

File no. D-21014/2/2008-GenII
Government of India
(Planning Commission)
General Branch II

TENDER NOTICE

Sealed quotations are invited for award of contract for hiring of two heavy duty multifunctional photocopy machines with manpower for photocopying as well as spico and spiral binding work in Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi on per copy basis and specification as per proforma enclosed. The tender document/proforma and the terms and conditions can be had from Section Officer (General Branch-II), Room No. 445, Planning Commission, Sansad Marg, New Delhi-1 on any working day from 9.00 a.m. to 5.30 p.m. The tender notice/terms and conditions can also be downloaded from the Planning Commission's official website (<http://planningcommission.gov.in>). The sealed quotations should either be sent by post to the above mentioned address or dropped in the tender box placed at the reception area of Yojana Bhavan, New Delhi by 3.00. p.m. on 25th April, 2008

The tender shall be opened on 25th April, 2008 at 3.30 p.m. in the presence of such tenderers or their authorized representatives who may wish to be present. Bids received after the closing date and time shall not be considered.

(N.K. Raghunathan)
Under Secretary to Government of India

Terms and conditions for hiring the services of two heavy duty copier machines with manpower for photocopying as well as spico and spiral binding work in Planning Commission, Sansad Marg , New Delhi.

1. Sealed quotations are invited for award of contract for hiring the services of two heavy duty multifunctional photocopy machines with manpower with spiral and spico binding work on per copy basis and as per the specification mentioned in the proforma enclosed. All material viz. papers, binding materials except spares and consumables viz toner, developer, etc of machines shall be provided by the Planning Commission. Interested parties may submit their quotations as per the proforma enclosed.
2. The firm shall have to install two heavy duty multifunctional copier (black and white) in the Yojana Bhavan premises. Firms having a fleet of copier with 80 cpm shall be given preference.
3. The firm shall be responsible for the installation, maintenance of the copiers. Both the machines shall remain in operation all the time. If any defect occurs in these machines, the contractor shall get that rectify immediately and incase repair takes time the machine shall be replaced immediately. In no case, the work of the office shall suffer due to the effects in machines.
4. The firm shall submit an Earnest Money deposit of Rs. 20,000 (Twenty thousand only) in the form of demand draft/pay order from a commercial bank drawn in favour of "Pay and Accounts Officer, Planning Commission, New Delhi". In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract. The last date of closing of tender is 25th April, 2008 at 3.00 p.m. The bids will be opened on the same date in the presence of such tenderer who may wish to be present at the time of opening of bids. The tender will be opened in the presence of a committee approved for the purpose on the same date at 3.30 p.m.
5. If the work is found unsatisfactory or of the violation of the contractual obligation, the earnest money/performance security shall be forfeited.
6. No advance or extra payment in addition to rates already approved will be made in any case.
7. The photocopying of the papers/document will be undertaken only on the receipt of the requisition slip prepared for the purpose duly signed by the officer concerned.
8. The operator shall not leak or divulge any information contained in the letter or document to anybody.
9. The firm shall prefer the bills in duplicate for payment on the company's letterhead clearly mentioning the PAN/TAN/ Service Tax Numbers.
10. The manpower deputed with the machine shall be well trained and must have a sufficient technical knowledge to handle minor repair work in machine. The manpower shall be deputed for the office timings i.e. 9.00 a.m. to 5.30 p.m. However, due to exigencies of work or work relating to some important meetings, the manpower may be deputed for 24 hours with no additional payment to the firm. The necessary instructions in respect of timely completion of assigned work shall be followed up by the firm.

11. The bidder shall have atleast three year's experience in respect of above mentioned work.
12. Bids received late i.e. after the expiry of the closing time will not be entertained.
13. All entries in the tender form shall be legible and filled clearly. Any cutting in the bid application must be signed by the authorized signatory.
14. Tender incomplete in any form are liable to be rejected outright.
15. Conditional bids shall not be considered and liable to be rejected outright.
16. No bidder will be allowed to withdraw after submission of the bids otherwise the EMD submitted by the bidding firm would stand forfeited.
17. In case the successful bidder declines the offer of contract for whatsoever reason the EMD submitted by the firm shall stand forfeited.
18. The competent authority in Planning Commission reserves the right to reject all or any tender in whole or part without assigning any reasons.

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Planning Commission
General Branch-II

**Performa for the quotation for Photocopy and Binding Work in
Planning Commission**

Sl no.	Particular	Rates per copy
1.	Photocopy for A-4 size with operator and without paper	
2.	Photocopy for A-3 size with operator and without paper	
3.	Spiral Binding for A-4 Size papers (upto 100 pages) without material	
4.	Spiral Binding for A-4 Size papers (upto 200 pages without material	
5.	Spiral Binding for A-4 Size papers (upto 300 pages without material	
6.	Spiral Binding for A-4 Size papers (upto 400 pages without material	
7.	Spiral Binding for A-4 Size papers (upto 500 pages without material	
8.	Spico Binding for A-4 Size papers (upto 100 pages) without material	
9.	Spico Binding for A-4 Size papers (upto 200 pages without material	
10.	Spico Binding for A-4 Size papers (upto 300 pages without material	
11.	Spico Binding for A-4 Size papers (upto 400 pages without material	
12.	Spico Binding for A-4 Size papers (upto 500 pages without material	

NOTE:- The successful tender shall have to install two no. of heavy duty multifunctional photocopiers (minimum 80 cpm) and one spiral and one spico machine for binding work.

EMD: - Rs. 20,000/- (Rupees twenty thousand only)	
D.D.No.	Signature
Dated	Name of Firm..... With Address.....
Name of Bank