

No. CT/Store/Parvihan Bhawan -1063075  
Department of Transport  
Himachal Pradesh Shimla-4

TENDER NOTICE

Subject: Quotation for outsourcing of job of photo copying.

Sealed quotations are invited from reputed agencies for photocopying work on outsource basis at the premises of Parivahan Bhawan Shimla-4 for a period of two years from the date of award of contract so as to reach the office of the undersigned on or before 01.10.2016 upto 1 PM thereafter no tender shall be entertained. The bids will be opened on same day at 3 PM in the presence of the prospective tenderers who may wish to remain present.

The tender document containing specifications and terms and conditions can be obtained from the office of the undersigned on any working day during office hour upto 30.09.2016 upto 5.00PM by paying Rs.200/-(non-refundable). The tender sent by post or courier shall be entertained only if these are actually received by the specified date and time. The tender document alongwith terms and conditions can also be down-loaded from the department website w.w.w.himachal.nic.in/transport. In such case, a separate DD of Rs.200/- shall have to be submitted with EMD.

The Quotations must be accompanied with an earnest money of **Rs. 10,000/- (Rupees Ten Thousand)** only in the shape of DD in favour of CEO-E Governance Society, Transport Department. The tenders without earnest money or short or not in form specified above will be rejected straightway.


Sd/—

Member Secretary,  
E-Governance Society,  
Transport Deptt. HP.

Dated: 19-09-2016

No. As above  
Copy to:-

1. The Programmer, Directorate of Transport to upload the advertisement in the website or the department.
2. Notice Board, Transport Department/DC Office/Municipal Corporation.

  
Member Secretary,  
E-Governance Society,  
Transport Deptt. HP.

**TERMS AND CONDITIONS FOR THE QUOTATIONS INVITED FOR THE OUTSOURCING OF PHOTOSTATE MACHINE.**

**A- TERMS AND CONDITIONS;-**

1	Place of work	Premises of Parivahan Bahawan Shimla-4
2	Nature of Job	Installation of Photocopier (High Speed Model)
3	Facilities to be provided by the Agency	a- Operator b- Xerox machine c- Photostat paper (as per sample/requirement) d- Toner
4	Facilities to be provided by the Department	A- Suitable space of 6'x8' will be provided in the office premises on the following conditions;- a- The rent will be charged @ Rs. 4000/- (Four thousand only) Per Month b- The electricity charges will be charged @ 1000/- (One thousand only) Fixed per month

**B- THE BID SHOULD INCLUDE THE FOLLOWING DETAIL;-**

- 1- Name of the firm with business address of the firm
- 2- The firm should not be blacklisted / terminated & debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary
- 3- Earnest money of Rs. 10,000/- (Ten thousand only) and another separate demand draft of Rs. 200/- (Two hundred only) towards non- refundable tender fee by way of demand draft drawn in favour of Chief executive Officer, E-Governance Society, Transport Department, H.P shall be deposited..
- 4- Successful bidder shall require to furnish Performance Security of Rs. 20,000- (Twenty thousand Only) in the form of FDR or Bank Guarantee duly hypothecated in favour of Chief executive Officer, E-Governance Society, Transport Department, H.P within 15 days after award of contract.
- 5- The L-1 shall be decided on the basis of lowest rates quoted by the bidder . The rates for providing photocopying should be submitted in ANNEXURE-1

**C- SCOPE OF WORK**

- 1- The firm is required to provide one new heavy duty photocopier machines of the latest models with duplex facilities having minimum speed of 55 copies per minute (along with purchase invoice of these machines).
- 2- The contractor shall have to keep machine in good functional condition along with sufficient quality of paper during all working days.
- 3- The firm/contractor shall provide an operator who should be available on all working hours between 10:00AM to 5:00 PM. The photocopy work will be completed on the same day. In

case of emergency, the operator will work beyond office hours or on holidays without any extra charges

- 4- Payment on account of photocopy work of the department/E-Governance Society will be made within one month from the date of receipt of the bill.
- 5- In case the firm/contractor fails to undertake the job, the same will be got done from the open market at the cost of firm/contractor and excess expenditure on this account will be recovered from the agency
- 6- All the consumables required like tonner, drum, spare parts and paper (not less than 75 GSM photocopy of J.K copier/Modi Xerox or any reputed brand) are to be provided by the contractor/bidder.
- 7- Maintenance of machine shall be contractor's scope of work.

#### **D- GENERAL TERMS AND CONDITIONS**

- 1- The contract will be awarded initially for two years which can be renewed on mutual consent subject to the satisfactory performance of contractor purely at the discretion of the CEO E- Governance Society. The Contractor has no right for renewal of the contract at his own.
- 2- The department has the right to terminate the contract in case of performance and the service rendered by the firm is found to be unsatisfactory, by giving a notice of 7 days.]
- 3- The earnest money of the unsuccessful tenderers will be released without any interest after finalization of the contract. EMD of the successful bidder will be released without interest only after firm submits Performance Security with the department.
- 4- The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender or in case successful bidder fails to accept the contract within the stipulated period. The EMD shall also stand forfeited in the event of premature withdrawal of the tender by any of the tenderers.
- 5- The department reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reason thereof.
- 6- The approved contractor shall have to undertake the work of the maintenance of the room himself with the prior approval of the CEO, E-Governance Society Transport Department. This will also include distemping, painting (once a year).The provided space should not be used for any other purpose and shall not be sublet to any other person.
- 7- Cleanliness work surrounding the areas of the room will be the responsibility of the contractor.
- 8- The contractor shall be responsible for making good of the loss to the property of the Directorate of Transport, HP Shimla / E-Governance Society of Transport Department, HP

the contractor, his employees, representative and he shall make good the loss as assessed by the competent authority failing which same will be recovered either from his dues or from security Deposit

- 9- All the statutory obligation and commitments such as EPF, Service tax, VAT, Minimum wages under labour Act and working hours etc. shall be the responsibility of the contractor and E-Governance Society and Transport department shall not own any responsibility in this regard.

Sd/-

Addl. Chief Executive officer  
E-Governance Society  
Transport Department H.P

ANNEXURE-1

Proforma for quoting Rates for photocoping work;-

Sr. No	Scope of work	Rates(A) (on one side of paper)	Rates(B) (on both side of paper)
1	A-4 per copy		
2	Legal Size per copy		

Note; - I hereby undertake to accept and abide all the terms & conditions of the tender documents.

Signature;  
Name with full address;

Note:-

The L-I shall be determined on the formula keeping in view of wrok load of photocoping in the Transport Department:-

65% rates for A4(A)+10% rates for A4(B)+20% rates for Legal size(A)+5% rates for Legal size(B)