

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

F.No. IEG/Admin/CO/Estab.-I/192 /392

Date: November 5, 2024

TENDER NOTICE

FOR IN-HOUSE FACILITY OF PHOTOCOPYING, BINDING & LAMINATION SERVICES

1. Introduction: The Institute of Economic Growth (IEG), an autonomous research institution, invites sealed quotations for **Photocopying, Binding, and Lamination Services** for a 3-year period. The tender document can be downloaded from the official website www.iegindia.org.

2. Key Dates:

- **Tender Published:** 5th November, 2024, 17:00 hrs.
- **Bid Submission Start Date & Time:** 8th November, 2024, 09:00 hrs.
- **Bid Submission Closing Date & Time:** 29th November, 2024, 17:00 hrs.
- **Technical Bid Opening Date & Time:** 2nd December, 2024, 11:00 hrs.
- **Venue for Technical Bid Opening:** A.M. Khusro Room, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.

3. Contract Details:

- **Period of Contract:** 3 Years
- **Quantity of Services:** Photocopying, Binding & Lamination Services with provision of 3 Photocopying Machines.
- **Space Provided by IEG:** 6.95 sq.m. on License Fee at Rs. 675 per sq.m. per month.

4. Eligibility Criteria:

To be eligible for participation, the bidder must meet the following requirements:

1. **Experience:** The company must have been in business for at least 2 years, providing Photocopying & Binding Services.
 2. **Past Contracts:** The company should have provided such services to Government Departments, Public Sector Undertakings, or reputed Institutes for at least 1 year.
 3. **Age of Machines:** The photocopying machines to be installed must not be older than 2 years at the time of installation.
 4. **No Blacklisting:** The bidder must submit an undertaking confirming that they or their firm have not been blacklisted by any Government entity.
 5. **GST & PAN Compliance:** Provide GST No. and PAN No. as per Annexure-A.
 6. **Tender Fee & EMD:** Rs. 100/- as Tender Fee, Rs. 15,000/- as Earnest Money Deposit (EMD), to be submitted in Demand Draft or Pay Order.
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5. Tender Fee and Earnest Money Deposit (EMD):

- **Tender Fee:** Rs. 100/-
- **EMD:** Rs. 15,000/-

(To be paid via Demand Draft/Pay Order in favor of Institute of Economic Growth, Delhi.)

6. Procedure for Bid Submission:

- **Two-Part Bid Submission:**
 1. **Technical Bid** (Annexure-A)
 2. **Financial Bid** (Annexure-B)
 - **Overwriting/Cutting:** Any overwriting or cutting should be authenticated by the bidder's signature.
 - **Bid Submission:**
 - Submit the bids in the prescribed formats (Annexure-A & B).
 - Submit in the designated Tender Box at IEG, University of Delhi Enclave, North Campus, Delhi.
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7. Price Bid:

- **Quotation:** The financial bid should be inclusive of all taxes/charges (GST, etc.).
- **Evaluation:** Lowest Bidder will be evaluated based on the total cost inclusive of all taxes.

8. Bid Evaluation:

1. Technical Bid:

- The Technical Bids will be opened first and evaluated internally by IEG.
- Only technically qualified bidders will be eligible for Financial Bid Opening.

2. Financial Bid:

- The financial bids will be opened only for those bidders whose Technical Bids have been accepted.
 - **Lowest Bidder:** The lowest bidder will be determined based on the total amount (inclusive of all taxes).
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9. Arbitration:

- Any disputes will be resolved through arbitration as per the **Arbitration and Conciliation Act, 1996**.
 - Jurisdiction: **Delhi Court**.
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10. Important Notes:

- **Bid Validity:** 90 days from the closing date of bid submission.
 - **Incomplete Bids:** Incomplete or conditional bids will be summarily rejected.
 - **Submission of Bids:** All bids should be submitted in the prescribed format and before the deadline.
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11. Submission Details:

- **Address for Submission:** Administrative Officer,
Institute of Economic Growth,
University of Delhi Enclave,
North Campus, Delhi-110007.
Super-scribed as "**TENDER FOR PROVIDING PHOTOCOPYING, BINDING & LAMINATION SERVICES.**"
 - **Contact Information:** For queries, contact:
Phone: 9910322376
Email: sibasankar@iegindia.org, sonia@iegindia.org
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12. Tender Documents & Downloads:

- [Download Tender Document \(PDF\)](#)
 - Annexure-A: Technical Bid Format
 - Annexure-B: Financial Bid Format
 - Annexure-C: Self Declaration Format
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13. Assistance to Bidders: For any clarifications regarding the tender or bidding process, please contact the **Administrative Officer**.

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.

Place:

Signature:

Date:

Name:

Seal of organization:

Designation:

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 Organisation:

Date:

Signature:

Name:
Designation:

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:

Seal of organization: