

**Handique Girls' College
Guwahati – 781 001**

TENDER DOCUMENT

for

“Annual Rate Contract for Photocopying Services”

Handique Girls' College
Guwahati – 781 001
Email: hgcollege75@gmail.com
Website: www.hgcollege.org

Handique Girls' College Guwahati – 781 001

NOTICE INVITING TENDER

Tender NO. HGC/ESTT/QUO/2016/126/37

Date: 13/12/2017

SUB: Rate contract for Photocopying Services by providing machine and operator at Handique Girls' College, Panbazar, Guwahati.

Handique Girls' College, Guwahati – 1, intends to enter into a rate contract for provision of photocopying services at its academic campus.

Scope of Work	To provide one photocopying machine with trained operator at Handique Girls' College premises. Service will include photocopy of documents of A4, Legal and A3 size in both black and in colour. All consumables (Paper, Toner etc.) and maintenance will be in bidder's scope.
Machine Specification	<p>The machine shall be automatic, with minimum speed of 20 copies per minute. The operation, maintenance of machines, administration and supervision, material requirement including photocopying papers & toner is within the scope of bidder.</p> <p>The tender is in two part. Bids are to be submitted with duly filled Annexure- A, B & C, in sealed envelope and super scribed with 'Rate contract for Photocopying Services'. Handique Girls' College reserves the right to reject any or all the quotations without giving any reasons thereof.</p>
EMD	NIL
Security Deposit (Refundable after contract is complete)	₹ 10,000/- (Rupees Ten thousand only) to be submitted by the successful bidder before commencement of the contract.

Interested contractors may view and download the tender document containing the detailed terms & conditions, free of cost from the website www.hgcollege.org and are requested to submit their bids along with all supporting documents/credentials in a sealed envelope.

Please see document control Sheet at Annexure -1.

For Handique Girls' College

Principal

Note: Any changes/modifications and corrigendum to the tender will be updated on the above website only

Document Control Sheet

Tender Reference No.	HGC/ESTT/QUO/2016/126/37
Name of Organization	Handique Girls' College, Guwahati
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Works/Supply/ Auction/Service/Buy/Empanelment/Sell)	Services
Last Date and Time for Submission of Bids	28/12/2017 up to 2.00 pm
Date and Time of Opening of Bids (Technical)	28/12/2017 at 3.00 pm

TENDER DOCUMENT for Tender notice no. C-2(b)/WC/0904/1021/2014

Important Instructions: -

1. The following documents/Annexures are part of tender document:

- a. Tender notice
- b. Document Control Sheet - Annexure 1
- c. Price Bid Format Annexure '2'
- d. General Terms & Conditions Annexure 'A'
- e. Instructions for Bidders: Annexure 'B'
- f. Tender acceptance letter: Annexure 'C'

Price Bid Format

Tender No. **HGC/ESTT/QUO/2016/126/37**

Date: 13/12/2017

Name of Bidder:

Sl. No.	Item Description (Paper Size)	Specification	Rate (Per Copy)
1.	A-4 (70gsm)	Black (Single Side)	
2.	A-4 (75gsm)	Black (Both Sides)	
3.	A-4 (75 gsm)	Colour (Single Side)	
4.	Legal (70gsm)	Black (Single Side)	
5.	Legal (75gsm)	Black (Both Sides)	
6.	Legal (75gsm)	Colour (Single Side)	
7.	A-3 (75gsm)	Black (Single Side)	

1. Prices quoted shall include all taxes, duties etc., as applicable.

Signature of the Bidder

Annexure-A

General Terms & Conditions:

Sl. No.	General Terms & Conditions	Acceptance (Yes/No)
1.	The contractor are required to install proper working condition photocopier in the College premises along with competent/trained operator, who should be able to rectify minor operational defects.	
2.	The contractor should submit a documentary proof of the ownership/lease deed of the machine being installed.	
3.	Necessary space and electricity connection with sub meter will be provided by the College. Rent for space, as fixed by the College and bill for electricity consumed must be paid by the vendor by the 15 th of every month.	
6.	The contractor will have to adhere to College timings (09:00 Hrs. to 17:00 Hrs.).They will also be required to be available to work before and after the office hours, as and when needed, without any additional payment.	
7.	Please enclose the details of your present set-up, stating no. of copier machines held with model and make, no. of workers employed, facilities available for the maintenance etc.	
8.	In case the photocopier installed in the College premises breaks down for more than two hours, you will have to provide stand-by-photocopier in its place.	
9.	Please also intimate your license/registration, income tax, PAN with the quotation.	
10.	A notice period of one month on either side will be required for termination of the contract.	
11.	Only original toner will be used by the vendor/service provider.	
12.	The contractor for photocopying services shall be for a period of one year with provision for extension by one more year on the same terms and conditions, at the discretion of CEL	
13.	Successful bidder shall be given 7 days notice for providing the machines at Handique Girls' College premises.	
14.	Bid Acceptance Criteria: The bidder shall accept all the conditions without any deviation. The evaluation of the price bid will be on L1 basis.	
15.	The party shall be responsible for all losses/damages occurred during the contract for contractor's fault, if any.	
16.	<u>Payment terms for Office work:</u> The bill has to be submitted with the following documents on or before 7 th of every month: a) Bill in original b) Register, giving details of copies taken (No. of copies to be written in number and words) and duly signed by the College's employee.	

	c) TDS shall be deducted as applicable	
18.	Party to maintain machine properly by providing consumables like toner, ink etc., at their own cost. Maintenance and safety of the machine is the sole responsibility of the party.	
19.	Quantum of work shall be registered by way of requisition slip / register. Work given should be completed promptly and to be duly signed by the Executive / representative of the College. Maintenance of this record updated on daily basis is the responsibility of the operator and will form the basis of work certification on periodical basis.	
20.	Safety and secrecy of documents given for photocopying is to be ensured by successful party.	
21.	Good and legible copies to be obtained without any defect. For illegible copies no charges will be paid	
22.	Loss or damage to any of the property due to negligence of the service provider / their employee shall be recoverable or made good by the party at his own cost.	
23.	Risk Purchase Clause: In case the photocopying machine is under breakdown or the contractor's employee is absent, photocopying of documents shall be done through an outside party and the total cost incurred towards the same shall be deducted from contractor's running bills.	
24.	Handique Girls' College reserves the right to terminate the contract by giving 30 days notice in writing in case the services are not found satisfactory / mal-practices are observed.	
25.	Validity of the offer: 90 days from the date of opening	
26.	Arbitration: In case of a dispute related to the contract, the jurisdiction will be Guwahati.	

INSTRUCTIONS FOR BIDDERS

- a. Each page of the Tender document must be signed by the authorized signatory of the contractor.
- b. The bidders may furnish any information, which he feels necessary and relevant to establish his capability and helpful in completing envisaged work.
- c. If any information furnished by the bidders is found to be incorrect either immediately or at a later date it would render him liable to their termination of the contract at their risk and cost.
- d. CEL reserves the right to accept or reject any bid, without assigning any reason or incurring any liability to the bidder.
- e. **Submission of Bids:** Bids containing two separate sealed envelope (Cover-1 for technical Bid and Cover-2 for Financial Bid) super-scribing the tender no., Name of the work and due date should be delivered at the Office of **the Principal, Handique Girls' College, Panbazar, Guwahati-781001. The Bid containing all documents must reach to the College office on or before 2.00 PM of December 28, 2017.**

The following must be submitted as a part of your bid:

a. Cover-1(Technical Bid)

1. Duly filled details as per format at Annexure-A.
2. All necessary and relevant document in support of information provided in the bid and which are helpful in completing the envisaged work.
3. Tender acceptance Letter as per Format at Annexure-C
4. Experience certificates/ work order from PSUs / other Corporate, should be attached not earlier than past 2 years
5. Copy of PAN card.

b. Cover-2(Financial Bid):

This Must Contain the price bid as per format given at Annexure-2 of tender documents.

- f. **Opening of Bids:** Technical Bids containing Pre-Qualification Details will be opened on **28/12/2017 at 3.00 pm**. Price bid of only those bidders would be opened who qualify the technical bid. The date of price bid opening will be intimated to eligible bidder after the evaluation of the Technical bid.

Ref No.

Date :

Annexure – C

**TENDER ACCEPTANCE
LETTER**

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _HGC/ESTT/QUO/2016/126/37 dtd. 13/12/2017

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder)