



National Institute of Open Schooling

(An Autonomous Institution under Deptt. of School Education and
Literacy, M.H.R.D., Govt. of India)

A-24/25, Institutional Area, Sector-62, NIODA-201309 (U.P.)

LIMITED TENDER FOR ANNUAL CONTRACT FOR PHOTOCOPYING WORK.

National Institute of Open Schooling (NIOS) is an autonomous Institution under the Department School Education & Literacy, Ministry of HRD, Govt. of India and its office is located at A-24/25, Sector-62, NOIDA.

NIOS invites Limited Tender in two bid systems for **ANNUAL CONTRACT OF PHOTOCOPYING WORK** in its office.

IMPORTANT DATES AND TIME

Published Date	30/09/2019 at 13.00pm
Bid Document Download / Sale Start Date	30/09/2019 at 13.00pm
Clarification Start date & Time	01/10/2019 at 10.00am
Clarification Closing date & Time	18/10/2019 at 16.00pm
Bid Submission Start Date & Time	21/10/2019 at 10.00am
Bid Submission End Date & Time	21/10/2019 at 14.30pm
Bid Opening Date & Time	21/10/2019 at 15.00pm
Duration of Contract	The period of contract shall be initially for the period of one year which will be extendable on year to year basis subject to satisfactory performance for the services provided by the Agency/Firm.
Tentative date & time for opening of Financial Bid of eligible tenderers	Date will be intimated through email / speed post or telephone message.
Validity of Bid from the date of opening of Technical Bid	90 days

The terms & conditions of the Contract are as under:-

Terms & Conditions

- 1) The Contractor shall be required to provide three photocopier machines preferably digital or machines with OPC/PPC Drum and operators to operate the machines with minimum output of 55cpm in NIOS premises at A-24/25, Sector-62, NOIDA.
- 2) The machine must be new, but not more than three months old. The maintenance of the machines, toner, consumables and spare parts required shall be the responsibility of the Contractor.
- 3) Xeroxing shall be done on branded A-4 size paper with automatic duplex and scanner resolution
- 4) The approximate quantity of work per month will be 1.5 lakh copies and approximate estimated cost will be Rs.9 lakhs per annum may be vary depending upon the work.
- 5) The work shall be required to be carried out on all working days from 09.00 A.M. to 06.00 P.M. and also on holidays/Sundays and beyond office hours whenever required by NIOS.
- 6) The Contractor must ensure that sufficient stock of toner, photocopy paper reams and other consumable items are available at all times.
- 7) In the event of going the photocopy machine out of order, the contractor shall have to make standby provision of photocopier machine so that the work of the office will not suffer.
- 8) The Contractor shall provide the services of operator well versed in operating the photocopy machine and also provide complete details of the operator to NIOS.
- 9) NIOS is neither responsible nor liable to pay any compensation for injury / death caused to the contractor's operating staff in the event of any accident on NIOS duty. Contractor will make his own arrangements to meet such eventualities as per existing Government rules/regulations.
- 10) None of the Contractor's employees will be entitled to claim any sort of employment in NIOS. Contractor is required to attach undertaking to this effect in his quotation.
- 11) The Contractor shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and equipment and any breach thereof shall render the contract liable to be cancelled. The Contractor will have to ensure that all the obligations under the various applicable acts, rules and regulations viz. Contract labour, such as minimum wages act, payment of wage act, PF and ESI act, payment of Bonus Act and other applicable laws, acts, regulations etc., as amended from time to time, for all his employees who shall be deployed by the vendor for rendering services to NIOS are to be fulfilled and complied by him.
- 12) The firm shall be required to provide additional photocopier(s) & operator(s) any time as and when required by NIOS without any extra charge.

- 13) The firm shall be borne the Electricity charges for Xeroxing work on actual bill basis and for this a sub-meter will be provided by NIOS.
- 14) The space to install machine and to keep material such as paper, toner etc will be provided by NIOS against license fee of Rs. 1000/- per month.
- 15) The firm shall submit the EMD of Rs. 25,000/- by way of Demand Draft in favour of Secretary, NIOS payable at Noida along with their tender. Tenders received without earnest money will not be entertained/ considered at all and rejected summarily. Tenders received along with EMD in the form of Cheque /Cash/BG will not be accepted / considered and straightway rejected. No interest shall be paid on the Earnest Money Deposit.
- 16) The successful bidder shall have to furnish an unconditional Performance security deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft in favour of Secretary, NIOS payable at Noida within fifteen days of the placement of work order. No interest shall be paid on the Performance Security Deposit. The Performance Security Deposit will be returned after sixty days from the date of the completion of the contract period.
- 17) The firm shall submit the copy of latest GST Certificate & PAN No along with the Tender.
- 18) The contract will be initially awarded for a period of one year. However the contract may be further extended for further period of two years (year to year basis) on mutual consent of both the parties if the performance of the firm is found satisfactory. NIOS reserves the right to cancel the contract without assigning any reason.
- 19) The rate shall be per copy basis which included for the supply of Machines, Operators, toner, consumables and spare parts. No enhancement of rates will be allowed during the period of the contract.
- 20) Payment will be made monthly on the basis of requisition slips duly signed by the Competent Authority of the respective Departments/Sections.
- 21) NIOS has all the rights to cancel the contract in case, if it is found that the quality of photocopying job is poor, paper used by the contractor is not up to the mark and also in case of not completing the work within the requisite time period or keeping the work pending.
- 22) The Bidder should be signed each page of the tender document to accept all the terms & conditions of the tender.
- 23) Unsigned tender document or not signed on each page of the tender document will be rejected.
- 24) Disputes, if any, shall be under the jurisdiction of the courts in Delhi only.

25) NIOS reserves the right to accept or reject in part or in full to any or all the quotations without assigning any reason thereof.

You are requested to quote your lowest rates for undertake the Contract for Photocopy Work on the enclosed prescribed tender proforma of Technical bid (Annexure-A) and Financial bid(Annexure-B) duly filled and sealed in two separate envelopes superscribed as **“LIMITED TENDER FOR ANNUAL CONTRACT FOR PHOTOCOPYING”** and put together Technical bid and Financial bid envelopes in a one big envelop. The Technical bid should accompany requisite **EMD of Rs. 20,000/- (Rupees Twenty Thousand only) by way of Demand Draft in favour of “Secretary, NIOS payable at Noida** and should be submitted in the tender box kept at Maintenance Section, NIOS Hqrs., Room No: 204, Second Floor, A-24/25, Institutional Area, Sector- 62, NOIDA by the date and time mentioned above. Technical bids will be opened on the mentioned date and time in the presence of the representatives of the bidder, if any, available at the time of opening of the Technical Bid. The Financial Bids of only that bidder who will qualify in the Technical Bid will be opened for which date, time and venue will be intimated over phone to the Company.

Secretary, NIOS

TECHNICAL BID PROFORMA**(To be completed, sealed in a separate envelop)**

Items for Technical Bid	Details
Name & Address of the Company	
Type of Company (Proprietary/Private/Public/Govt.)	
GST No: (Please attach Registration Certificate)	
PAN No (Please attach copy of PAN card).	
Number of customers/clients (Please attach the copy of work order issued)	
Number of Machines available with the Firm: High capacity Medium capacity	
Make of the Machines available with the Firm:	
Model of the Machines available with the Firm:	
Total Turnover of the Company during the years: 2016-17 2017-18 2018-19 The Company should have turnover of 8 Lakhs in each of the last three years.	
Experience: (Should be minimum three years in the field. Atleast one year in the Govt. Department/Autonomous bodies/PSU, etc.	
Copy of the Income tax returns for the last 3 years i.e. 2016-17,2017-18,2018-19 (Enclosed Yes/No)	
Details of Earnest Money Deposit:	Bank Draft No. _____ Dated _____ Amount _____ Bank _____

Signature

Name

Address with seal of the Company

(O)

(M)

(FINANCIAL BID)

(To be completed, sealed in a separate envelop)

**To,
The Secretary
National Institute of Open Schooling
A 24/25, Sector 62, Noida-201309 (UP)**

Subject: LIMITED TENDER FOR ANNUAL CONTRACT FOR PHOTOCOPYING WORK.

Sir,

With reference to your office letter no: F-42-1(3)/2019/NIOS/MTCE dated ----- we hereby submit our lowest rate. We have read all the terms & conditions and accept the same. I hereby undertake that person(s) engaged by our firm will not claim any sort of employment in NIOS.

S.no.	Description of work	Rate per copy inclusive payable GST	
1)	Annual Contract for Photocopy work including installation of three Photocopiers, Supply of A-4 Size Paper & Consumables and providing photocopy Operators in NIOS premises at A-24/25, Sector-62, NOIDA		
2)	Binding Works Inclusive all materials	1-250pages	
		250-500 pages	
		500pages and above	

Yours faithfully,

Signature of the Authorized
Officer/owner of the firm:
Name:
Complete Address:
Telephone no (O)
(M)
Seal of the firm:
E-mail ID of the firm: