

No. D-17016/01/2016-Genl.

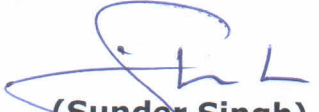
Ministry of Statistics & PI

Sardar Patel Bhawan,
Sansad Marg,
New Delhi-110001
Dated:- 08.11.2016

NOTICE INVITING TENDER

Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan invites quotations from registered agencies for Hiring of 04 (four) Digital Photocopier Machines on Rental basis, as detailed in Annexure-I (Terms and Conditions), Annexure-II (Schedule of Work and Quote your prices) and Annexure-III (Tender Application Form). Sealed quotations duly filled in the specified proforma addressed to the Under Secretary, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi must reach latest by **15.00 pm on 30th November, 2016**. The sealed quotations must be dropped in the Tender box kept in the ground floor of Sardar Patel Bhawan of the Ministry by the stipulated date and time.

2. The tender notice are also available on website of the Ministry <http://mospi.nic.in>. The Technical Bids shall be opened in Room No. 201, Sardar Patel Bhawan at 15.30 PM on 30th November, 2016 by the Committee authorized by this office and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.


(Sunder Singh)

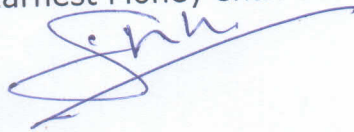
Under Secretary to the Government of India

Encl :

1. Annexure-I (General Terms and Conditions)
2. Annexure-II (Schedule of Works / Quote your prices)
3. Annexure-III (Tender Application Form)

GENERAL TERMS AND CONDITIONS

1. The Ministry of Statistics & Programme Implementation intends to hire the services of the registered agencies for the work for Hiring of four (04) Digital Photocopier Machines in this office on **Rental/ Actual Billing basis.**
2. **Parties:-** The parties to the Bid shall be the Bidders / Contractors, both words being used interchangeably, (to whom the work has been awarded).
3. **Addresses:** For all purposes of the Contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Ministry of Statistics & Programme Implementation. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
4. **Earnest Money:** Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) in the form of Bank Guarantee/Demand Draft of any **nationalized bank** must be deposited by bidders alongwith their duly filled up bidding documents. The validity of the Bank Guarantee must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of Pay & Accounts Officer, **Ministry of Statistics & Programme Implementation, Delhi and payable at New Delhi.**
 - 4.1 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
 - 4.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid earnest money shall be forfeited to the Government.
 - 4.3 The bids without Earnest Money shall be summarily rejected.



- 4.4 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 4.5 The EMD to the unsuccessful bidders shall be returned within 15 days from the date of award of the contract.

5. Preparation and submission of Bids:

The bids should be submitted in the integrated manner i.e. one single bid in an envelope, quoting the prices in the specified proforma alongwith Earnest Money Deposit supported by all required documents, as per the requirements of this office stated herein the bidding document.

5.1 **Signing of Tender:** Individual signing the bids or other documents connected with Contract must specify whether he signs as:-

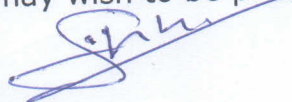
- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute Contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
- (d) The bidder must sign and affix his/his firm's stamp at each page of the bids and all its Annexures as the acceptance of the offer by the bidder shall be deemed as a Contract and no separate formal Contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.

6. Validity of the Bids:-

The bids shall be valid for a period of 180 days from the date of opening of the bids.

7. **Opening of bids:** The bidder is at liberty either himself or authorize, not more than one representative to be present at the opening of the bids. The representative attending the opening of the bids on behalf of the bidder should bring **with him a letter of authority from the bidder and proof of identification.**

8. **Criterion for Evaluation of bids:** The Bids will be opened by a Committee authorized by the competent authority at 15.30 pm on 30th November **2016** in the Room No. 201, Sardar Patel Bhawan in the presence of such bidders who may wish to be present.



9. **Right of Acceptance:** The Ministry of Statistics & PI reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority of the Ministry of Statistics & Programme Implementation in this regard shall be final and binding.

9.1 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render prejudice the bidder's bids liable for rejection.

9.2 The competent authority of the MOSPI reserves the right to award any or part or full Contract to any successful agency (ies) at its discretion and this will be binding on the bidders.

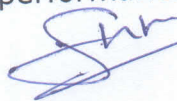
9.3 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the Contract, the competent authority of the Ministry of Statistics & Programme Implementation reserves the right to award the Contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial Contract and this will be binding on the bidders.

9.4 An unconditional acceptance to the terms and conditions of the bidding document should be furnished by the Bidders. The Bidders shall ensure that they should not impose their own conditions in the bidding document which shall be discouraged by the Ministry and such bids are liable to be declared as INVALID and hence be REJECTED. No claims of the Bidders in this regard shall be entertained whatsoever by the competent authority of the Ministry of Statistics & PI.

10. **Assistance to Contractor :** The Contractor shall not be entitled to assistance either, in the procurement of materials or for providing services required for the fulfillment of the Contract or otherwise.

11. **Communication of Acceptance:** Successful Bidder will be informed of the acceptance of their bids after the due process involved for award of contract.

12. **Validity of Contract:** The Contract, if awarded, will be initially for a period of one year from the date of award which may be extended upto two more terms solely at the discretion of the authority of the MOSPI subject to continuous satisfactory performance of the Contractor.



However, in case of failure or breach of any/ all terms and conditions of the Contract by the Contractor, the Ministry shall have the right to terminate the Contract forthwith in addition to forfeiting the security amount deposited by the Contractor and initiating administrative actions for black listing etc.

13. Security Deposit: On acceptance of the bids, the Contractor / successful bidder shall within the period specified by the competent authority of the MOSPI shall deposit Security Deposit of Rs. 50,000/- (Fifty thousand only) in the form of a Bank Guarantee in favour of PAO, Ministry of Statistics & Programme Implementation, payable at New Delhi which shall be valid for the entire period of the Contract. The Bank Guarantee can be forfeited by order of the competent authority of Ministry of Statistics & Programme Implementation in the event of any breach or negligence or non-observance of any terms/ conditions of Contract or for unsatisfactory performance or for non acceptance of the work order. On expiry of the Contract, such portion of the said Bank Guarantee as may be considered by the MOSPI sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

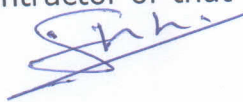
a) If the Contractor is called upon by the competent authority of the Ministry of Statistics & Programme Implementation to deposit Security and the Contractor fails to provide the security deposit within the period specified such failure will constitute a breach of the Contract and the MOSPI shall be entitled to make other arrangements at the risk and expense of the Contractor.

b) On due performance and completion of the Contract in all respects, the Security Deposit will be returned to the Contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the Contractor

14. Penalty:

(a) In case of breach of any conditions of the Contract and for all type of losses caused, the Contractor shall fully indemnify the MOSPI for such losses.

(b) In cases of negligence in performing duties, as stipulated herein the Annexures or as agreed in the Contract by the Contractor, the Ministry shall be at liberty to get the required services from other alternative sources at the cost and risk of the Contractor and shall make deductions from the bills preferred by the Contractor or that may become due to the



Contractor under this or any other Contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Ministry.

(c) In case the Contractor fails to attend the complaints within the same day (i.e. within 4 hours of lodging the complaint), there shall be a penalty of Rs.500/- per day / per complaint, apart from the deductions made vide sub para (b) above, for such negligencies.

(d) The powers of the Ministry in this condition shall in no way affect or prejudice the powers in certain events to terminate the Contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 13 above.

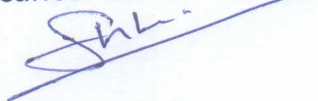
15. Insolvency:

The competent authority of the Ministry may at any time by notice in writing summarily terminate the Contract without compensation to the Contractor in any of the following events, that is to say:- If the Contractor being an individual or if firm, any partner in the Contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

- i) If the Contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the Contractor commits any breach of this Contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the Contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

16. Breach of Contract:

In case of breach of any of terms and conditions of the Contract that are specified in the bidding document, the Competent Authority of the MOSPI shall have the right to cancel the Contract without assigning



any reason thereof, and nothing will be payable by the Ministry in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed in favour of the Ministry.

17. Sub-letting of Work: The Contractor shall not sublet, transfer or assign the Contract or any other part thereof without prior written permission of the competent authority of the Ministry. In the event of the Contractor contravening this condition, competent authority shall be entitled to place the Contract elsewhere on the Contractors risk and cost and the Contractor shall be liable for any loss or damage, which the Ministry may sustain in consequence or arising out of such replacing of the Contract.

18. Terms of payment:

18.1 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

18.2 **Monthly payments shall be made based on the actual meter readings of the hired photocopiers for the Contract and thus there is no minimum guarantee given by the Ministry for the volume of the number of photocopies.** The Contractor shall submit the bill at the end of each month on actual billing in respect of previous month for sanction of the amount of bill and passing the bill for payment.

18.3 All payments shall be made by NEFT/ RTGS after deducting TDS, as per the rules of the Government and as applicable from time to time.

18.4 Ministry of Statistics & Programme Implementation shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

18.5 The term 'payment' mentioned in this para includes all types of payment due to the Contractor arising on account of this Contract excluding Earnest Money and Security Deposit governed by the separate clauses of the Contract.

19. Certificates / Credentials/ Minimum Required Criteria :

MINIMUM ELIGIBILITY CRITERIA:-

- (a) The bidder should have at least 3 years experience in the same field of providing hired photocopiers in Government Offices. **Supporting documents i.e. Experience Certificates alongwith the copy of the work orders issued by the**



(b) **Government Departments should be submitted along with the quotations.**

(c) A list of such Department/ Ministry concerned along with satisfactory service certificate mentioning name/ designation / telephone numbers etc. where they have rendered such work for three or more years should be submitted.

(C) The bidder should enclose audited accounts along with the ITR for the last three years (2013-14, 2014-15 and 2015-16). The minimum turn over the firm is not less than 20 lakhs from the AMC work.

(d) **Registration:** The Bidders should be registered with the Income Tax, Service Tax Department. Supporting proof from the Service Tax Department and Income Tax Department in support shall be submitted.

(e) **Clearance :** The Bidder should also submit a clearance certificate issued by the Sales/Service Tax Department of the past one year.

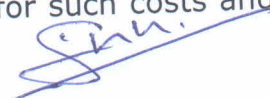
OTHER CREDENTIALS:

(f) The firm should not have been blacklisted in any Government organizations. If it is found at any time during Contract period that the firm is blacklisted, then the Contract will immediately be cancelled and the performance security deposit will be forfeited.

(g) The rate quoted should be all inclusive i.e. transportation/ shifting of photocopiers from one place to another place, if required, and reinstallation at the new site. The supply of photocopier machines on Hiring basis shall be on a comprehensive service basis, i.e. no extra charges for any spare parts, or any accessories required will be paid by this Ministry.

(h) The bidders are permitted to tender on the explicit understanding that they shall not be entitled to revise from their offer or modify the terms and conditions given herein once the same have been received by this office. If tender is withdrawn/ amended or any further conditions are imposed by the bidder, the earnest money deposited by the bidder shall be forfeited without prejudice to any other right or remedies by this office for such breach on the part of the bidder.

(i) Tenders should be signed by a person who is legally competent to do so. Person signing the tender form or any other document forming part of the Contract on behalf of the other shall be deemed to warrant that he had the authority to bind such other persons and if, on any enquiry, it transpires that the person signing the documents had no authority to do so, the competent authority may, without prejudice to other civil and criminal remedies, cancel the Contract, forfeit the earnest money/ security deposit and hold the signatory liable for such costs and damages as considered necessary.



(j) The quantity of work / requirement being tendered, mentioned in the bidding documents is provisional and the same may vary as per the assessment of the competent authority of the Ministry.

20. **Inspection**:- The work shall also, in any case be liable to inspection by the competent authority of the MOSPI after execution and any item(s) not found as per specification / quality shall be rejected and the Contractor shall have to re-execute the same at their own cost and risk and shall be liable for such rejections otherwise.

21. **Contractual obligations** on the part of Contractor:-

(i) All the Photocopier machines to be supplied by the Contractor should be Digital and of the reputed and recognized brand only. No assembled machines shall be allowed. The Bidders are therefore required to quote their prices only for the reputed recognized brands accordingly.

(ii) The Contractor should ensure quality service during the currency of Contract. In case if it is found at a later stage that sub-standard/ inferior quality items supplied, necessary action will be taken against the Contractor including forfeiture of the Performance Security and debarring them from quoting future bids.

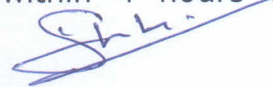
(iii) The Contractor shall ensure that mandatorily a minimum of two visits per week are paid by their Engineers for general check-up of the each Photocopiers machines in this Ministry for ensuring smooth functioning.

(iv) The Contractor shall provide mandatorily an e-mail account in the Tender Application Form (Annexure-III) apart from the telephone numbers of their service agency for lodging of complaints. All complaints shall be attended by the Contractor immediately within 4 hours of lodging (email or telephone), failing which penalty as prescribed in para 14, shall be imposed on the Contractor and the decision of the Competent authority of the MOSPI shall be final and binding.

(v) The Contractor shall provide Security Deposit in the form of the Performance Bank Guarantee within 15 days of receipt of Letter of Acceptance as per the terms and conditions of the tender document.

(vi) The Photocopiers shall be the sole property of the Contractor.

(vii) The Contractor shall provide hired services to these Photocopiers and shall also ensure that the consumable/ toner/ any spare part of the Photocopiers be made available promptly within 4 hours of making complaint.



(viii) While all endeavors shall be made by the Ministry to ensure the Photocopiers of the Contractor free from any physical damages that are occurred in the Ministry, the responsibility for replacement of the same shall be of the Contractor without any extra cost to the Ministry.

(ix) The tentative number of photocopier machines to be hired is Four (04), which is liable to increase or decrease at the sole discretion of the competent authority of this Ministry during the currency of the Contract and the bidders shall have to supply/ lift off/ shift from one place to another/ replace photocopier machine as and when required by this Ministry during the Contract.

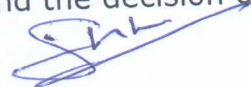
(x) All the Photocopier machines should not be older than one year. Purchase invoices in respect of each of the machine shall be submitted by the Contractor at the time of deployment of the machines in support. The minimum specifications of the photocopier machines which will be supplied by the firm should match the specifications as mentioned at Annexure-II. List of locations where photocopier machines are to be installed will be provided only to the successful bidder later on.

(xi) In case, any photocopier machine is to be taken out for repairs to the Contractor's workshop, a standby machine of same/ higher configuration shall be provided by the firm. Toner/ developer and any other consumables will be provided by the Contractor free of cost. The machine should remain functional all the time with production of acceptable quality of reprints.

(xii) No price escalation shall be entertained during the currency of the Contract.

22. Arbitration : In the event of any dispute or differences between the firm and the Ministry, whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to;

- (i) the construction of the terms and condition;
- (ii) the respective rights and liabilities of the parties hereto thereunder ;
- (iii) any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the Ministry of Statistics & Programme Implementation, and the Contractor may nominate and the decision of such



Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

- (iv) The Contract shall be subject to the jurisdiction of competent courts of laws at Delhi / New Delhi



(Sunder Singh)
Under Secretary to the Government of India

ANNEXURE-II-**Financial bid****SCHEDULE OF WORKS / QUOTE YOUR PRICES:-****A. Digital Photo copier Heavy duty 02 machines (B & W)**

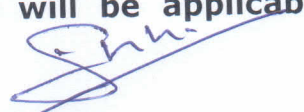
	B & White Heavy duty photo copier	Category	Monthly rent (Free copies 3000 per month per machines)	Per copy charges
1.	Digital Photo copier (ADF, Networking A-4, A-3 paper, Legal size)	65-85 CPM		

B. Digital colour Photo copier (02 machines)

	Colour copier	Monthly rent (Free copies 2000 per month(B&W)/ 300 per month colour per machine)	per copy charges B & W	Per copy charges (Colour)
2.	Digital Colour Photocopier ADF, Print, Copy, Scanning, networking (A-4, A-3 paper, Legal size)			

- Price quoted by the firm is all taxes inclusive.
- ** L1 decided separately on the category A & B .

The above no. of machine is tentative (present requirement), the Ministry may increase the number of copiers (B &W and colour) if required in future the same rate will be applicable for entire period of contract.



**ANNEXURE-III-
Technical bid proforma :-**

Sl. No.	Description	details submitted by the firm
1.	Name of the bidder	
2.	Full postal address	
3.	Telephone nos. email. / Mobile No.	
4.	Date of establishment of firm	
5.	Nature of concern	
6.	Registration No. (self attested copies of registration/ partnership deed/ ownership deed should be attached.	
7.	Whether the Bidder possess more than three years experience in the similar field. (If Yes, supporting document / experience certificates, duly attested, from the respective organizations should be attached)	
8.	Details of Government Contracts executed during the last twelve months. (List of Organisation alongwith the Experience Certificates, duly attested/self attested should be attached)	
9.	PAN Account No. (attested /self- attested copy of PAN should be attached)	
10.	Service Tax Registration No. (attested /self-attested copy of Service Tax Registration Number should be attached)	
11.	EMD Demand Draft No. and Date Issuing Bank Details Amount	


Shri

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and condition mentioned in the bidding document and undertake to comply with them.

2. The rates quoted by me are valid and binding upon me for the entire period of Contract and it is certified that the rates quoted and the lowest quoted for any other institution in India.

3. I/We give the rights to the competent authority of the Ministry of Statistics & Programme Implementation to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.

 4. I hereby undertake to supply the items and provide the services, as per direction given in the tender document/supply order within stipulated period.

(Signature of the Bidder)

Date :-

Place:-

Designation :

(Office seal of the Bidder)