

No. CT/Comp/E-Gov/Photocopier-06- 1688560
Directorate of Transport
Himachal Pradesh, Shimla - 4

Dated: Shimla, the 25th February, 2021



NOTICE INVITING TENDER

Quotation for Outsourcing Job of Photocopying

Sealed quotations are invited from reputed agencies/firms/individuals for the photocopying work on outsource basis at the premises of Directorate of Transport, at the Parivahan Bhawan, Shimla - 4, initially for a period of two years from the date of award of contract, extendable for a further period of three years, on year-to-year basis, depending upon satisfactory performance. The quotations/tenders/bids should reach the office of the undersigned on or before 22-03-2021 up to 12:00 PM, whereafter no tender/bid/quotation shall be entertained. The bid shall be opened on the same day at 3 pm in the presence of the prospective tenders who may wish to remain present.

The tender document containing specifications, terms and conditions can be obtained from the office of the undersigned on any working days during office hours between 10:00AM to 05:00 PM by paying ₹200/- (Rupees Two Hundred only) (non-refundable). The tender/quotation submitted by post or courier shall be considered, only if it is actually received before the specified date and time. The tender documents along with terms and conditions can also be downloaded from the department website www.himachal.nic.in/Transport/. In Such case, a separate DD of ₹200/- shall have to be submitted with EMD.

The quotation must be accompanied with an earnest money of ₹10,000/- (Rupees ten Thousand Only) in the shape of DD in favour of CEO, E-Gov. society, Transport Department. Tenders without earnest money or short or not in the form specified above will be rejected straightway.



Member Secretary
E-Governance Society
Transport Department, Shimla HP-4

PROFORMA

1. NAME OF THE FIRM/INDIVIDUAL :: _____
2. ADDRESS :: _____
3. IDENTITY PROOF :: _____
4. ADDRESS PROOF :: _____
5. PAN No. (copy to be enclosed) :: _____
6. GSTIN No. (if any, copy to be enclosed) :: _____
7. UNDERTAKINGS (to be enclosed) :: Non-Gratification+Non-blacklisting
8. PAST EXPERIENCE (if any, copy to be enclosed) :: _____
(similar job profile/ field only).

Performa for the quoting Rates for photocopying works:-

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

I hereby under take to accept and abide all the terms & Conditions of the tender documents.

Signature _____

Name _____

Note: - The L-1 shall be determined based on the following formula, keeping in view of the work load of the photocopying in the Transport department: -

“65% of rate quoted for A4(A) + 10 % of rate quoted for A4(B) + 20 % of rate quoted for legal Size (A) + 5% of rate quoted for Legal Size (B)”

**TERMS AND CONDITIONS FOR THE QUOTATIONS INVITED FOR THE OUTSOURCING OF
PHOTOSTATE WORK AT THE DIRECTORATE OF TRANSPORT**

A. JOB DESCRIPTION: -

1	Place of work	Premises of Parivahan Bhawan, Shimla-4
2	Nature of job	Photostat work of the Directorate of Transport, Himachal Pradesh, Parivahan Bhawan, Shimla - 171004.
3	Facilities to be provided by the Agency/Firm/ Individual	(i) Operator (ii) Xerox Machine / Photocopier (High Speed Model) (iii) Photostat paper (as per sample/requirement) (iv) Toner (v) Maintenance and upkeep of the allotted space
4	Facilities to be provided by the department	(i) Suitable space of 6' x 8' will be provided in the office premises on the following conditions: - (a) A fixed rent will be charged @ ₹4,000/- (Four Thousand only) per month. (b) Fixed electricity charges will be charged @ ₹1,000/- (Rupees One Thousand only) per Month). (c) The fixed rent and electricity charges for a given month should be deposited by the Contractor, on or before 10 th of that month, positively, failing which, a penalty of ₹50/- per day shall be charged for each day of delay.

B. TENDERING SCHEDULE: -

Date & Time of tender floating:	26/02/2021 at 2:00 PM
Availability of Tender Document (including Terms and Conditions):	e-Governance Cell, Directorate of Transport, Himachal Pradesh, Shimla - 171004 Or, Transport Department website, i.e. www.himachal.nic.in/Transport/
Period for availability of the tender document	26/02/2021 to 22.03.2021 up to 11:00 AM

Period for submission of tender along with cost of tender document, Earnest Money Deposit	w.e.f. 01/03/2021 to 22.03.2021 up to 12:00 PM Venue: Parivahan Bhawan, Directorate of Transport, Himachal Pradesh, Shimla (H.P.) - 4.
Date & Time for opening of Bids/Quotations: (Note: If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.)	22.03.2021 at 03:00 PM Venue: Parivahan Bhawan, Directorate of Transport, Himachal Pradesh, Shimla (H.P.) - 171004.

C. TENDER FEE, EARNEST MONEY & PERFORMANCE SECURITY: -

1) TENDER FEE :: ₹200/- (Rupees Two Hundred only) (non-refundable)

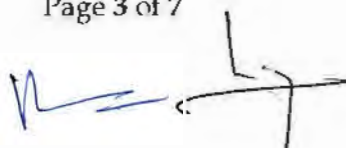
- (a) The tender document containing specifications, terms and conditions can be obtained from the office of the undersigned on any working days during office hours between 10:00AM to 05:00 PM by paying a tender fee of ₹200/- (non-refundable).
- (b) The tender document along with terms and conditions can also be down loaded from the department website w.w.w.himachal.nic.in/Transport. In such cases, a separate DD of ₹200/- in favour of Chief Executive Officer (CEO), E-Gov. society, Transport Department, shall have to be submitted with EMD.

2) EARNEST MONEY :: ₹10,000/- (Rupees Ten Thousand Only) (refundable)

- (a) The quotation/bid must be accompanied with an earnest money of ₹10,000/- (Rupees ten Thousand Only) in the shape of Accounts Payee Bank Draft (DD) in favour of Chief Executive Officer (CEO), E-Gov. society, Transport Department.
- (b) Tenders without earnest money or short or not in the form specified above will be rejected straightway.

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- (c) Earnest money of ₹10,000/- (Ten Thousand Only) and another separate demand draft of ₹200/- (Two Hundred only) towards nonrefundable tender fee by way of demand draft drawn in favour of Chief Executive Officer, E-Governance Society, Transport Department, HP shall be deposited.
- (d) The earnest money of the unsuccessful bidder shall be released without interest, after finalization of the contract.
- (e) The earnest money of the successful bidder shall be released without interest, only after the bidder executes contract and submits Performance Security with the E-governance Society.
- 3) PERFORMANCE SECURITY :: ₹20,000/- (Rupees Twenty Thousand only) (refundable)
- (a) Successful bidder shall have to furnish a Performance Security amounting to ₹20,000/- (Rupees Twenty Thousand only) in form of FDR or Bank Guarantee duly pledged/hypothecated in favour of the Chief Executive Officer, E-Governance Society, Transport Department, Himachal Pradesh, with in fifteen days (15 days) after award of the contract.
- (b) In the event of non-submission of the specified amount as Performance Security, within the allotted time frame, the contract so awarded shall be liable to be cancelled without further notice.
- (c) The aforementioned FDR/Bank Guarantee should be valid for a period of sixty days beyond the date of completion of the contract.
- (d) In case of extension of the Contract beyond the initial period of two years, the aforementioned FDR/Bank Guarantee, should have to be renewed and extended accordingly, as well.
- (e) The Performance Security shall be refunded to the bidder only after successful completion of the specified contract period.
- (f) Any lapse on part of the Contractor to abide by the terms and conditions of this tender document, or to provide services to the satisfaction of the Department could result in the termination of the contract and lapse of the performance security.



D. SCOPE OF WORK

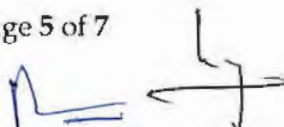
- 1) The firm/individual shall be required to provide one new heavy duty photocopier machines of the latest models with duplex printing facilities having a minimum speed of 55 copies per minute (along with purchase invoice of these machines).
- 2) The contractor shall have to keep the machine in good functional condition at all times. Maintenance of the machine shall be the contractor's scope of work.
- 3) The firm/contractor shall provide an operator who should be available on all working hours between 10:00AM to 05:00PM.
- 4) The photocopy work assigned on a given day should be completed on the same day. In case of exigencies, the operator will work beyond office hours or on holidays without any extra charges.
- 5) Payment on the account of the photocopy work of the department/E-Governance Society will be made on monthly basis, within one Month from date of receipt of the bill.
- 6) In case the firm/contractor fail to undertake the job, the same will be got done from the open market at the cost of firm/contractor and excess expenditure on that account will be recovered from the firm/contractor.
- 7) All the consumables required like toner, drum, spare parts and the paper (not less than 75 GSM photocopy of JK copier/Modi Xerox or any reputed brand) are to be provided by the contractor /firm.
- 8) The contractor shall maintain sufficient stock of the specified quality of the paper, and other consumables, on all the working days.

E. GENERAL TERMS AND CONDITIONS: -

- 1) Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 2) Firms/Individuals intending to participate in the bid should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions; otherwise, the tenders will be summarily rejected.



- 3) The bid should be complete in all respects, with all documents duly signed by authorized person.
- 4) The Bid Documents are not transferable and the cost of the tender is non-refundable under any circumstances.
- 5) The bid along with the Tender Fee (if not already paid), EMD, and other requisite supporting documents should be submitted in sealed envelopes only, addressed to "The CEO, e-Governance Society, Directorate of Transport, Himachal Pradesh, Shimla - 171004". The envelop should be duly superscripted "Quotation for the Photostat Work".
- 6) Open bids or unsigned bids shall be rejected out rightly.
- 7) LAST DATE OF SUBMISSION OF BID: The quotations/tenders/bids should reach the office of the undersigned on or before 20-03-2021 up to 12:00 PM, whereafter no tender/bid/quotation shall be entertained. The bid shall be opened on the same day at 3 pm in the presence of the prospective tenders who may wish to remain present.
- 8) The tender/quotation submitted by post or courier shall be considered, only if it is actually received before the specified date and time.
- 9) FORMAT: The proposed rates should be quoted strictly on the proforma prescribed at **Annexure-A**.
- 10) The rates quoted in the bid should be inclusive of all taxes.
- 11) Proper Name of the Firm/Individual with business address, should be mentioned in the quotation, along with supporting proof of Identity and Address.
- 12) The firm/individual should have a valid PAN Number and copy of the same should be enclosed along with the bid/quotation.
- 13) The firm should not be blacklisted /terminated & debarred in the past. The firm required to submit a declaration for the same with affidavit attested by notary.
- 14) SELECTION CRITERIA: The L-1 shall be determined based on the rates quoted by the bidder on Annexure-A, subject to fulfillment of other conditions, based on the formula keeping in view of the work load of the photocopying in the Transport department: -



"65% of rate quoted for A4(A) + 10 % of rate quoted for A4(B) + 20 % of rate quoted for legal Size (A) + 5% of rate quoted for Legal Size (B)".

- 15) The successful bidder shall have to provide the facilities mentioned at Clause A(3) read with Clause D, above, within the 10 day(s) after award of the contract.
- 16) The contract will be awarded initially for two years which can be renewed on up to 3 more year, on year-to-year basis mutual consent subject to the satisfactory performance of the contractor purely at the discretion of the CEO, E-Gov. Society. The Contractor has no right for renewal of the contract at his own.
- 17) The approved contractor shall have to undertake the work of the maintenance of the room himself with the prior approval of the CEO, E-gov Society, Transport department. This will also include distemping, painting (once in year). The provided space should not be used for any other purpose and shall not be sublet to any other person.
- 18) Cleanliness work surrounding the area of the room will be the responsibility of the contractor.
- 19) The contractor shall be responsible for making good of the loss of the properties of the Director of Transport, HP Shimla/E-Governance Society, if such loss or damage is due to negligence or willful act or omission of 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.
- 20) All the statutory obligations and commitments such as EPF, Service tax, VAT, minimum wages under labor Act and working hours etc. shall be the responsibility of the contractor and E-Gov. Society and transport Department shall not own any responsibilities in Regard.
- 21) NON-CARTEL FORMATION: The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the them from participating in other tenders floated or to be floated in by the Department/Society.
- 22) NON-GRATIFICATION CLAUSE: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted equipment. This will also debar the bidder from participating in other tenders floated or to be floated in by the Department/Society and suitable action will be initiated against such defaulters.



23) NON-BLACKLISTING CERTIFICATE: All the bidders will give an undertaking that they have not been blacklisted by any State / Central Government Departments/other organizations.

24) The CEO, e-Governance Society reserves the right to accept or reject any tender whole or in part thereof, without assigning /specifying any reason thereof.

25) The CEO, e-Governance Society also reserves the right to modify any or all of the conditions in the Tender document, prior to the date of submission of the Bid, by issuing an amendment in writing. Such amendments will be binding on all the bidders.

26) TERMINATION CLAUSE: The CEO, e-Governance Society without prejudice to any other remedy for breach of contract, by written 7 day notice of default sent to the contractor, terminate the contract in whole or in part thereof:

a) If the contractor fails to provide the facilities mentioned at Clause A(3) above, within the specified time-period,

OR

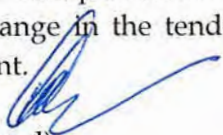
b) If the performance or the service rendered by the firm/contractor is found to be unsatisfactory.


OR

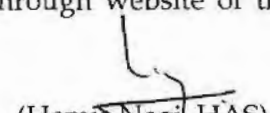
c) If the contractor fails to perform any other obligation(s) under the contract.

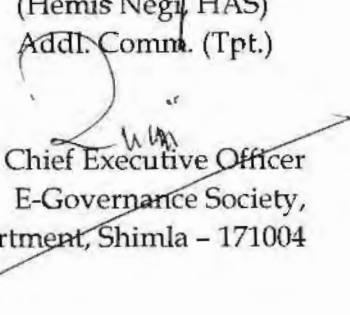
27) Any dispute related to the tender process or execution of the contract thereafter shall be settled by the CEO, E-Gov. Society, whose decision shall be binding on all parties.

NOTE:- BIDDER must go through these terms and conditions very carefully and put his signature along with stamp in token of acceptance of these terms and conditions. It shall also be noted that any further change in the tender documents shall be intimated/published only through website of this Department.


(Kesar Chand)
Asstt. Comm. (Tech.)


(Rigzin Dorje Negi, HIFAS)
Assistant Controller (F&A)


(Hemis Negi, HAS)
Addl. Comm. (Tpt.)


Addl. Chief Executive Officer
E-Governance Society,
Transport Department, Shimla - 171004



