

Institute of Economic Growth
University of Delhi Enclave, North Campus, Delhi-110007

F.No. IEG/Admin/CO/Estab.-I/192

Date: May 14, 2024

NOTICE INVITING TENDER
FOR PROVIDING PHOTOCOPYING, BINDING & LIMINATION SERVICES AT IEG

The Institute invites sealed quotations for in house facility of Photocopy, Binding and Lamination Services as per specification given below:

| | |
|---|---|
| Space, Licence Fee & Dues | Institute will provide an in house space of 6.95 sq.m. on Licence Fee as the rate prescribed from time to time by the Directorate of Estates, Ministry of Housing & Urban Poverty Affairs, Govt. of India. The prevailing rate of Licence fee is @ Rs.675 per sq. meter per month. The vendor has to deposit the License Fee along with Electric Bill as per meter reading in the IEG Account by the end of the month positively. |
| Cost of Tender Document | Tender Fee is Rs.100/- |
| Period of Contract | 3 Years |
| Quantity | Photocopying, Binding & Lamination Services by providing 3 (three) Photocopying Machines |
| Date and time of Publishing of tender | 15 May, 2024, 17:00 hrs. |
| Website for downloading Tender Document | www.iegindia.org |
| Bid Submission Start Date & Time | 16 May, 2024, 09.00 hrs. |
| Bid Submission Closing Date & Time | 27 May, 2024, 17.00 hrs. |
| Technical Bid Opening Date & Time | 28 May, 2024, 11.00 hrs. |
| Venue for Technical Bid opening | VKRV Rao Room |
| Date, Time and Venue of opening of Financial bids | Will be intimated later to the technically qualified bidders |
| Bid Validity | 90 Days from the closing date of bid submission |

Sd/-
(Administrative Officer)

Tender notice for In-house facility of Photocopying, Binding & Lamination Services on per copy basis at the Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.

1. Background:

- 1.1 The Institute of Economic Growth (IEG) is an autonomous, multi-disciplinary centre for advanced research and training in economics, demography and sociology and is recognized as such by the University of Delhi. As a premier national institution, it pursues empirical and theoretical research that has a bearing on policy, in relation to problems of economic development, planning and social change.
- 1.2 Institute invites tenders from the reputed and well experienced Service Providers for providing Photocopying & Binding Services of 3 Photocopying Machines for the services at different Sections/ locations of the Institute on per copy basis.
- 1.3 It should be clearly indicated in the Performa for Technical Bid as to whether the vendor has submitted bids for all the items.

2. ELIGIBILITY CRITERIA:

- 2.1 Companies/Bidders should be in existence for over 2 years in the business of providing Photocopying & Binding Services.
- 2.2 The firm/company should have a previous contract for providing Photocopying Services for at least one year with a Government Department/Public Sector Undertaking/an Institute of repute. The company should furnish its contract documents for the last one year.
- 2.3 The photocopying machine to be installed against the Work Order should not be more than two years old at the time of installation at the Institute. The agency will provide a photocopy of Purchase Orders of the machines to be installed in order to verify the model/year. Once installed, the machine can be used throughout the contract/extended contract period.
- 2.4 The Vendor should submit an undertaking to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/ Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per **Annexure-E**).
- 2.5 The vendor must furnish details of GST No. and PAN No. in **Annexure-A**.
- 2.6 The rates quoted should be firm and in Indian Rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the later shall prevail.
- 2.7 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 2.8 The bidder shall quote the Technical and Financial bids only as per the format enclosed at **Annexure-C** and **Annexure- D**.
- 2.9 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

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3. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

Tender Fee of Rs.100/- and Earnest Money Deposit (EMD) of Rs.15,000/- must accompany with each quotation in the form of Demand Draft/Pay Order of any Nationalized/Scheduled Bank drawn in favour of Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi. No Cheque/Money Order/Cash shall be accepted. The Tender Fee & EMD shall not attract any interest.

4. PROCEDURE FOR SUBMISSION OF THE BID:

- 4.1 The vendors desirous of participating in the tender process shall have to submit their bid in two parts, viz., Technical Bid as per Performa at **Annexure -C** and Financial Bid as per Performa at **Annexure- D**.
- 4.2 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.
- 4.3 Technical Bid - All the columns, in the proforma of Technical Bid (**Annexure- C**) should be duly filled and supporting documents must be enclosed with this Bid.
- 4.4 Incomplete Bid shall not be considered and will be summarily rejected.
- 4.5 Financial Bid- All columns of the proforma should be correctly and clearly filled.
- 4.6 The vendors will have to quote for all items in **Annexure- D**.
- 4.7 Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 4.8 IEG reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 4.9 Incomplete quotations are liable to be rejected.
- 4.10 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 4.11 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 4.12 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from consideration.

5. PRICE BID:

- 5.1 The Financial bid format is provided with this tender document at <http://www.iegindia.org/tenders/>. Bidders are advised to download this tender document as it is and quote their offer/rates in the permitted column. Bidder shall not tampered/modify downloaded price bid template in any manner. In case the same is found to be a tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

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- 5.2 Lowest bidder shall be evaluated on total amount inclusive of taxes as mentioned in the Financial Bid Format.
- 5.3 The Bids must be submitted in Tender Box available at Institute of Economic Growth Reception super scribed as “**TENDER FOR PROVIDING PHOTOCOPYING, BINDING & LAMINATION SERVICES**” and addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007 on or before the due date. Bids submitted after the due date & time will be rejected.
- 5.4 Bidder is bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- 5.5 IEG reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 5.6 Incomplete quotations are liable to be rejected.
- 5.7 Any statutory applicable taxes/GST should be mentioned separately in the Financial Bid. However quotation should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

6. ARBITRATION:

- 6.1 In the event of any dispute or disagreement under or in relation to this Agreement or over the Interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, and then IEG will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or enactment thereof including the rules framed there under. Courts in Delhi will have jurisdiction over affairs relating to this agreement.
- 6.2. Any dispute arising out of this document will be subject jurisdiction of Delhi Court.
- 6.3. **After award of contract, if the Annual Income of contractor is less than Rs.2 lakhs, the balance amount will be paid to his firm as subsidy by the IEG.**

7. Bid Evaluation Criteria:

- 7.1 In the first instance the Technical Bids shall be opened by the authorized representatives of the Institute of Economic Growth in the presence of representatives of bidders, if available.
- 7.2 The date and time for opening of the Technical Bids is given on the first page of this document.
- 7.3 The Bidders may depute their representatives for the Technical Bid opening event.
- 7.4 The Technical Bids will be evaluated by Institute of Economic Growth, internally.

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- 7.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
- 7.6 If any vendor so desires, it may depute its representative for Financial Bid opening event also.
- 7.7 The Lowest bidder will be arrived at by calculating the total cost. The Lowest bidder will be awarded the contract.
- 7.8 The decision of the Institute of Economic Growth shall be final and binding.

8. PREPARATION OF BIDS

- 8.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 8.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 8.3 To avoid the time and effort required set of standard documents which are required to be submitted as a part of every bid, a provision of enclosing such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders

9. SUBMISSION OF BIDS:

- 9.1 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Box, Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the quotation/bid otherwise the bid will be rejected.
- 9.2 Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable.

10. ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, Delhi-110007.

Any queries relating to the process of bidding submission or queries relating to Institute of Economic Growth in general may be directed to the contact number which is 9910322376.

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Annexure - 'A'

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender enquiry.

I/We have remitted an EMD of Rs. 15,000/- (Rupees fifteen thousand only) and Tender Fee of Rs.100/- (Rupee One Hundred Only) vide Demand Draft/Pay Order NO. _____ dated: _____ drawn on Bank & Branch of _____ . A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also attached.

**GST/PAN No. of the Bidder:
(Mandatory)**

Mobile No. :

Telephone No.:

Place:

Date:

**Signature, Name and Address
of the Bidder with Seal**

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TERMS AND CONDITIONS

1. Quotations should be submitted within the last date and time specified in the tender document.
2. The quoted price, item-wise, shall be written in the Price Format at **Annexure-D**, forming part of the Tender.
3. The tender shall remain open for acceptance for a period of last date as mentioned and sixty (60) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
4. The photocopying services for 3 Photocopy Machines would be provided by the firm through the machines owned by the firm, on rate per copy basis including all taxes and Government levies.
5. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract/work order. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions after approval of the Competent Authority.
6. No advance payment shall be made. The revision of rates will not be allowed during the contract period and taxes shall be deducted as per rule. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, only those firms who can give valid price for one year need to apply.
7. The number of Machines can be increased/decreased depending on the requirement of the office and uninterrupted work has to be ensured. Standby arrangements will be made by the vender to ensure that there is no disruption in office work in any case. The machines must be installed within two weeks of receiving of the order.
8. No transport charges or any other charges will be paid by the office.
9. Ambiguous rates or conditional rates or rates without inclusion of any of taxes/charges on date would be rejected.
10. The contracted firm will be responsible for maintaining the photocopy machines & supporting equipments/tools, supply and installation of cartridges, paper, toners and stationeries. The firm has to keep spare toner for uninterrupted work.
11. The contracted firm may install/provide stand-by machines, if required, to ensure that the photocopy work in the office goes on smoothly. If a machine goes faulty, after lodging the complaint with the firm, it must be repaired within two to three working hours or maximum by next day failing which a penalty of Rs. Rs.500 per day will be imposed. In addition, cost of photocopy work got done from the open market because of faulty machines will also be deducted from the pending bills/performance security of the firm.
12. The photocopying machine to be installed against the work Order should not be more than two years old at the time of installation in IEG, and agency will provide a photocopy of purchase orders of the machines to be installed in order to verify the model/year. Once installed, the machine can be used throughout the contract/extended contract period.

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13. The firm has to provide make of the machine & model along with specification of the photocopier machine offered by the firm, Proof of service tax and TIN No, if any and list of Central Government Ministries/ Departments/ other Government offices/ Undertaking to whom the outsourcing services for photocopier are being provided by the firm along with documentary proof and satisfactory services report with full details like address, name of contact person, phone numbers etc.
14. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Breach of this clause is liable to attract stringent action under the provision of Official's Secret Act and contract with the firm is also liable to be terminated besides forfeiture of the EMD/Performance Security and pending bills.
15. IEG will provide space (space earmarked for running photocopier services will be around 6.95 sqm.) and electricity connection on payment basis to the Vendor.
16. The average total Photocopy per month is approximately 30,000 depending upon the current office work. However, there will be no Minimum/Maximum workload commitment. The work will be variable in quantity and A-4 size paper be used. However, sometimes, depending upon the functional requirement, A-3/some other size of paper may also have to be used. Minimum two machines with capacity for A-3 paper photocopying are required to be installed.
17. IEG reserves the right to terminate the contract at any time in case of unsatisfactory services of the concerned vendor. The penalty as deemed fit or forfeiture of part or whole of the earnest money of the tender if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tendered. The earnest money will be forfeited, if the tenderer, after approval of the tender, fails to accept it.
18. IEG reserves the right to reject any tender or reject in entirety without assigning any reason at any time.
19. In case of any dispute regarding imposition of penalty, forfeiture of earnest money, debarment of the agency for a period of two years due to unsatisfactory work, the decision of IEG shall be final and binding upon the bidder. The Earnest money will be forfeited if firm backs out after submission of Limited Tender quotation or without forming the contract.
20. The bidders are required to indicate their GST/PAN Number in their offer.
21. The contract shall be governed by the Indian Contract Act, 1872 as amended from time to time and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian Currency.
22. Tenders submitted without fulfilling the above terms & conditions and in contravention to the tender notice are liable to be rejected summarily.
23. The Tender Notice and connected Annexures shall form part of the contract.
24. The successful bidder (L1) evaluated on the basis of the rates quoted in **Annexure -D**, would be awarded the Work Order for providing Photocopying & Binding Services.
25. Any clarification required may be obtained before submission of the tender.
26. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant Work Order shall have the jurisdiction of

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the competent Court at New Delhi only.

27. The rate quoted by the bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
28. All disputes arising out of this contract shall be settled amicably by the Institute of Economic Growth and between the Contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996 as modified from time to time. The decision of the Arbitrator shall be final and binding.
29. Financial bids of only those Firms who are technically qualified shall be evaluated.
30. Institute of Economic Growth reserves the right to terminate the contract after giving a week's notice to the Firm.
31. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
32. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergency cases. The Mobile Number may also be provided.
33. The bidders are requested to quote lowest rates for providing photocopying & binding services. The proposal should be attached in two parts viz. "Technical Bid" and "Financial Bid" in the Performa enclosed at **Annexure-C** and **Annexure-D**, respectively.
34. The Institute of Economic Growth reserves the right to accept/reject any/all tender(s) without assigning any reason whatsoever.
35. Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the other party.

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TENDER NO.**Proforma for Technical Bid**

| | | | |
|---|--|-----------|-------------------------|
| Name of the Tendering Company/Firm/Agency Name of the Director of the Company/Active Partner of Firm/Authorized Agent/Proprietor Full Address & Tel. No. E mail Address | Name and Address with contact details: | | |
| Date of commencement of Business | | | |
| Status of the organization (i.e whether proprietorship, Partnership/Pvt. Ltd., etc.) | | | |
| GST/PAN No. of the Organization (attach copy) | | | |
| Details of two prominent organizations served/being served with similar services (Also attach a comprehensive list of the organizations served in the recent past) | Name and Address | | Annual Cost of Contract |
| | | | |
| Technical Specification(s) of Photocopying Machines | Manufacturer | Model No. | Year of manufacture |
| | | | |
| Do you agree with the terms and conditions stipulated in Annexure-B | | | |

Declaration: It is certified that the information furnished above is correct to the best of our knowledge & belief. We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. We have seen the samples of the material at IEG. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is uploaded.

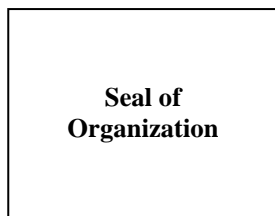
Signature:

Place:

Name:

Date:

Designation:



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(Administrative Officer)

TENDER NO.**Performa for Financial Bid**

| Sl. No. | Particulars | Rate per copy with paper and manpower (In Rs.) |
|---------|--|---|
| 1 | Photocopying Charges: a). A4 Size Single Side on One Page b). A4 Size Both Side on One Page | |
| 2* | Stapling up to 100 Pages | |
| | Nos. of copies Rate | |
| | 1-25 | |
| | 26-50 | |
| | 51-100 | |
| 3 | Strip Binding Charges : From Upto Nos. of Pages From Upto Nos. of Pages From Upto Nos. of Pages | |
| 4 | Spiral Binding Charges: From Upto Nos. of Pages From Upto Nos. of Pages From Upto Nos. of Pages | |
| 5 | a) Soft Binding from 1 Upto 50 Pages b) Soft Binding from 51 Upto 100 Pages c) Full Pasting from 100 to 200 pages + back patti d) Full Pasting from 201 to 500 Pages + back patti | |
| 6 | Hard Binding upto 100 Pages Full Raxine, Full Cloth of size: A1 Size: A2 Size: A3 Size: A4 Size: A5 Size: A6 Size: A7 Size: A8 Size: | |
| 7 | Lamination upto A4 | |
| 8 | Colour Cover Page with Photocopy 75 GSM A-4 75 GSM A-3 | |

*Pages extra than above chart, rates will be charged as per above range.

Note: The bidder will have to quote inclusive of GST/any other taxes applicable for the above item. The Institute of Economic Growth reserves the right to accept or reject any offer without assigning any reasons whatsoever. The Institute of Economic Growth reserves the right to cancel this tender in case the proposal received is not satisfactory.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place:

**Seal of
Organization**

Signature:

Date:

Name:

Designation:

**Sd/-
(Administrative Officer)**

SELF — DECLARATION - NON BLACKLISTING
(Scanned copy to be attached)

To

The Administrative Officer,
Institute of Economic Growth,
University of Delhi Enclave,
North Campus, Delhi-110007

Sir,

In response to this Financial Bid, I/We hereby declare that presently our Company/firm M/s_____ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s_____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

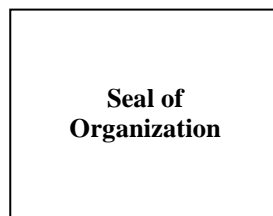
Place:

Signature:

Date:

Name:

Designation:



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(Administrative Officer)