehensive list from Government institute/organization.
- ix. Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- x. Certificate for providing satisfactory photocopying services amounting to minimum of Rs.2lakhs, two lakhs of each.
- xi. A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should be enclosed with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- xii. Incomplete Bid shall not be considered and will be summarily rejected.

6.2 Financial Bid

- i. All columns of the proforma should be correctly and clearly filled by the bidder as per annexure-C.

- ii. Cost for each activity shown separately in the Annexure-C must be indicated separately and combined rates for more than one activity shall not be accepted.
- iii. Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- iv. The vendors will have to quote for all items included in Annexure-C.

Note:The performa for Technical Bid and Financial Bid duly filled in, should be sealed in separate covers and respective covers superscribed with the statement '**Technical Bid**' or '**Financial Bid**' as the case may be. The covers used must contain the name, address and telephone No. of the Bidder printed/written on the same.

7. Evaluation of the Bids

After the closing time of submission, The IIAS /Committee will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out of the responsive bids. The technical bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next. The IIAS will seek clarifications if required on documents submitted by bidder

Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should be enclosed with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.

Incomplete Bid shall not be considered and will be summarily rejected.

ANNEXURE-A

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Contractor :
2. GST Registration Number :
3. Registered address :
4. PAN Number :
5. Tele fax No. :
6. Mobile No. :
7. Official Email Address :
8. Name & Address of Branch, if any :
9. Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm:

(SIGNATURE OF BIDDER WITH SEAL)

ANNEXURE-B

Technical Bid

Sr. No.	Description	Please indicate requisite information	Page No. in the attached Document
1.	Name, address & telephone No. of the firm with copy of address proof		
2.	Name of the Proprietor/ partners of the firm		
3.	PAN Number		
4.	Valid GST number		
5.	Reference letter from two similar work		
6.	Annual turnover of INR 2 Lakh in preceding three financial year 2015-16, 2016-17 & 2017-18		
7.	Minimum of 2 years' experience with comprehensive list from Government institute/organization.		
8.	Declaration regarding that the company was never blacklisted/ terminated and debarred in the past		
9.	Details for providing satisfactory photocopy work amounting minimum of Rs.2.00 lakh or two works of Rs. 1 Lakh		
10.	Details of EMD: I) Name of Bank II) Number of Demand Draft III) Date of Demand Draft		

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 Institute/Organization.

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

Name & designation of the

Authorized signatory of the firm
 (with seal of the Agency)
 Date: -----

ANNEXURE-C

Financial Bid

PROFORMA FOR QUOTING RATES

<u>Sr. No.</u>	<u>Scope of Work</u>	<u>Rates Per Page if paper provided by the firm.</u>	<u>Rates Per Page if paper provided by the Institute</u>
1.	<u>Photocopying</u>		
1.1	Photocopying of A4 size Document (Simplex) 75 GSM quality		
	1.1.A-JK Copier		
	1.1.A-Modi Xerox paper		
	1.1.A-Other reputed brand		
1.2	Photocopying of A4 size Document (Duplex)		
	1.2.A-JK Copier		
	1.2.B-Modi Xerox paper		
	1.2.C-Other reputed brand		
1.3	Photocopy of Legal size Document (Simplex)		
	1.3.A-JK Copier		
	1.3.B-Modi Xerox paper		
	1.3.C-Other reputed brand		
2	<u>Scanning</u>		
2.1	Scanning of A4 size Document		
2.2	Scanning of Legal size Document		
3	<u>Spiral Binding</u>		
3.1	3.1.A-Spiral Binding(upto100 paper		
	3.1. B- Spiral Binding(upto200 paper		
	3.1. C- Spiral Binding(upto300 paper		

	3.1. D- Spiral Binding(Above 300 paper		
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NOTE: I hereby undertaken to accept and abide all the terms and conditions of the tender document.

Signature-----

Name-----

Seal of the firm-----

