

- (x) Successful bidder shall be required to furnish Performance Security of Rs. 60,000/- in the form of FDR or Bank Guarantee duly hypothecated in favour of "Pay & Accounts Officer, Ministry of Corporate Affairs" within a week after of award of contract.

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.

3. Details of the firm in the proforma given in ANNEXURE -1 should be filled up completely.
4. The rates for providing photocopying, set making and spiral binding services, etc. should be submitted in ANNEXURE-2.
5. The cover containing the tender and subscribed as 'Tender for Photocopying Work etc.' complete in all respects should be submitted to the Under Secretary(Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5th Floor, Shastri Bhavan, New Delhi latest by **12-08-2016 up to 11.30 A.M.** Bids received after due date and time will not be accepted. **The 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.** Bidders or their representatives are welcome to remain present during the opening of the bids.

General Conditions

6. The firm is required to provide 2 new heavy duty photocopier machines of latest models with duplex facilities, sorting, collating and binding facilities, having minimum speed of 55 copies per minute (along with purchase invoice of these machines) and one heavy duty spiral binding machine. 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.
7. The firm should depute two experienced operators cum engineers 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.
8. Space and electricity will be provided by the Ministry whereas maintenance of the equipment (to ensure that these are in prefect working condition) will be the responsibility of the firm.
9. 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) and all material for set making/spiral binding will be provided by the firm.

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10. For service relating to spiral binding of documents / material, the premises of the firm can be used, if required and the material may be brought back to Shastri Bhawan, as early as possible for onward delivery.
11. 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.
12. 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.
13. 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.
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. The Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without assigning / specifying any reason thereof.



(Riazul Haque)

Under Secretary to the Government of India

PERFORMA FOR SUBMISSION OF DETAILS OF THE FIRM

S.N	Description	Please indicate requisite information	Page No. in the attached document
1.	Name, address & telephone No. of the firm with copy of address proof		
2.	Name of the proprietor/partners of the Firm		
3.	Registration in Service Tax Department with numbers along with copy of service tax and Income tax returns for the preceding financial year		
4.	Proof of annual turnover not less than 10.00 lakhs during any of the last three years (proof required to be enclosed in the form of audited balance sheet)		
5.	Details of the past experience of providing photocopy work in Ministries / Departments during last three years should be attached.		
6.	Declaration regarding that the company was never blacklisted/terminated and debarred in the past.		
7.	Details for providing satisfactory photocopying work amounting minimum of Rs.10.00 lakh or two works of Rs. 5 lakh.		
8.	Details of EMD: (i) Name of Bank (ii) Number of Demand Draft (iii) Date of Demand Draft		

NOTE: If any of the details submitted by the bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted by the Ministry.

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

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

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PROFORMA FOR QUOTING RATES

S.No	Scope of Work	Rate per page
1.	Photocopying of A4 size Document (Simplex)	
2.	Photocopying of A4 size Document (Duplex)	
3.	Photocopying of Legal size Document (Simplex)	
4.	Photocopying of Legal size Document (Duplex)	
5.	Photocopying of A3 size Document (Simplex)	
6.	Photocopying of A3 size Document (Duplex)	
7.	Collation charges for per 1000 sheets	
8.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (up to 50 sheets)	
9.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (51 to 100 sheets)	
10.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (101 to 151 sheets)	
11.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (beyond 151 sheets).	

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

Signature: _____

Name: _____

Seal of the firm: _____

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