

ITI LTD., NAINI PLANT, CENTRAL PURCHASE, NAINI, ALLAHABAD – 211010.
PH. 0532-2682273, 2682550 FAX: 0532-2686008, 2687345, EMAIL: enqcellx_nni@itilttd.co.in
OUR WEBSITE: <https://www.itilttd.in>
Govt. of India Web Site: <http://tenders.gov.in>
SUB: TENDER ENQUIRY NO.: NPA3E0001 for Photocopy Contract DT. : 10.01.2023

S.No.	Item Code	Description	Qty.
1.	NIL	Providing Photocopy Machines (Digital Xerox) for Job Order As per Terms and Conditions Enclosed	02 Nos.

Instruction of Submission Tenders:

- 1. The offer must be submitted in a closed cover super scribed with our Enquiry No. & Due Date. Late Quotations are liable for rejection.**
 - 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: 27.01.2023 UPTO 5.00 PM.

OFFER OPENING DATE: 28.01.2023 AT 11.30 AM.

TERMS & CONDITIONS: As per enclosure.

NOTE: For any further details if required pl. contact at our E-mail: enqcellx_nni@itilttd.co.in

STANDARD INFORMATION

- 1. Tender Title: Photocopy Contract**
- 2. Tender Ref. No. NPA3E0001**
- 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: 10.01.2023**
- 11. Last date/time of document collection: N/A**
- 12. Last date/time for submission: 27.01.2023 UP TO 5.00PM**
- 13. Opening date/time: 28.01.2023 AT 11.30AM**
- 14. Work description: PURCHASE - X**
- 15. Pre- qualification: N/A**

Purchase Officer (Enquiry Cell)

ITI LTD., NAINI, ALLAHABAD – 211010.

SPECIFIC TERMS AND CONDITIONS FOR PROCUREMENT 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.
2. Service Supplier has to provide the two machines along with all back up supports like spares, consumables, drum, operator and paper. 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 02 (two) digital Xerox machines to meet the Xerox/Photo copy 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 5 years from FY 2022-2023.
 - 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 goes 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.
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.

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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.

FORMATE FOR QUTOTING THE RATES

SL	ITEM	Basic Rate in Rs.	GST/Levies	Rate per copy in Rs. (All inclusive)
01	A-4 Single side			
02	A-4 Double Side			
03	A-3 Single side			
04	A-3 Double side			

Signature & Seal of the Tenderer

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

TENDER INPUT FORM

(A) Basic details:

1	Tender Reference No. / Tender ID *	NPA3E0001
2	Tender Type * (Open / Limited / EOI / Auction/ Single)	Open
3	Form of Contract * (Buy / Supply / Piece Work / Lump-sum / Multi Stage / Fixed Rate / Turn-key / Works / Sale / Item Rate / Rate Contract)	Service Contract
4	No. of Covers * (1 / 2 / 3 / 4)	2
5	Tender Category * (Goods / Services / Works)	Services
6	Account Type Head * (State Government Funded / Central Government Funded / Others)	Central Government
7	No of Bid Openers (2 of 2)	(1 of 1)
8	Payment Mode * (Offline / Online)	Off Line
8a	If Offline : As Per Tender Document, Not Applicable DD -Demand Draft, BG -Bank Guarantee BC -Bankers Cheque, SS -Small Savings Instrument ACG-67 Receipts, Personal Cheque , FDR, RTGS / ECS / NEFT/	As Per Tender Document

(B) Cover details:

	No. of Covers	Cover Type	Contents
1	Single Cover (Fee/Prequal/Technical/Financial)	N/A	N/A
2	Two Covers (a) Fee/Prequal/Technical (b) Financial	N/A	N/A
3	Three Covers (a) Fee (b) Prequal/Technical (c) Financial	N/A	N/A
4	Four Covers (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	NPA3E0001	NIT	Word/excel	

(D) Work / Item Details:

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

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

(E) Fee Details:

1	Tender Charges:	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	EMD Fee details:	
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	10.01.2023	16:00
2	Document Sale / Download Start Date		
3	Document Sale / Download End Date	27.01.2023	17:00
4	Seek Clarification Start Date	---	
5	Seek Clarification End Date	---	
6	Pre Bid Meeting Date	---	
7	Bid Submission Start Date	11.01.2023	09:00
8	Bid Submission End Date	27.01.2023	17:00
9	Bid Opening Date	28.01.2023	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 (MM)

Approved by: DGM (W, IMM& EDP)

(Mobile.) 7007462166/6392704089

(Phone No.) 0532 -2687379