

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	30-05-2025 11:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	30-05-2025 11:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	90 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Communications
<b>Department Name/विभाग का नाम</b>	Department Of Telecommunications (dot)
<b>Organisation Name/संगठन का नाम</b>	Iti Limited
<b>Office Name/कार्यालय का नाम</b>	Naini
<b>क्रेता ईमेल/Buyer Email</b>	con3.il.up@gembuyer.in
<b>Item Category/मद केटेगरी</b>	Printing and Photocopying Service - Photocopying; Onsite; 6; 1; With Operator; Paper to be provided by service provider; A4 (21.0 x 29.7); 65-75; JK Copier; Monochrome
<b>Contract Period/अनुबंध अवधि</b>	2 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	2 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	1 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,OEM Authorization Certificate *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी	Yes
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days
Estimated Bid Value/अनुमानित बिड मूल्य	180000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	25

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

ITI NAINI UNIT  
Naini, Department of Telecommunications (DOT), ITI Limited, Ministry of Communications  
(Iti Ltd.)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Payment Terms:** [1746787838.pdf](#)

**Details of spiral binding, if required:** [1746788805.pdf](#)

**Printing And Photocopying Service - Photocopying; Onsite; 6; 1; With Operator; Paper To Be Provided By Service Provider; A4 (21.0 X 29.7); 65-75; JK Copier; Monochrome ( 5000 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Service Required	Photocopying
Installation of Machine	Onsite
Number of Working Days in a week	6

Specification	Values
Shift for Operating Machine	1
Operator	With Operator
Paper	Paper to be provided by service provider
Size of Paper( In CM)	A4 (21.0 x 29.7)
Paper Thickness in GSM	65-75
Brand of Paper	JK Copier
Colour Type	Monochrome
Capacity of the machine for dispensing the pages per day	500-1000
Resolution (DPI)	150
Age of Machine	1 year to 2 years
Buyer will pay for Electricity Bill	Yes
Cartridge	To be provided by Service Provider
<b>Addon(s)/एडऑन</b>	
Spiral Binding Required	Yes

**Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details**

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट
100%	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Estimated Number of Pages per month	Additional Requirement/अतिरिक्त आवश्यकता
1	Mohammad Adil	211010,Mirzapur Road Naini	5000	<ul style="list-style-type: none"> <li>Number of bunches/booklets to be spiral binded : 100</li> <li>Number of months within contract period : 24</li> </ul>

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to

such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

ITI LTD., NAINI PLANT, CENTRAL PURCHASE, NAINI, ALLAHABAD – 211010.  
PH. 0532-2682273, 2682550 FAX: 0532-2686008, 2687345, EMAIL: enqcellx\_nni@itiltd.co.in  
OUR WEBSITE: <https://www.itiltd.in>  
Govt. of India Web Site: <http://tenders.gov.in>  
SUB: TENDER ENQUIRY NO.: NPE5E0004 for Photocopying Job Contract DT. : 09.05.2025

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S.No.	Item Code	Description	Qty.
1.	NIL	Providing Photocopy Machine (Digital Xerox) for Job Contract As per Terms and Conditions Enclosed	01 No.

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### **Instruction of Submission Tenders:**

1. The offer must be submitted through GeM Portal Only.
  2. The price should be quoted for at least 2 years from the date of work Order. Otherwise they will not be admitted later.
  3. ITI reserves the right to split quantity/ services ordered at rates accepted by L1 bidder to meet the Supply Schedule / maintain uninterrupted services or in view of capacity of L1 bidder.
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4. Applicable GST Tariff & compliances will over rule Sl. 5,6&17 in Annexure -I
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**DUE DATE FOR SUBMISSION OF OFFER: 30.05.2025 UPTO 11.00 AM.**

**OFFER OPENING DATE: 30.05.2025 AT 11.30 AM.**

TERMS & CONDITIONS: As per enclosure.

NOTE: For any further details if required pl. contact at our E-mail: enqcellx\_nni@itiltd.co.in

### **STANDARD INFORMATION**

1. Tender Title: **Photocopying Job Contract**
2. Tender Ref. No. **NPE5E0004**
3. Product category: Miscellaneous.
4. Product sub category: **Service Contract**
5. Tender Value: **NIL (AS PER WORK BASIS)**
6. Tender EMD: **5000.00**
7. Tender Document cost: **NIL**
8. Tender Type: **Service Contract**
9. Location: ITI NAINI
10. First Announcement date/time: **09.05.2025**
11. Last date/time of document collection: N/A
12. Last date/time for submission: **30.05.2025 UP TO 11.00AM**
13. Opening date/time: **30.05.2025 AT 11.30AM**
14. Work description: PURCHASE - X
15. Pre- qualification: N/A

Purchase Officer (Enquiry Cell)  
ITI LTD., NAINI, ALLAHABAD – 211010.

**Government e-Procurement System**  
**Tender Input Form-CPPP**  
**(For ePublishing)**  
**TENDER INPUT FORM**

**(A) Basic details:**

1	<b>Tender Reference No. / Tender ID *</b>	NPE5E0004
2	<b>Tender Type *</b> (Open / Limited / EOI / Auction/ Single)	Open
3	<b>Form of Contract *</b> (Buy / Supply / Piece Work / Lump-sum / Multi Stage / Fixed Rate / Turn-key / Works / Sale / Item Rate / Rate Contract)	Service Contract
4	<b>No. of Covers *</b> (1 / 2 / 3 / 4)	2
5	<b>Tender Category *</b> (Goods / Services / Works)	Services
6	<b>Account Type Head *</b> (State Government Funded / <b>Central Government Funded</b> / Others)	Central Government
7	<b>No of Bid Openers</b> (2 of 2)	(1 of 1)
8	<b>Payment Mode *</b> (Offline / <b>Online</b> )	Off Line
8a	<b>If Offline :</b> <b>As Per Tender Document</b> , Not Applicable <b>DD</b> -Demand Draft, <b>BG</b> -Bank Guarantee <b>BC</b> -Bankers Cheque, <b>SS</b> -Small Savings Instrument ACG-67 Receipts, Personal Cheque , <b>FDR</b> , RTGS / ECS / NEFT/	As Per Tender Document

**(B) Cover details:**

	<b>No. of Covers</b>	<b>Cover Type</b>	<b>Contents</b>
1	<b>Single Cover</b> (Fee/Prequal/Technical/Financial)	N/A	N/A
2	<b>Two Covers</b> (a) Fee/Prequal/Technical (b) Financial	N/A	N/A
3	<b>Three Covers</b> (a) Fee (b) Prequal/Technical (c) Financial	N/A	N/A
4	<b>Four Covers</b> (a) Fee (b) Prequal (c) Technical (d) Financial	N/A	N/A

**(C) NIT Document (Attached files should be in Word and Excel only)**

S No.	File Name	Document Description	Type	Size
1	<b>NPE5E0004</b>	<b>NIT</b>	Word/excel	

**(D) Work / Item Details:**

1	<b>Work / Item Title *</b>	Photocopying Job Contract
2	<b>Work / Item Description *</b>	As per Tender
3	<b>Pre-qualification Details</b>	As per Tender
4	<b>Product Category *</b> (select from the provided list only)	Miscellaneous
4a	<b>Product Sub Category *</b>	
5	<b>Contract Type *</b> (Tender / Empanelment / Rate Contract)	Tender
6	<b>Tender Value *</b> (INR)	
7	<b>Bid Validity days *</b> (120 / 90 / 60 /30) If other, specify	90 days
8	<b>Calendar Completion / Delivery Period in Days</b>	120 days
9	<b>Location Detail of Work / services / items *</b>	ITI Ltd, Naini Unit, Mirzapur Road, Naini, Allahabad
10	<b>Pin code</b>	211010
11	<b>Pre Bid Meeting *</b> (Yes / No), If Pre Bid Meeting is Yes	No.
11a	<b>Pre Bid Meeting Place *</b>	
11b	<b>Pre Bid Meeting Address *</b>	
12	<b>Bid Opening Place *</b>	ITI Ltd, Naini Unit, Mirzapur Road, Naini, Allahabad



13	<b>Tenderer Class</b> * (As per tender document / NA)	As per Tender Document
14	<b>Inviting Officer</b> *	Purchase Officer (Enquiry Cell)
15	<b>Inviting Officer Address</b> with Phone and email: *	MM Department, ITI Ltd, Naini Unit, Mirzapur Road, Naini, Allahabad Ph. 0532 -2687379/ <b>MOB:6392704089/7007462166</b>

**(E) Fee Details:**

1	<b>Tender Charges:</b>	N/A
1(a)	Tender Fee	
1(b)	Processing Fee	
1(c)	Surcharges	
1(d)	Other Charges	
1(e)	Tender Charges Payable To *	
1(f)	Tender Charges Payable At *	
2	<b>EMD Fee details:</b>	
2(a)	EMD Fee (Fixed / Percentage)	Fixed
2(b)	If EMD Fee is Fixed then EMD Amount: If EMD Fee is Percentage then EMD Percentage %	Rs. 5000.00
2(c)	EMD Exemption Allowed (Full / Partial / None)	
2(d)	If EMD Exemption Allowed is Partial, then EMD Exemption Percentage %	As per norms
2(e)	EMD Fee Payable To *	ITI Ltd.
2(f)	EMD Fee Payable At *	Naini, Allahabad

**(F) Critical Dates:**

Sl No		Dates (DD/MM/YY)	
1	Publishing Date	09.05.2025	16:00
2	Document Sale / <b>Download</b> Start Date		
3	Document Sale / <b>Download</b> End Date	30.05.2025	11:00
4	Seek Clarification Start Date	---	
5	Seek Clarification End Date	---	
6	Pre Bid Meeting Date	---	
7	Bid Submission Start Date	09.05.2025	17:00
8	Bid Submission End Date	30.05.2025	11:00
9	Bid Opening Date	30.05.2025	11:30

**(G) Uploading the Tender documents ;( only pdf, jpg, xls & rar files allowed)**

S No	File Name	Document Description (NIT / Tender / BOQ / Additional )	File Type	Size
1				
2				
3				
4				
5				

Note: Pl. use some prefix to the **file name** which can indicate the category it belongs to. e.g.  
NIT\_XXXXX / Tender\_XXXXX / BOQ\_XXXXX / Addl\_XXXXX, where XXXXX is 'Actual file name'

Prepared by: AM (IMM)

Approved by: AGM (IMM & S)

(Mobile.) 7007462166/6392704089

(Phone No.) 0532 -2687379

## **SPECIFIC TERMS AND CONDITIONS FOR PROCURMENT OF PHOTOCOPYING SERVICES**

1. The machines are required for day to day photocopying needs of size A-4 Single side, A-4 Double Side, A-3 Single side and A-3 Double side and Legal size paper.
2. Service Supplier has to provide the one machine along with all back up supports like spares, consumables, drum, operator and paper (JK or some reputed brand). ITI will provide only the space and electricity free of charge.
3. The Service supplier has to provide the authorised produced photocopies by his own operator deputed on the machines. Details of deputed/staff will be provided. The document master only will be provided by ITI representative.
4. ITI will take 01 (one) digital Xerox machines to meet the Xerox/Photo copy requirement. Quantity may be changed as per requirement.
5. No advance money will be paid for this contract.
6. The average load may be approx. 5000 copies per machine per month. However ITI will not provide any guarantee for minimum and maximum load Based on the nos. of the photocopies taken in a month on the machines the bill are to be submitted to ITI which will be paid in about 30 days from the date of submission of bills.
7. The supplier has to provide
  - Digital Photocopy Machines
  - Year of Manufacture of the machine should not be older than 2 years.
  - Reduction / enlargement facility is compulsory
8. ITI will not take any responsibility for any damage on the machines during normal course of operation. Vendors may arrange for insurance cover themselves.
9. 70-75 GSM photocopy paper should be used for photo copying. Use of maplitho paper is not permitted.
10. If machines go faulty due to failure of some spares parts or due to other reasons, the maximum time to repair will be two days. Penalty of Rs. 200/- per day per machine will be levied in case the machine is not repaired within two days.
11. Payment will be on per copy basis for size A-4 Single side, A-4 Double Side, A-3 Single side, A-3 Double side & Legal size single and double side.
12. The payment will be made strictly on the basis of copies taken and no payment for idle time.
13. The present contract will be for two years. Contract time may be extended for one more year depending on the satisfactory performance of vender on same terms and conditions qualified bidder will have to sign the contract.
14. The rate will be firm till the tenure of the contract.
15. **Bidder has to quote their rates in the given format only. Rate quoted in other format is not acceptable and bids will be summarily rejected.**
16. Both parties can terminate contract by giving three months notice. However ITI reserves the right to terminate the contract at any time on poor performance.
17. All disputes arising out of and in connection with the agreement shall be settled through the forum of arbitration under arbitration and conciliation Act 1996. The arbitrator shall be appointed by the Head of the Naini unit. The decision of arbitrator shall be final and binding on the both parties to this agreement.
18. All suits shall be instituted in a court of competent jurisdiction at Allahabad only.
19. Requisition slip (Printed) has to be made available by photocopier.
20. The quality of photocopy has to be maintained to our satisfaction.

Cont..2..

21. An agreement has to be signed within 15 days from the award of job order on Rs. 100/ non judicial stamp paper.
22. Photocopier shall be abide by all conditions related to factories acts and labour laws or any other govt. rules related to the services of their employees or the photocopying services.
23. Penalty clause: - If operator's quality of the services is not found suitable by ITI, ITI may impose a penalty up to 5% on the value of monthly bill on the recommendation of the Photocopy user department in ITI.
24. The EMD amount is Rs. 5000/- to be submitted along with your quotation. This will be converted into security deposit till the validity of the agreement. And further security deposit will be deducted @ 5% on the running bill basis after adjustment of above Rs. 5000/-. No interest shall be payable on security deposit amount.
25. Commercial evaluation will be on the basis of basic rates where as GST should also be disclosed by party as given in format.
26. Vendors should submit following documents along with techno commercial bid;
  1. PAN no of firm / owner.
  2. GST registration certificate.

#### **FORMAT FOR QUTOTING THE RATES**

<b>SL</b>	<b>ITEM</b>	<b>Basic Rate in Rs.</b>	<b>GST/Levies</b>	<b>Rate per copy in Rs. (All inclusive)</b>
<b>01</b>	<b>A-4 Single side</b>			
<b>02</b>	<b>A-4 Double Side</b>			
<b>03</b>	<b>A-3 Single side</b>			
<b>04</b>	<b>A-3 Double side</b>			
<b>05</b>	<b>Legal size Single</b>			
<b>06</b>	<b>Legal size Double</b>			
<b>Total (In Rs.)</b>				

**Signature & Seal of the Tenderer**



**ITI LIMITED:**

**CIN NO. L32202KA1950GOI000640**

Annexure - I

Form No.:XPR14/M2/0995/24

**TERMS AND CONDITIONS FOR SUBMISSION OF TENDER (Inland)**

ENCLOSURE TO ENQUIRY NO -----

**1 SUBMISSION OF TENDERS:**

A. This is only an enquiry to quote and not an order. This enquiry is not transferable.

B. Tenders must be submitted through GeM portal only and should be addressed to:

Enquiry Cell,  
IMM department,  
Mirzapur Road,  
ITI, Ltd. Naini'  
Allahabad – 211010.

D. The party may indicate whether they fall under purview of MSME Act 2006 and if so the certified copy of relevant registration certificate as a proof may be submitted along with the tender bid.

E. In case such certificate is not produced at the time of bid party will not be considered to be falling under this category.

**NOTE:**

a. Tenders should reach us on or before the due date and due time.

b. Separate envelopes should be used for each enquiry.

c. Please send your offer in a sealed envelope. Offer should have commercial condition and technical details.

d. The validity of offer should be for a minimum period of 90 days from the opening date of tender.

**2 OPENING OF TENDERS:**

Tenders against enquiries will be opened in the presence of the tenderer / authorised representative on THE DUE DATE OF THE TENDER itself / the next working day i.e., on .....At 11.00 Hrs.(INDIAN STANDARD TIME).

**3 LATE OFFERS:**

Open tenders (not super scribed with our enquiry No... and Due date on the face of envelop) and / or tenders/FAX/E-mail which are received late are liable for rejection.

**NOTE:**

a. Send your quote well in advance of due date to avoid postal / courier delay.

b. If you are not in a position to quote, for any reason please communicate the same without fail to enable us to keep you on our vendor list.

c. Please indicate the Sl. No. and Code/Description exactly as per our enquiry. Any substitute or alternate code quoted should be clearly stated. In case the item quoted is under obsolescence, the same may be indicated with best last date of P.O. and supply feasibility.

**4 PRICES:**

a. ITI is planning to have long term tie up with limited vendors, who can keep up good quality, prompt delivery and lowest cost hence you may quote in such a way that a long term relationship is possible.

b. Prices must be per unit as called for in the enquiry and should be on F.O.R. ITI Works basis only and inclusive of insurance charges. In such an event while tabulating the offers, insurance is not to be reckoned and should include weather proof packing adequate to withstand transshipment damages. Local supplier's offers should be on F.O.R. delivery at our Stores in our Plant.

c. ITI, under normal circumstances, may not negotiate for the price. We may also short list only two to three suppliers for ordering. Hence you are requested to quote your best price in the original quotation itself.

d. Any counter terms and conditions are not binding on us unless we agree to the same in writing.

e. In case of an order on you, the ordered rate should be firm till the completion of the order. In case where the market prices of your inputs are fluctuating too frequently, you shall clearly define price variation clause. Please note that any variation in price up to 5% due to variation in FE / statutory levies will be absorbed by the supplier. However, for variation beyond 5% due to variation in FE / statutory levies, the burden of price increase / advantage of price decrease will be shared equally between ITI and the supplier.

f. Vendors should deliver the material to ITI-Stores in Naini Plant irrespective of whether they are Bangalore based or

from outstation. Out station vendors can make use of their local representative/ Courier Service / Surface transport on door delivery basis to deliver the material at ITI-STORES. ITI will not take the responsibility of clearing the goods from the carriers godown / office / railway station / airport etc.

g. In case of supply of imported items by local dealers proof of import should be provided. Prices quoted should indicate clearly the Modvat relief (by way of C.V.D.), being passed on to ITI and supplier should furnish regular invoice indicating rate and amount of duty that is passed on which should be proportionate to the material sold to ITI from the relevant imported consignment covered under this appropriate Bill of Entry.

#### **5 STATUTORY LEVIES:**

a. All applicable statutory levies like Sales Tax, Excise Duty etc., should be separately indicated with the current rate applicable, otherwise rate quoted will be deemed as inclusive of taxes / levies. Vague terms like "As applicable at the time of supply" should be avoided. Apart from Statutory levies other charges like handling, P and F etc., will not be paid by us.

b. In case of sales tax exempted delivery, authorisation letter from the competent authority should be enclosed along with the quote.

c. In case of your absorbing the sales tax portion, the same be specified clearly in the quotation itself and not after the tender opening, which otherwise will be treated as post-tender correction and would disqualify your quote.

d. In case of statutory levies like Sales Tax, Excise Duty, Surcharge etc., are modified, the same has to be intimated to ITI immediately.

#### **6 MODVAT RELIEF:**

a. We are eligible to avail the credit of Excise Duty paid on items procured for manufacturing Tele-communication equipments under MODVAT RELIEF scheme. Hence "Invoice Cum Gate Pass" in original for payment, and transporter copy duly marked and authenticated is to be produced along with the consignment. In case of your failing to adhere to this instruction, no ED will be reimbursed by us.

b. Invoices should be in the prescribed form and have all particulars as per the Central Excise Rules and notifications as amended from time to time, particularly Assessor code, Range Division, rate and amount of duty debited and debit particulars.

c. Agents/Distributors, on whom an order is placed should also produce Invoice Cum Gate Pass as per the procedure laid down by Central Excise Rules and notifications issued from time to time. They should get registered with Central Excise authorities where ED is being passed on.

#### **7. TERMS OF PAYMENTS:**

a. Payment will be made for the accepted quantity only, quote your lowest rate separately for the following payment terms :

ITI prefers long credit period. For any variation in payment terms quoted by different Vendors, loading in the comparative statement will be made suitably.

b. NO PAYMENT WILL BE MADE FOR THE REJECTED QUANTITY.

c. Rates as per Normal Terms of Payment (NTP) i.e. 60 days credit from the date of receipt of material.

d. In case you fall under MSME category, please mention the same in all your quotations/invoices indicating also the certificate number.

#### **8. INSPECTION:**

a. ITI reserves the right to restrict the ordering to 2 or 3 vendors who are capable of meeting the Quality, Delivery and Cost requirements. Preference will be given to the vendors with maintained and proven Quality Assurance Systems.

b. We are planning to reduce inspection time with self certification scheme for the vendors who keep up good quality leading to "ship to stock system".

c. Inspection of the material at our works will be final. ITI reserves the right to inspect the material at any other standard testing centre authorised by us.

d. We or our representative including our customer may if required preliminarily inspect the product at vendor's premises. Such verification shall not absolve the vendor of the responsibility to provide the acceptable product nor shall preclude subsequent rejection during the final inspection at our works. It is the responsibility of every vendor to ensure that only the inspected materials confirming to our specifications/drawings/requirements are supplied.

e. The supplies shall be from the latest batch of production. Batch Number should be indicated on the components / packet / test certificate and accompanying delivery challan / test certificate.

f. Test Certificate / check list should accompany each supply consignments without test certificate are liable for rejection. Rejected material should be collected immediately (within 30 days) after our intimation by giving two days prior notice for completing the necessary EXCISE FORMALITIES. You should make arrangements to collect the material either personally, or through your authorised representatives. ITI does not take any

responsibility to send the material back to you. After 90 days from the date of rejection intimation to you the material will be scrapped at your risk if not collected.

#### 9. SAMPLE:

Those tenderers who have not supplied the material against any of our earlier orders, should submit FREE SAMPLES clearly indicating enquiry reference. Free samples along with your offer are preferable. In case of a Purchase Order on you, bulk supply should commence only after approval of samples.

#### 10 WARRANTY:

Please note that we are an ISO 9001:2008 accredited company. All our equipments / systems have a warranty of 18 months from the date of despatch to our customer. Hence the warranty of your products should be for a minimum period of 24 months from the date of supply. Within this warranty period, if any of your component /subsystem is found defective during our manufacturing process/system testing/installation and commissioning/operation of our equipment in the field, the same is to be replaced free of cost immediately by you.

#### 11. GENERAL:

a. We reserve the right to accept or reject any or all offers and order full or part quantities or cancellation thereof without assigning any reason whatsoever.

b. Successful tenderer only will be intimated by post through/letter of intent/firm orders.

c. Canvassing by tenderers in any form including un-solicited letters against tenders submitted or post-tender correction shall render their tenders liable for summary rejection.

d. ITI Naini reserves the right to split Quantity/Services at ordered rates accepted by L1 bidder to meet the supply schedule / maintain uninterrupted services in view of the capacity of L1 bidder.

e. Distribution of quantities for ordering to the selected bidders against this tender -

The quantity shall be distributed in the ratio between 60:40 to 70:30 between L1 and L2 in case order is to be given to two bidders. In case if the order is to be placed on three selected bidders, the guiding ratio would be 50:30:20 for L1,L2 & L3 bidders. More than three bidders may be considered in case of larger volume or in case of capacity restriction.

However ITI, reserves the right to depart from the above guidelines for distribution of quantity amongst successful bidders depending upon the urgency and other factors prevailing at the time of deciding the bid.

#### 12. DELIVERY SCHEDULE:

a. Please indicate minimum LEAD TIME REQUIRED, manufacturing capacity and the quantity that can be reserved for us.

#### b. Liquidated Damages Clause

Time is the essence of contract and the materials, against an order arising out of this enquiry must be delivered by the supplier according to the delivery schedule indicated in the P.O. In case of any change, the supplier should inform us in advance and obtain our approval to the revised delivery schedule. Should the supplier fail to deliver the material or part thereof as per the delivery schedule, or any extension thereof, we shall be entitled at our option either to recover from the supplier, as penalty, a sum equivalent to 1/2% (half percent) per week for first four weeks and 0.7% per week thereafter for such delay or part thereof or terminate the contract in respect of the balance supply so delayed and purchase materials elsewhere at the risk and cost of the defaulting supplier.

13.

#### 13. SECURITY DEPOSIT:

In case of an order on you, you will have to agree for an interest free security deposit which will be fixed by us, by draft only which will be forfeited in case you fail to execute the order to our satisfaction in all respects. The EMD of unsuccessful bidders will be refunded within one Month of finalization of Tender.

#### 14. FABRICATION ORDERS ONLY:

In case of Fabrication Orders:

a. Necessary Bank guarantee towards the cost of raw material / component to be issued by ITI would be necessary.

b. A quality agreement has to be entered into with ITI before commencing supply.

c. Furnish the particulars of the Income Tax such as :

(i) ACCOUNT NO.(ii) Place where Income Tax Circle is situated along with tender documents. Otherwise such tenders are liable for rejection.

d. The technical knowhow Literature, specifications etc., if furnished to you along with this Purchase Enquiry/Order are strictly for the limited purpose of supplying/manufacturing the items mentioned therein and you

shall have no right to make use of the same for any other purpose or to execute any other order or pass on the same to others. The aforesaid know-how, literature, specification etc., must be returned to us in case you regret to quote / after executing the orders as the case may be.

e. Further Please certify that:

- i) The know-how will not be passed on to others.
- ii) No export will be done by you directly without arriving at a commercial understanding with ITI Ltd.
- iii) No supply will be made by you to any outside agency without ITI's prior approval and commercial understanding.
- iv) Kits/components will not be diverted to other orders.
- v) Drawings if any should be returned, along with your offer.

f. Tax would be deducted at source under the T.D.S. scheme as per IT rules at appropriate rates, wherever applicable. Any exemption or recovery at lower rates would be considered only on production of appropriate certificates issued by IT officers concerned. T.D.S. Certificates would be issued after the 15th of following month.

**15 LOCAL REPRESENTATION:**

Please indicate your local representative's address, telephone, Telex No. Fax No., Pager No./E-mail address the person to be contacted, in the offer.

**16 TECHNICAL CATALOGUE:**

In the event of any change in the technical catalogue, updated version may be sent to us immediately. It is essential that you simultaneously take up the same with approving authority and their approval copy sent to us.

**17. SALES TAX:**

Form "C"/Form III-B/III-D will be financial year wise. You are requested to give the details (4 copies) strictly as per the format shown below to enable us to issue the same. The filled in format will be returned back to you by endorsing on the same. Hence use plain paper only. Any demand for these Forms before full settlement of purchase order will not be entertained.

**18 GOVERNING LAW:**

All suits shall be instituted in a court of competent jurisdiction at Naini, Allahabad and in case of arbitration, the Indian Arbitration and conciliation Act, 1996 is applicable. The Arbitrator shall be appointed by Unit Head, ITI Naini.

**19.** The supplier shall provide catalogue and detailed specification in case their offer is deviated from our specifications/part number has called for.

**"Since , ITI is the ISO 14001 : 2004 certified company hence, you may introduce eco friendly material in your process and packing as much as possible & adopt standard symbol as per norms to satisfy ISO 14001 : 2004 during handling , storage and transportation of material"**

Purchase Officer  
(Enquiry Cell)

Date: