

TENDER FOR OUTSOURCE
PHOTOCOPIER WORK IN VARIOUS
OFFICES OF CBSE IN DELHI/NCR



CENTRAL BOARD OF SECONDARY EDUCATION

“SHIKSHA KENDRA” 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092

DOCUMENT CONTROL SHEET

1.	Name of Organization	Central Board of Secondary Education
2.	Scope of Work	Outsource photocopier Work at CBSE, Preet Vihar, Delhi – 110092.
3.	Tender Type	Limited
4.	Tender Category	Service
5.	Tender document download start date	20.09.2017
6.	Tender document download end date	05.10.2017 by 02:30 PM
7.	Bid validity	90 days beyond the closing date of tender
8.	Location of work	Shiksha Kendra-2, Community centre, Preet Vihar – 110092
9.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs. 1,000/- in favour of "Secretary, CBSE" or Electronic Fund Transfer. (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch,New Delhi)
10.	Earnest money deposit (EMD)	Rs. 35,000/- in favour of "Secretary, CBSE" in the form of account payee demand draft, fixed deposit receipt, banker's cheque or bank guarantee from any commercial bank or Electronic Fund Transfer.
11.	Date of Pre Bid Meeting	29.09.2017 at 03:00 PM at 3 rd Floor, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi -110092.
12.	Last date and time for submission of Bids	upto 02:30 p.m on 05.10.2017
13.	Date and time of opening of technical bids	at 03:00 p.m on 05.10.2017
14.	Tender should be addressed to	Secretary, CBSE, "Shiksha Kendra", 2, Community Centre, Preet Vihar – 110092.
15.	Address for communication	Joint Secretary(A&L), CBSE, "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi – 110092
16.	Period of completion of work	As per terms & conditions of tender and Award letter
17.	Validity of contract/rates	Up to one year from date of award & can be extended for another two years on satisfactory performance on same terms & conditions.

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Instructions to Bidders

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids.

Pre Bid Meeting

A pre-bid meeting would be held on 29.09.2017 at 15:00 hrs at 3rd Floor, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-92. All prospective bidders may attend the meeting to clarify doubts. The bidders can also seek clarification on email id- asadm@cbse.gov.in.

In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through CBSE website www.cbse.nic.in and CPP Portal.

TENDER NOTICE

S.No	Tender No. / Brief description of the Product	Contact Person
01	<p>Central Board of Secondary Education invites Sealed Tender in two bid system i.e, Technical and Financial from registered/ reputed agencies/firms for outsource photocopier work at CBSE HQ, Preet Vihar, Delhi. Interested agencies/ firms are requested to quote their competitive rates in the attached performa at Annexure II. The reputed firms/agencies may download the Tender Form from the CBSE website i.e. www.cbse.nic.in Or CPP Portal. The bids must be kept in two separate envelopes superscribed as "Technical Bid" and "Financial Bid" and both the bids must be kept in one envelope superscribed as "COMPREHENSIVE BID FOR OUTSOURCE PHOTOCOPIER WORK IN VARIOUS OFFICE OF CBSE IN DELHI/NCR". The Tender can be dropped in the Tender box kept at Ground Floor of this office. Incomplete, conditional or those received without EMD and after due date and time shall be summarily rejected. The Board reserves the right to cancel any or all tenders without assigning any reason thereof.</p>	<p>Assistant Secretary (Administration-II) Ph No - 011-22500029 Email – asadm@cbse.gov.in</p> <p>Central Board of Secondary Education "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi – 110092.</p>

IMPORTANT DATE & TIME

Last date for submission of the Tender Document	05.10.2017 by 02:30 pm.
Date of opening of the Tender	05.10.2017 at 03:00 PM in the presence of the bidders, who may like to be present.

Yours faithfully,

JOINT SECRETARY (A&L)

INFORMATION ON TENDER FEE AND EARNEST MONEY DEPOSIT

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 1,000/- in shape of Demand Draft of Nationalized/Scheduled commercial bank shall be submitted in favour of the "Secretary, CBSE" payable at Delhi or could be paid through Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch, New Delhi).
- 2) Earnest money deposit (EMD) of Rs. 35,000/- in shape of Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi from any Nationalized/Scheduled Commercial Bank should be submitted along with the tender document.
- 3) Both the Tender Fee and Earnest Money deposit will be submitted in sealed cover prominently marked as "Tender Fee and EMD for Tender for Outsource Photocopier Work" for the year 2017-18 to CBSE offices in Delhi/NCR.
- 4) No exemption from submission of Tender Fee and EMD is allowed. However, the Bidders who are registered with NSIC/DGS&D or concerned ministry or department shall be exempt from depositing EMD. In the absence of valid certificate from NSIC, such tenders shall be rejected straightway. The bidders claiming the exemption from furnishing the Tender Fee or EMD must submit the supported documents duly attested as per the Tender Notice in sealed envelope subper-scribing "Request for consideration for exemption from furnishing the Tender Fee and EMD" to Secretary, CBSE.
- 5) The bidders should write the name of their organization on the backside of the Demand Draft.
- 6) Bids without Tender Fee and EMD shall be rejected.
- 7) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalisation of technical bids.
- 8) Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.

PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE

The successful bidders shall submit performance security deposit of Rs. 1,00,000/- in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

Qualifying/ Eligibility Requirements for Bidding
(To be supported by documentary evidences)

1. Details of past experience of providing similar services in Ministries/ Departments/Universities/ PSUs during the last 03 years must be attached.
2. The agencies should submit certified copy of the PAN card, Copy of Sales Tax/VAT Registration Certificate/ GST certificates.
3. The agency should have a registered office/ establishment in Delhi/NCR.
4. The agency should submit the proof of average annual turnover of Rs. 2,00,000/- (per year) for last three financial years (along with documentary proof).
5. The agency should submit an affidavit that it has not been black listed by any Government / Autonomous/ Examining Bodies.
6. The photocopy machine to be installed at the Board for photocopying works should not be more than one year old and the agency will provide a proof of the purchase order of the machine to be installed in order to verify the model/ year.

A. TERMS AND CONDITIONS

1. Tenderers will have to deposit Earnest Money of Rs. 35,000/- (Rupees Thirty Five Thousand Only) with the Tender in the form of Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee in favour of "The Secretary CBSE, Delhi" or through Electronic Fund Transfer **(A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi)** and enclose a copy of acknowledgement with the Tender Form before its submission. EMD will be returned to the unsuccessful Tenderers soon after the order is placed. In case the Tenderer(s) fails to complete the supply according to terms of the order, the amount of EMD shall be forfeited.
2. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Security Counter at Ground Floor upto 02:30 PM on or before 05.10.2017. Incomplete tender or those without EMD will be rejected. Tenders will be opened at 03:00 PM on the same day by the duly authorized officer in the presence of all such bidders who may wish to be present. Tender received after due date and time will not be accepted. The sealed envelope should contain the rates quoted (duly typed) by the firm in the Performa as above and shall be superscribed "TENDER FOR OUTSOURCE PHOTOCOPIER WORK".
3. No Tender without EMD will be entertained. Prices quoted should be inclusive of all taxes and charges. No other charges/ taxes will be paid by the CBSE during pendency of the contract/supply. The rate per copy should be specified separately for single side/both sides respectively in the prescribed performa.
4. No Transport charges or any other charges will be paid by the office.
5. The number of machines can be increased/ decreased depending on the requirement of the office and execution of the work has to be ensured in an uninterrupted manner and for this, standby arrangement will be made by the agency. The machine must be installed maximum within a week of issue of Work Order.
6. It will be the responsibility of the contracted firm to install/provide stand by machine to ensure that the photocopy work in the office goes on smoothly to avoid any interruption in execution or work, failing which, a penalty of Rs. 500/- per day will be imposed. Besides that, expenditure incurred for the photocopying work done from the market will also be deducted from the pending bills/ performance security of the firm.
7. The Board reserves the right to accept or reject partly/ wholly any or all the tender(s) without assigning any reason.
8. The Rate Contract shall be valid for a period of three years from the date mentioned in the notification of the rate contract/work. However, the award of the contract, subject to satisfactory services, will be made, on year to year basis for a maximum period of 03 years on mutually agreed Terms and Conditions.
9. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/ regulations change. Hence, the firms who can give valid price for three year need only apply.
10. The Board reserves the right to enter into parallel rate contract for similar work during the period of rate contract with one or more parties. However, the Board will also reserve the right to negotiate with the agency/ agencies regarding the rates they quote in the bid.
11. The rate contract can be terminated at any time by giving one month's notice by either party.
12. The Board reserves the right to examine the machine/ material used to complete the work for their quality, if it so desires.

13. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Breach of this clause is liable to attract stringent action under the provision of Official Secret Act and contract of the firm is also liable to be terminated without further notice besides forfeiture of the EMD/ Performance Security and pending bills.
14. The Board will provide only electricity connection and space. The Board will extend no other facility to the agency.
15. The average photocopies per month will be around 30,000. However, there will be no minimum/ maximum workload commitment from the Board. The quantum of work may vary from time to time. Good quality of A-4 size and A-3 size paper (at least 75 GSM) must be used for photocopying work.
16. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/NCR.
17. If the firm/ agency fails to provide their service after issuance of Work Order or raises any objection/ condition, any financial loss borne by the Board due to delaying of the work by the agency or managing the work from some other agency shall be recovered from the defaulter agency/ firm.
18. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
19. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 19 have been read by me/us and are acceptable to me/us.

**(SIGNATURE OF THE TENDERER)
(SEAL WITH COMPLETE ADDRESS)**

B. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at CBSE Office.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

Technical Bid

1.	ABOUT THE FIRM	
	a) Name and Address of the firm:	
	b) Telephone No.:	
	c) Type of firm (Proprietary/ Company under Companies Act/Govt. Undertaking)	
	d) Registration No. & year of Regn. (with Documentary evidence)	
	e) Organization to whom the Agency has been registered with	
	f) Name of the proprietor / partners / Director	

2.	PAST EXPERIENCE (PREFERABLY FOR LAST FIVE YEARS)		
	Year	Name of the Board/University/ Educational organization	Details of work executed (with proof)**
	2014		
	2015		
	2016		

3. Has the firm ever been debarred / black listed by any organization? If 'YES' the details thereof:

4. Details of Annual Average Turnover of last three financial years:-

2014-2015	
2015-2016	
2016-2017	

5. CLIENTS OF THE FIRM (Attach Proof):

- (a) Govt. Deptt/ Ministries YES/NO _____
- (b) M.N.C YES/NO _____
- (c) Public Sector Undertaking YES/NO _____
- (d) Private Sector YES/NO _____

(d) PERSONNEL: Number of employees

Technical : _____

Non-Technical : _____

8. SALES TAX NO.: _____

Note: Please attach a list of clients as per above categorization indicating what services were rendered, for how long and name of the contract persons with telephones Nos.

9. Earnest Money details Bank Draft:
a. Bank Draft No. _____ Date _____ for Rs. _____/- and name of Drawee Bank _

OR

b. Details of Banker's Cheque/Bank Guarantee from any commercial Bank/FDR

10. PAN/TIN No/ GST Registration No _____

11. Machine Model No and Make : _____

The terms and Conditions of the tender are acceptable to me/us.

Authorized Signatory
(With Full name and designation)

Seal:
Mobile No:
Phone No :
Fax No :

Financial Bid

1. Rate , inclusive of all taxes:-

S.N	Particulars	Rate per copy inclusive of cost of Paper & Manpower			Rate per copy inclusive of cost of Paper & Manpower		
		1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year
1.	Single side photocopy on one page						
2.	Photocopy on back to back side on one page						

I/We hereby undertaken to accept and abide all the terms and conditions of the tender document.

Signature _____

Name & address with seal & Date

Phone (O) _____ (M)

Note:

1. For evaluating the bids, average price for the three years will be considered i.e,

$$\frac{1^{\text{st}} \text{ Year Price} + 2^{\text{nd}} \text{ Year Price} + 3^{\text{rd}} \text{ Year Price}}{3} = \text{Average Price}$$

2. However, payment will be applicable on the basis of price for respective year, on year to year basis.