

No.D-19014/01/2017-General-MCA
Government of India
Ministry of Corporate Affairs

5th Floor, A-Wing, Shastri Bhawan,
New Delhi

Dated: 9th October , 2020

TENDER NOTICE

Subject: Quotation for outsourcing of photocopying work - regarding.

Sealed tenders are invited from reputed and financially sound firms for photocopying work on outsource basis in the Ministry of Corporate Affairs, Shastri Bhawan, New Delhi initially for a period of one year from the date of award of contract on the terms & conditions enumerated in the following paragraphs. The tender document can be downloaded from the Ministry's website: www.mca.gov.in and Central Public Procurement Portal: www.eprocure.gov.in. The schedule of receipt opening of bids is as under: -

Last date & Time for receipt of bids	29.10.2020 up to 11:30 a.m.
Date & time for opening of bids:	29.10.2020 at 3:30 p.m.

2. 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 envelopes super-scribing "**Technical Bid for outsourcing of photocopying work in Ministry of Corporate Affairs**" and "**Financial Bid for outsourcing of photocopying work in Ministry of Corporate Affairs**". Both sealed envelopes should be kept in one envelop with superscription "**Bid for outsourcing of photocopying work in Ministry of Corporate Affairs**".
3. The above cover containing the tender complete in all respects should be submitted to the Under Secretary (General), Ministry of Corporate Affairs, Room No.526, A-Wing, 5th Floor, Shastri Bhavan, New Delhi latest by **29.10.2020 up to 11.30 A.M.** Bids received after due date and time will not be accepted.
4. The Technical Bids will be opened on the same day at 3:30 p.m. in Room No.526, A-Wing, 5th Floor, Shastri Bhavan, New Delhi and Financial Bid of the technically qualified bidders only will be opened on a later date subject to receipt of adequate technically qualified bids. All technically qualified bidders will be intimated accordingly for the same. Bidders or their representatives are welcome to remain present during the opening of the bids.

5. Applications of Technical Bid & Financial Bid are at Annexure-I and Annexure-II respectively.
6. **The contract shall normally be awarded to the bidder who emerges L1 in photocopying of A4 size document and at least one more items and contract will be awarded on common lowest rates.**
7. The contract will initially be awarded for a period of one year which can be extended further on same rates, terms & conditions subject to satisfactory services by the firm.
8. The Ministry has the right to terminate the contract in case of performance and the service rendered by the contractor/ firm is found to be unsatisfactory, by giving a notice of 7 days.

General Conditions

9. The firm may require to install more machines if any additional office of the Ministry is setup with in the premises or any were else in NCR. The successful bidder will be responsible for providing services in these offices of the Ministry as well as per the terms & conditions of this tender document.
10. **The firm should depute one experienced operator cum engineer and they should report to Section officer (General) from 9.00 AM to 6.00 PM on all working days. For Saturday/Sundays/closed holidays, services may be required on demand.** However, this is subject to change without prior notice at the convenience of the Ministry. During Parliament Sessions, the firm shall have to provide services beyond the prescribed timings, as and when needed.
11. Space and electricity will be provided by the Ministry whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm.
12. All the consumables required like toner, drum, spare parts and paper (not less than 75 GSM photocopy of J.K Copier/Modi Xerox or any reputed brand) will be provided by the firm.
13. The contractual value of the contract will be paid to the firm on monthly basis on the basis of demand slips and satisfactory performance of the firm during respective period. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the officers concerned, after completion of every month.
14. EMD of the unsuccessful tenderers 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 Ministry.

15. 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 stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
16. In case, any prospective bidder has any objection to any of the terms and conditions of this tender, the same may be communicated to the undersigned before the scheduled date and time of opening of the tender. Objection raised after opening of the bids shall not be accepted/ considered at all.
17. The Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without assigning / specifying any reason thereof.



(Hemant Verma)

Under Secretary to the Government of India

**TECHNICAL REQUIREMENTS FOR OUTSOURCING OF PHOTOCOPYING
WORK IN THE MINISTRY OF CORPORATE AFFAIRS**

The Technical bid should include the following details:

1. Name of the firm
2. Business address of the firm with address proof.
3. Copy of registration (Sale tax no./Service Tax no./Tin. No.)
4. Service tax no. with copy of current service tax challan's.
5. The firm should not be blacklisted, terminated & debarred in the past and firm must be submit declaration for the same on stamp paper attested by notary.
6. The firm should be authorized from one of the reputed OEM's of photocopier machines for service of photocopier machines & submitting authorization letter against this tender no. No.D-19014/01/2017-General-MCA
7. Details of past experience of providing similar works at least three Ministries/Departments/PSUs in last five years should be attached.
8. The firm should submit performance / experience certificates from 03 Ministries/Departments/PSUs with documentary proofs.
9. The firm must have experience of having successfully completed similar work as mentioned above during last five years ending last day of September, 2020 and the required necessary experience/certificate for providing photocopying work of Rs.20 lakhs .
10. Earnest money Deposit of Rs.50,000/- in form of Demand Draft in favour of " Pay & Accounts Officer, Ministry of Corporate Affairs" payable at New Delhi.
11. The firm should submit declaration that they agree to install 2 new heavy duty photocopier machines of latest models with duplex facilities, sorting and collating facilities having minimum speed of 55 copies which is having a facility of printing, photocopying, colour scanning & LAN networking.
12. The firm should submit performance guarantee of eighteen months equivalent to 5% of the bid amount in favour of " Pay & Accounts Officer, Ministry of Corporate Affairs" payable at New Delhi after award of contract.

TECHNICAL-BID
PERFORMA FOR SUBMISSION OF TECHNICAL BID FOR FOR
PHOTOCOPYING WORK.

S,no	Description	Please indicate requisite information	Please indicate the page nos of the attached proofs/ documents.
1.	Name, address of the firm/ Agency		
2.	Name of the proprietor/Partners of the Agency/Firm		
3.	Copy of registration (Sale tax no. /Service Tax no./TIN no.)		
4.	Service tax no. with copy of current service tax challan's		
5.	Declaration that the firm has not been blacklisted, terminated & debarred in the past and firm must submit declaration for the same on stamp paper attested by notary.		
6.	Detail of past experience of providing of Similar works at least 3 Ministries, Departments & PSU in last five years the proof should be attached		
7.	the firm must have experience of having successfully completed similar work as mentioned above during last five years ending last day of September, 2020 and the required necessary experience/certificate for providing photocopying work of Rs. 20 lakhs, the proof should be attached.		
8.	The firm should submit declaration that they agree to install 2 new brand photocopier machines of 55 CPM which is having a facility of printing, photocopying, color scanning & Lan networking & give declaration for the same.		
9.	Details of EMD .		

NOTE:

1. 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. All documentary proofs may be enclosed for above items failing which, tender document will be rejected forthwith.

I hereby agree to abide by all the terms & conditions of the tender document.

**Name & designation of the
Authorized signatory of the firm
(with seal of the Agency affixed)
Date:--_____**

PROFORMA FOR QUOTING RATES

S.No	Scope of Work	Rate per page (in Rs.)
1.	Photocopying of A4 size Document	
2.	Photocopying of Legal size Document	
3.	Photocopying of A3 size Document	

NOTE

1. L1 firm, subject to fulfilling conditions of eligibility, will be decided on the basis of lowest rates for majority of items.
2. In case, same/equal rates are received from more than one firm, the contract will be awarded to the firms having more experience in the field.
3. In the event of matching experience, the award of contract will be decided by the TEC (Tender Evaluation Committee) and the decision of TEC shall be final and binding on all.

I hereby undertaken to accept and abide all the terms & conditions of the tender document.

Signature: _____

Name: _____

Seal of the firm: _____