



EdCIL (India) Limited
Technical Support Group,
Administration & Coordination
6th Floor, Vijaya Building , 17, Barakhamba Road,
New Delhi- 110 001

P-12/171/2017/O/O TSG (Admn)/ Part -1

Dated : 15.11.2019

**SUB.: EMPANELMENT OF PHOTOCOPYING & BINDING SERVICE AGENCY FOR TSGs
Offices -EdCIL, New Delhi**

Dear Sir / Madam,

EdCIL (India) Limited, a Mini Ratna CPSE (Central Public Sector Enterprise) and ISO 9001:2008 & 14001:2004 Certified Company incorporated in 1981, under the Ministry of Human Resource Development having its registered office at *5th Floor, Vijaya Building, Barakhamba Road, New Delhi* and Corporate Office at *EdCIL House, 18A, Sector 16A, NOIDA* ; besides other projects, currently runs Project Management Units (PMUs) known as Technical Support Groups (TSGs) for Pan India Mega projects of MHRD covering Samagra Shiksha, MDM etc.

In the course of above activities, we require service provider for providing services for photocopy / binding work at the following Location:

- **TSGs Project Offices (Samagra Shiksha & MDM) at 5th & 6th Floor, Vijaya Building, 17 Barakhamba Road, New Delhi 110 001.**

The average requirement of photocopies for TSG office at Samagra Shiksha & MDM is approximately Fifteen (15) thousand per month approximately. However, this is only an indicative figure based upon the average yearly requirement and does not guarantee a similar business in coming years as the same may Increase or Decrease based upon the actual requirement.

For the purpose of hiring of services of an agency involved in the business of photocopy/binding work etc., the Corporation wishes to invite sealed quotation on two-bid system (Technical and Financial Bid) from experienced, reliable and sound agencies :-

- i) The Eligibility Conditions, which the bidders should fulfill for participating in NIQ is placed at Annexure I.
- ii) The Scope and Terms & Conditions of the job are placed at Annexure II.
- iii) The documents in support of meeting Eligibility Criteria besides Capability & EMD must be attached along with Technical Bid (Part I).

- iv) Earnest Money Deposit (EMD) prescribed is Rs.5000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of EdCIL (India) Limited payable at New Delhi. The EMD should be attached with Part-I i.e. Technical Bid.
- v) Incomplete quotations and/or not accompanied with EMD will be summarily rejected.

The offers are to be submitted in two parts viz. Part-I consisting of document related to Qualification Criteria as per Annexure-I, Acceptance of Scope of Work as per Annexure-II and technical information as per Annexure-III. Part-II consisting of Financial quotes as per Annexure-IV. The Bidder shall seal PART-I and PART-II in two separate envelopes duly marking the envelope as PART-I (Technical Bid) and PART-II (Financial Bid). These two PART-I and PART-II envelopes should be placed in another envelope and sealed. The final sealed envelope superscribed as "**EMPANELMENT OF PHOTOCOPYING & BINDING SERVICE AGENCY FOR TSGs of EdCIL, NEW DELHI**" will be submitted in the office of Manager (TSG-Admn. & Coord. Unit), 5th & 6th Floor, Vijaya Building, 17 Barakhamba Road, NewDelhi 110 001 **latest by 15:00 hrs. on / before 29th November, 2019.** The Technical bid will be opened on same date at 15:00 hrs in the presence of bidders or their authorized representatives.

EdCIL reserves the right to accept or reject any tender without assigning any reason thereof.

The accepted rates will be initially valid till One year from the date of issue of Job-Order and may be extended for a further period of another one year depending upon the satisfactorily performance of the Agency.

Yours faithfully,

(Jaswinder Singh)
Manager (Admn. & Coord)
TSG Office, 05th & 06th Floor,
Vijaya Building, Barakhamba Road,
New Delhi. 110001

1.0 ELIGIBILITY CRITERIA

- 1.1 The agency should have minimum 3 years experience with the Government/Public Sector Undertaking/Reputed Private organizations. The details of the similar jobs done during last 3 years (2016-17, 2017-18, 2018-19) should be submitted along with technical bid. Documentary evidence should be enclosed with the Technical Bid
- 1.2 The agency should have undertaken at least two jobs of providing photocopier/binding services amounting to Rs. 1 Lakh value per annum with the single client in last 3 years i.e F.Y. 2016-17, 2017-18, 2018-19. Self Attested documentary evidences are to be submitted along with the technical bid in this connection.
- 1.3 The agency should have atleast **THREE HEAVY DUTY PHOTOCOPY MACHINES OR ONE HEAVY DUTY with THREE MEDIUM SIZE MACHINES** in running conditions. The agency should give details viz. make & model of photocopier machines, capacity, locations where machines are installed with complete address. The machines should have sealed and factory operated meters.
- 1.4 The agency has to submit an undertaking stating that they have the capacity to provide photocopy machines with operator at different locations within Delhi/NCR for the purpose of workshop/meeting at short notice.
- 1.5 The agency should have PAN No. and Goods & Service Tax (GST), the copy of the same be enclosed along with the technical bid.
- 1.6 Past performance of the agency with EdCIL and other Client(s) will be considered while evaluating and finalizing technical bid.
- 1.7 The paper to be used for photocopy with minimum thickness of 75 GSM and quality of paper should be equivalent to **JK/ Modi /BiLT/ Centuary** papers.

2.0 SCOPE OF JOB

The agency is required to provide the following Photocopier Machines & Spiral Binding Machine along with professional operation at:

- 2.1 Two new heavy duty photocopy machines (with minimum speed 45 ppm) & two spiral binding machine along with professional operator at TSG project office, 5th & 6th Floor, Vijaya Building, Barakhamba Road, New Delhi ;

The financial quotes are to be submitted separately for (i) TSG Project Office, Vijaya Building, Barakhamba Road, New Delhi New Delhi as per Annexure-IV & V.

3.0 TERMS AND CONDITIONS**3.1 PHOTOCOPYING**

- 3.1.1 Shall install new photocopy machines & spiral binding machines at above projects offices along with the services of Operator from 9.00 a.m. to 8.00 p.m.- Monday to Saturday. If the work load demands, the services of the Operator shall also be provided beyond 08.00 p.m. on working days and on Sundays and other gazetted holidays at no extra charges.
- 3.1.2 Shall provide a substitute-working machine in the event of breakdown of the machine if continued for more than one day.
- 3.1.3 Shall organize normal services of photocopying during the breakdown of the machine by organizing the work outside at no extra cost.
- 3.1.4 Shall provide extra machine with Operator for the workshops\seminar to be held within Delhi without extra cost.
- 3.1.5 Shall provide photocopy facilities at the quoted rates which includes all costs such as paper, toner, repair, manpower, maintenance, insurance etc.
- 3.1.6 Shall maintain a register for taking photocopies upto 25 copies in the manner suggested by EdCIL and if the number of photocopies required is more than 25, shall obtain a requisition slip in the format provided by our office from the designated officers for carrying out the photocopying work.
- 3.1.7 Shall submit the bill of the photocopies done during the calendar month along with meter reading of the machine, requisition slips in original and the photocopies of the relevant pages of the register maintained for small jobs of photocopy on the first day of the following calendar month.
- 3.1.8 Shall not allow operation of the machine by any other person other than the Operator deputed by him as EdCIL will not be responsible for any damage to the machine and photocopy taken in absence of the proper authorization slip.
- 3.1.9 Shall organize comprehensive insurance of the machine at its own cost against fire, damage or any other loss.

3.2 BINDING

- 3.2.1 Shall organize binding of the reports i.e. pick up the material from office and deliver the same neatly bound as per the instructions given by the designated officers from time to time.
- 3.2.2 Shall ensure prompt delivery of the reports after binding.
- 3.2.3 The rates applicable for binding are inclusive of all charges.
- 3.2.4 For ordinary binding work, the same would be done by the agency at both offices using it's own heavy-duty stapler and staple pins.

4.0 OBLIGATION OF TSG-EdCIL

- 4.1 Shall provide proper electrical load, along with sufficient space and furniture etc. for smooth operation of the photocopying.
- 4.2 Shall provide the space with arrangements to ensure the safety of the machine.
- 4.3 Shall release payment of bills within 30 working days from submission of bill.
- 4.4 The volume of photocopy work at TSGs project office at Vijaya Building, Barakhamba Road, New Delhi is presently approx. 15,000 copies per month.
- 4.5 Therefore, the agency may also **quote minimum charges** for providing the photocopy services upto 15,000 copies per month for TSGs project office at Vijaya Building, Barakhamba Road, New Delhi.

In case of less than 15,000 copies per month for TSGs project office at Vijaya Building, Barakhamba Road, New Delhi the **minimum accepted charges** for providing the photocopy services per month will be made to the agency.

In case of more than 15,000 copies per month for TSGs project office at Vijaya Building, Barakhamba Road, New Delhi the payment per month for additional photocopies will be made on the rates quoted by the agency respectively.

5.0 Deficiency in Services & Liquidated damages for the same:

The following shall amount to deficiency in services for the purpose of the Scope of Work of this tender/NIQ and for the purposed of Agreement to be executed:

- (i) Poor quality of Xerox copies,
- (ii) Delayed delivery of photocopy/binding copies,
- (iii) Absence of man-power deputed- for which no advance intimation is given to Ed CIL,
- (iv) Failure of photocopy/binding machines (Mechanical or Otherwise)
- (v) Non-availability of specified quality of paper viz thickness of 75 GSM and equalvent quality JK/ Modi /BiLT/ Centuary papers (plz refer clause 1.7 above)

For any of the deficiencies mentioned as above, shall be solely attributable to the agency for which penalties may be imposed in the form of **Liquidated damages** while releasing the payments for the respective month.

5.0 TECHNICAL BID FOR EMPANELMENT OF PHOTOCOPYING & BINDING SERVICE AGENCY FOR TSGs Of EdCIL, New Delhi.

- 5.1 Name and address of the agency :
- 5.2 Type of Organization whether proprietorship/partnership firm/company:
- 5.3 Name of owners/partners/directors:
- 5.4 Year, since working in similar business:
- 5.5 Contract/award letter/empanelment letter

Name & Address of Client	Nature of job viz. Govt./PSUs etc.	Period of Contract	Value of Contract Period per Annum

- 5.6 The copies of contract / award letters / job-order/ work-order/empanelment letter from the Client(s) towards documentary evidence for undertaking the jobs be also attached.
- 5.7 Details of **Heavy-Duty Photocopy Machines** with respect to make & model, no. of copies per minute etc. (attach documentary evidence for owing heavy/medium duty photocopying machines).

S. No.	Make & model of Photocopy Machine	Machine type (Heavy/Medium)	No. of copies per minute	Location of installation with address

- 5.8 Details of **Binding Machines** :
- 5.9 Details of earnest money deposited :

Draft No.	Date	Amount
Turnover during last three financial years (attach copy of P&L Account, Balance Sheet & IT Return)		

2016-2017 _____

2017-2018 _____

2018-2019 _____

DECLARATION

I accept all terms and conditions as mentioned in Annexure-II of this empanellment document. A signed copy of the same is enclosed in token of acceptance. The above details are correct and true to the best of my knowledge.

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Signature of Authorized Representative
of the Agency

Date:

**FINANCIAL BID for providing Heavy Duty Photocopy Machine /Binding Services
including one Professional Operator**

(for TSG Project Offices, Vijaya Building, Barakhamba Road, New Delhi)

Heavy Duty Photocopy Machine make & mode with Speed : _____

Heavy Duty Spiral\spico Binding Machine : _____

Description of work	Rate per copy without taxes
B\W copies charges on single side photocopy work - A4 - FS - A0 - A1 - A2 - A3 - B4	
B\W copies charges on back to back photocopy work - A4 - FS - A3 - B4	
Coloured photocopy charges on single side photocopy work - A4 - FS - A0 - A1 - A2 - A3 - B4	
Coloured photocopy charges on back to back photocopy - A4 - FS - A3 - B4	

Coloured copy charge on single side photocopy work on transparencies - A4 - FS - A3	
Spiral / Spico binding charges for the following (Transparencies, if required shall be provided by SSA-TSG) - upto 100 pages - 101-300 pages - 301 to 500 pages - 501 to 800 pages - 801 to 1,000 pages	Rate per binding Rate per binding Rate per binding Rate per binding Rate per binding
Taxes, if any	

Note: The cost quoted should be inclusive of Professional Operator.

[Any other taxes/duties, etc. payable to State Government/Union Territory in addition to above may also be separately mentioned and will be payable extra].

Note: The volume of photocopy work at TSG project office at Vijaya Building, Barakhamba Road, New Delhi is presently approx. 15,000 copies per month. Therefore, the agency may also quote minimum charges for providing the photocopy services upto 15,000 copies per month. In case of more than 15,000 copies per month, the payment per month for additional photocopies will be made on the rates quoted by the agency.

Monthly Lump-sum charges for Photocopying services (Lump-sum charges include all costs such as paper, toner, repair, manpower, maintenance, insurance etc. upto 15,000 copies per month)	Rs.
Taxes, if any	

Signature of Quotationer with Seal of the Company

Date: