**Indian Institute of Advanced Study**

**Rashtrapati Nivas, Shimla – 171005**

Dated:

**TENDER DOCUMENT**

**Subject:- Tender for photocopy service and spiral binding of documents on outsourcing basis.**

|  |
| --- |
| **Date of Issue of Tender Document** |
| Last Date and time for submission of Tender document |  |
| Date and Time for opening of Tender Document(a) Technical Bids(b) Financial Bid of eligible Tenders |  |
|  |  |

**IIAS, Library**

**Indian Institute of Advanced Study, Shimla**

**Subject:- Tender for photocopy service and spiral binding of documents on outsourcing basis.**

**Scope of work:**

The Institute provides photocopy services to the Fellows, Associates, seminar participants and walk-in users of the library. The overall volume of photocopy work is approximately 8000 to 10000 exposures per month which includes the Xerox of all official documents including agenda items of Governing Body/ Finance committee, Fellowship Award committee and society meeting.

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:**

1. The interested firm is required to be submitted the tender document under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate sealed envelope super-scribing:
	1. **“Technical Bid for outsourcing of photocopying work in Indian Institute of Advanced Study and**
	2. **“Financial Bid for outsourcing of Photocopy work in Indian Institute of Advanced Study”.**
2. **Turnover:** The turnover for the last three years (2019 -20 , 2020-21 & 2021 —22 should be at least Rs. 2 lakh
3. The firm should not be blacklisted/ terminated and debarred in past. The firm required to submit a self attested declaration for the same
4. The bidder should be registered with the GST Department and carry a valid GST registration NO.
5. Bidder should have valid PAN number
6. Details of past experience of providing similar services in Institutes/Departments during the last two years should be attached.
7. Earnest money deposit of Rs.10,000/- in the form of demand draft in favor of Accounts Officer, Indian Institute of Advanced Study, Shimla.
8. No bidder shall try to influence concerned officers of the IIAS dealing (by telephone/in person) with tender on any matter relating to its bid, at any point of time.
9. The decision of the Director of IIAS Shimla will be final in all respect and will be acceptable to all the tenderers.
10. **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.
11. **Terms and Conditions:**
12. The term of successful bidders is initially for two years which can be further extended, depending on the satisfactory work.
13. The contractor shall submit technical bid and financial bid as per **Annexure-1 and Annexure-II**
14. The firm is required to provide and install a branded heavy duty photocopier machine in library the model of machine should be - Konica , Xerox ,HP , Canon), any one of these which should have facilities of scanning also.
15. The machine should have minimum speed of up to 30 PPI (copies per minutes) besides, a spiral binding machine.
16. The machine is to be installed at their own cost in the Indian Institute of Advanced Study Library.
17. In case any machine remains non-functional for a day (8 working hours), the amount payable will be deducted @Rs.200/- per day
18. 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
19. 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.
20. The successful bidders to arrange his/ her own paper . The quality of the papers quoted by the firm should not less than 70 GSM photocopy to J.K.copier, Bindals, Modi Xerox or any reputed brand.
21. 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) will be provided by the firm.
22. The IIAS reserves the right to terminate the contract at any time without assigning any reason whatsoever.
23. In case of any dispute, the decision of Director IIAS will be final and binding.
24. The court at Shimla will have the jurisdiction to deal with any legal matters or dispute.
25. EMD of the unsuccessful tenders will be released, without any interest, after finalization of the contract.
26. EMD of the successful bidder will be released, without any interest, only after the firm has submitted performance security with the institute.
27. 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 stands forfeited in the event of premature withdrawal of the tenders by any of the tenderers.
28. The IIAS also reserves the right to relax any of the terms & conditions of the tender.
29. Once the work is awarded to the successful bidders, the firm has to provide the photocopy service as per the term and condition of the tender document, failing which the EMD will be forfeited and firm will be blacklisted
30. The photocopies of the documents etc. shall have to be made available on requisition in time as per the urgency of work. Any delay in the matter will be considered as breach of contract and will be dealt accordingly

3. **Earnest Money**: The interested firm have to submit an earnest money of Rs. 15000/- (Rupees fifteen thousand only) in the form of a Demand Draft/ Pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favor of the Accounts Officer, Indian Institute of Advanced Study, Shimla – 5 .

20. The Earnest money has to be submitted to **the Secretary, IIAS, Shimla** on or before last date of bid submission up to 11:00 AM, without which the quotation will not be considered

**4. PAYMENT TERMS**

1. The successful bidder has to raise the monthly bill of work executed during the period and submit the same to the librarian. The bill should specify the number of exposures/ papers and copies scanned.

**5. Spiral Binding:**

The firm shall install /provide binding machine for spiral binding of photocopy pages and other documents.

**6. Technical Evaluation Criteria**

**The technical bid shall contain following information in a sealed cover super scribed “Technical Bid” only which shall also contain the EMD. The following documents shall be considered for the evaluation of Technical Bid. Please attach the relevant documents. The firm shall have to attach the documentary proof .**

1. Earnest money of Rs. 15000/- (Rupees fifteen thousand only) in the form of a Demand Draft/ Pay order/Fixed Deposit/Bank Guarantee from any commercial bank
2. Attested copy of GST Registration No.
3. Self attested undertaking that the firm has never been black listed by the Government, Department, Ministry, Organisation etc.
4. Working experience of handling Govt. and Semi Govt. projects: Copy of previous performance/ work orders undertaken : Self attested copies of minimum one Govt. and Semi Govt. clients with whom your company has been/ is currently Associated. The firm has to submit the documentary evidence of similar work.
5. The firm must submit copy of PAN Card,
6. Copy of previous three years i.e (2018 -19, 2019-20 & 2020 —21 Income tax returns.
7. The turnover for the last three years (2018 -19 , 2019-20 & 2020 —21 should be at least Rs. 1.5 lakh annually.

**7. Tendering Process:**

The tender is invited on a twin bid basis i.e. Technical bid and then the financial bid. The tender form for qualifying bids and financial bid prescribed at Annexure I-II (Attached ) complete in all respect should be submitted in separate sealed covers superscribed, **“ Technical Bid for providing photocopy service”** and **“ Financial bid-for -providing services of photocopy service. ”**  and put together in one envelop addressed to the Librarian , Indian Institute of Advanced Study, Shimla.

**8. 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.

The financial will be opened only those who qualify the technical bid.

**9. 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.

**Indian Institute of Advanced Study**

**ANNEXURE- I**

**PROFORMA FOR TECHNICAL BID**

**Please attach the relevant document for proof**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particulars** | **Details** |
| 1. 6
 | Copy of GST Registration No |  |
| 1. 4
 | Copy of Permanent Account Number |  |
| 1. 1.
 | EMD of Rs 10000/- . Please provide the details of bank draft  |  |
| 1. 5
 | Income tax returns of previous three years . |  |
| 1. 2
 | Self attested copies of similar work in Govt. and Semi Govt. (Departments, State Govt./PSUs ) clients with whom your company has been/ is currently associated or rendered service |  |
| 1. 7
 |  Self attested undertaking that the firm has never been black listed by any agency |  |
| 1. 3
 | Submit the documentary evidence of similar work  |  |
| 1. 9
 | The turnover for the last three years (2018 -19 , 2019-20 & 2020 —21. |  |

**(Authorized Signature)**

 **Name of the Authorized person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date:**

SIGNATURE OF THE TENDERER WITH SEAL

**Indian Institute of Advanced Study**

**ANNEXURE- II**

**PROFORMA FOR FINANCIAL BID**

The financial bid should be enclosed in a separate sealed cover super scribed “**Financial Bid”**. The rates should be inclusive of all taxes including delivery.

***Note:******1.Paper sample will have to be got approved from the Institute before photocopy. The Institute shall decide any of brands listed under specification column.***

***II. The rates should be including the cost of paper, manpower and other operational cost such as operator, toner and maintenance etc.*** *.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Item of work** | **Specification**  | **Rates in Rs** |
| 1 | Photocopy on A4 size 70gsm photocopying paper of approved brand ( one side)  | A4 Size, 70 GSM Paper : Bindels Fineprints , J K copier, Modi Xerox |  |
|  |  |  |  |
| 2. | Photocopy on A4 size, 70 gsm for back to back | Paper: Bindels Fineprints , J K copier, Modi Xerox |  |
| 3 | Scanning of documents per page A4 Size paper | (1): Rate for One side(II) :Rate for both side |  |
| 4 | Printing of document per page on A4 Size paper | (1): Rate for One side(II) :Rate for both side |  |
| 5 | Photocopy on A3 size ( one side)  |  |  |
| 6 | Photocopy on A3 size 70 gsm back to back | Paper: Bindels Fineprints , J K copier, Modi Xerox |  |
|  |  |  |  |
|  | **Spiral Binding** |
| I | Spiral Binding (upto100 | Up to 100 pages  |  |
| II | Spiral Binding (upto200) | 101-200 pages |  |
| III |  Spiral Binding (upto300) | 201-300 pages  |  |
| IV | Spiral Binding ( ore than 300) | 300 + |  |

 **Name of the Authorized person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date:**

  **SIGNATURE OF THE TENDERER WITH SEAL**