

**Tender No. HQ/ADMN/PHOTOCOPY TENDER 2011-12.**

**Sub:- Contract for Photocopying and allied job work.**

Sealed bids in a single packet system are invited from reputed and financially sound firms for photocopying and allied job work in the premises of Dedicated Freight Corridor Corporation of India Ltd, 5<sup>th</sup> floor, Pragati Maidan Metro Station building, New Delhi-110001 as per schedule:-

1.	Duration of contract	Two years
2.	Cost of work	Rs. 40 lakh (approx).
3.	Cost of Tender Form (Non-Refundable)	Rs. 3000/- (Rupees Three thousand only)
4.	Earnest money deposit	Rs. 80,000/- (Rupees Eighty Thousand only)
5.	Sale of Tender Form	14.07.11(1100 hrs) to 04.08.11 (1300 hrs)
6.	Last date of receipt of bids	04.08.11 upto 1500 hrs
7.	Opening of bids	04.08.11 at 1530 hrs.

For detailed terms and conditions and future corrigendum/addendum will be posted on our website [www.dfccil.org](http://www.dfccil.org) and [www.dfcc.in](http://www.dfcc.in)

Manager/Administration-II.

## **SECTION-1**

### **Notice Inviting Bids**

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## **SECTION-II**

### **TERMS & CONDITIONS**

- Submission of Tenders:-** Sealed tenders must be submitted in an envelope duly superscribing "Tender No., Date of Opening" addressed to the General Manager/Admin, DFCCIL, 5<sup>th</sup> Floor, Pragati Maidan, Metro Station Building Complex, New Delhi-110001 and dropped in the Tender box kept in the Corporate office of DFCCIL latest by 1500 hrs on 04.08.11 positively. Submission of tender by a tender implies that he has fully read and understood the NIT instructions, terms & condition and all other contract documents and other factors bearing on providing of photocopy items and execution of works.
- Opening of Tenders :-** The tenders received will be opened at 1530 hrs on 04.08.11 in the presence of the authorized representatives of the tendering firms, if any.
- The tenderer shall sign at the bottom right hand corner of every page of the tender documents in token of acceptance of DFCCIL's conditions.
- Earnest Money Deposit:-** Tenderers shall have to deposit EMD of Rs. 80,000/- (Rs. Eighty thousand only) in the form of Demand Draft/Banker's Cheque/ Pay Order only in favor of DFCCIL payable at New Delhi, along with their tenders. Tenders received without earnest money will be rejected summarily. No interest would be

paid on the Earnest Money Deposit. The EMD of the successful bidder will be adjusted towards Performance Security deposit on award of the contract.

5. **Forfeiture of EMD :-** The earnest money deposited (EMD) will be forfeited if the tenderer withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance Security Deposit.

6. **Security Deposit**

The successful Bidder shall submit the security deposit of 5% of contract value which will be recovered only from running bill of contract and no other mode of Bank Guarantee or FDR shall be accepted. The amount of security deposit will be retained till the 60 days period after the completion of contract. The security deposit is intended to secure the satisfactory performance of the entire contract. Failure to faithfully perform and carry out the various activities within the time period defined in the contract may result in invoking either whole or part of the contract performance guarantee. However, it is not to be construed as limiting the recoverable under the contract. In case the security deposit is invoked, contractor shall deposit the balance amount so as to maintain security deposit of 5% all the time till validity of the contract.

7. **Performance Guarantee:**

On acceptance of tender the successful tenderer shall have to submit performance guarantee amounting to 5% of the contract value in any one of the form of irrevocable Bank Guarantee or FDR from Nationalized or scheduled bank in favour of DFCCIL, New Delhi. No interest would be paid on the Performance Security Deposit. The performance guarantee will be furnished after LOA has been issued but before signing of agreement and should be valid upto two months beyond expiry of the completion period. The agreement should normally be signed within 15 days after issue of LOA and same should be submitted within this time limit.

8. **Purchase of Tender Document:-** The Tenderers may download Tender documents constraining detailed terms & conditions from DFCCIL Website [www.dfcc.in](http://www.dfcc.in) & [www.dfccil.org](http://www.dfccil.org) or can also purchase the tender document from Manager Administration, DFCCIL on all working days between 1100 hrs and 1600 hrs and upto 1300 hrs on 04.08.11 against payment of Rs. 3,000/- by demand draft in favor of DFCCIL payable at New Delhi. In case the document is downloaded from website the tenderer will have to pay Rs. 3,000/- towards to cost of tender document along with the bid.

**9. ELIGIBILITY CRITERIA AND DOCUMENTS REQUIRED TO BE SUBMITTED ALONGWITH THE BID**

<b>Sl. No.</b>	<b>Description</b>	<b>Criteria</b>	<b>Document required</b>
1.	Experience	(i) Bidder should have successfully completed atleast one photocopying work costing not less than 35% of the advertised cost of work in the last three years (i.e. current year and previous financial years) for any government department/PSU in their premises. <b>OR</b> (ii) Bidder should be carrying out atleast one photocopying work for at least two years with average annual billing not less than Rs.7,00,000/- (Rs. seven lakhs) in any government department/PSU in their premises	Copies of certificate from clients and contact number of the clients to be furnished.
2.	Financial	The bidder should have received payment against satisfactory execution of completed and ongoing works of all types during last three Financial years i.e. current year and preceding 3 years as per current ITCC/audited balance sheet of not less than 150% of the advertised cost of work.	Copy of audited Profit/Loss Account, Balance Sheet, Self certified copy of Income-Tax Return certified by Chartered Accountant.
3.	Tax Registration	Sale Tax, Service Tax, PAN registration	Self certified copy of Valid Sale Tax/Service-Tax Registration and PANCARD are to be furnished.

**10. Material and Equipment:-**

The successful bidder is required to install heavy duty, good quality digital Photocopy machines of reputed brands (RICOH/XEROX/CANON or equivalent) having capacity of 60 copies per minute and reversible automatic documents feeder and electronic sorter alongwith facilities including for set making, back to back photocopying, scanning etc. at their own cost in DFCCIL, Corporate Office. The successful bidder shall keep a stock of toner and other consumable items. Maintenance of machines shall be the complete responsibility of the vendor. All the spares, repairs, consumables etc and services are to be borne by the vendor and nothing extra shall be payable for any reason whatsoever. Photocopies are required to be done on 75 gsm branded paper (JK copier/Century/Bilt or Equivalent).

**11. Obligation of DFCCIL:-**

DFCCIL shall be responsible for providing the space to keep the photocopying machines and the power supply only. Energy meter will be installed at documentation center at Corporate office and the vendor is required to pay the electric bill raised by DFCCIL on monthly basis. If the bill is not timely paid the same will be recovered from the photocopy bill with suitable penalty.

**12. Duration of the Contract:-**

The contract will be initially awarded for a period of two years extendable further for one year at the discretion of DFCCIL. However, in case of non-compliance of any of the terms & conditions or unsatisfactory performance, 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 the contract is liable for termination by DFCCIL at one week's notice without any financial repercussions on DFCCIL.

**13. Payment terms:-**

The bill shall be submitted by the Contractor at the end of every month in duplicate. The payment shall be made, after deducting necessary TDS within 15 days from the date for receipt of correct Bill. TDS, and any other Govt. levies applicable on bill as per Govt. of India instructions issued time to time shall be deducted.

14. No enhancement of rates will be allowed for the job contract during the currency of the contract.
15. DFCCIL's 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 DFCCIL duty. Contractor will make his own arrangements to meet such eventualities as per existing Government rules/regulations. The Contractor shall stationery, consumables, manpower deployed in DFCCIL for the entire period of contract.
16. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.
17. In case the Contractor for any reason is not able to execute the job as per time schedule/required quality, DFCCIL reserves the right to get the same done from the market at the risk and cost of the Contractor plus 25% extra administrative cost.

18. It shall be the responsibility of the Contractor to provide photocopy and allied works at our office during/after (in case of exigencies) working hours as per the instructions of In-charge. The machine along with the operator shall be in uses daily from 0930 hrs to 1900 hrs on normal days. In case the officer in charge desires the operator may have to continue to work in late night hours and on holidays without extra cost of financial burden to DFCCIL.
19. Under no circumstances, the agency shall appoint any sub-agency otherwise the contract shall be liable to be terminated.
20. The Officer in-charge shall have power of general supervision and direction of the work. He shall also have authority to inspect and reject the photocopy works/materials, which do not conform to the specifications/quality.
21. Outside work will not to be carried out at the DFCCIL premises.
22. DFCCIL reserves the right to accept or reject any / all the tender(s) without assigning any reason.
23. In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred to the sole arbitrator as appointed by DFCCIL. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996. Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer its obligation, under the contract, and the same shall be carried out strictly in accordance with the terms and conditions of contract.

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**GENERAL INFORMATION/FINANCIAL DATA/EXPERIENCE**

**A. GENERAL INFORMATION**

1. Name of the Firm/Company :
  
2. Complete postal address with Telephone/Fax Nos. :
  - (i) Corporate Office
  - (ii) Registered Office
  - (iii) Branch Office(s)
  
3. Name of person/official authorised to deal with :  
DFCCIL (copy of authorization certificate duly attested by applicant to be enclosed if so)
  
4. Whether Proprietary / Partnership or :  
Joint Stock Company (please attach proof)
  
5. Year of Incorporation of the firm :  
(please attach proof)
  
6. Registration No. & Date of the firm in case of Partnership or Joint Stock Company :  
(please attach proof)

**B. FINANCIAL DATA**

1. Details of Payment for the last three : ..... ..  
Years (2008-09) (2009-10) (2010-11)  
  
(Please attach Balance Sheets, Trading and Profit & Loss Account for these three years duly certified by Chartered Accountant)
  
2. Whether Income Tax Payer : Yes/No PAN No.
  
3. Sales Tax/VAT no. :  
(Please attach proof)

**C. EXPERIENCE RECORD**

Certificate regarding experience as mentioned :  
in the Eligibility Criteria at para 9 of Terms  
and conditions in Section -II

Signature & Stamp of applicant or his  
authorised representative with name & Address

**Price Bid**

S.No.	Description of Items	Base Rates (in Rs.)
	<b>Black &amp; White Photocopying</b>	
1a	A4 Size paper	0.50
b	A3 Size paper	1.40
c	A2 Size paper	12.50
d	A1 Size paper	18.50
e	A0 Size paper	29.50
2	<b>Multicolour Photocopying</b>	
	A4 Size paper	10.50
	A3 Size paper	23.00
3	<b>Photocopying on tracing sheet</b>	
	A4 Size paper	4.00
	A3 Size paper	6.00
	A2 Size paper	15.50
	A1 Size paper	26.00
	A0 Size paper	40.00
4	<b>Multicolour Printout</b>	
	A4 Size paper	13.50
	A3 Size paper	27.00
5	<b>Black &amp; White Printout</b>	
	A4 Size paper	2.75
6	<b>Black &amp; White Plotting</b>	
	A2 Size paper	47.00
	A1 Size paper	85.00
	A0 Size paper	140.00
7	<b>Colour Printing</b>	
	A2 Size paper	73.00
	A1 Size paper	100.00
	A0 Size paper	150.00
8	<b>Laser Type Setting</b>	
	Running Text	17.50
	Tabulation	20.00
9	<b>Spiral Binding</b>	
	Upto 30 page	19.00
	Upto 300 page	25.00
10	<b>Lamination</b>	
	A4 Size paper	15.00
	A3 Size paper	23.00
	I/Card	6.50
11	Ivory Sheet A4	2.10
12	Transparency	2.10
13	Separators	2.90

The rate to be quoted by bidder: -----% above / below the base rates.

(Name & Signature of the bidder)



**NOTE:**

1. The contractor has to quote a single flat percentage above or below the base rates given in the above table. This flat percentage will be applicable for all the categories of jobs mentioned above.
2. The percentage quoted should be in figures as well as in words and clearly indicating whether it is above or below the base rates.
3. These quoted rates will be inclusive of VAT/ all taxes / charges, free collection, set making and nothing extra is payable on any account.

**(Name & Signature of the bidder)**