

F.N. 9/4/2012-General/911  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
(General Section)

Udyog Bhawan, New Delhi.  
Dated 14<sup>th</sup> March 2013

**Tender Notice**

Subject- Tender for award of contract for Photocopying work in DGFT (Hqrs.), Udyog Bhawan, New Delhi for the period 2013-2014.

The Directorate General of Foreign Trade invites Sealed Tenders for for award of contract for Photocopying work (approximate 4.5 Lakh Copy per month) in DGFT (Hqrs.), Udyog Bhawan, New Delhi for the year 2013-2014. The eligible firms may submit their tenders under two bid system i.e. Technical bid and Financial bid in the prescribed proforme provided in the website as Annexure-I &II respectively. The interested firms may submit bids/quotations (in form of two bid system viz. Technical Bid and Financial Bid) in the seperate sealed envelope Shri Harit Kumar Shakya, Foreign Trade Development Officer, Room No. 202, 2<sup>nd</sup> Floor, H-wing, Directorate General of Foreign Trade, Udyog Bhawan, New Delhi **by 2.00 PM on 08.04.2013**. The quotation should be accompanied with an **EMD of Rs. 50,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi without which the quotation will not be considered. The tenders would be opened at 3.00 PM on 08.04.2013. The financial bids will be opened only of those firms which qualify in the technical bids. In case of any query undersigned may be contacted on Tele No. 23063451 and through e-mail at [haritk.shakya@nic.in](mailto:haritk.shakya@nic.in).

2. The prospective bidders are requested to go through the enclosed Eligibility Criteria and Terms & Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure I & II.** The rates quoted should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.

  
(Harit Kumar Shakya)  
Foreign Trade Development Officer  
Tele: 23063451

**(I) Eligibility Criteria**

1. The venders must have five years of working experience of five years in Documentation of photocopying work in atleast 5 govt Deptt./PSUs Documentary proof in support of their claim must be attached.
2. The firm must have annual turnover of Rs. 1 Crores. Per annum during the last 3 financial years. i.e 2009-10, 2010-11&2011-12. Documents in support of turnover (along with Income Tax Returns for the relevant years) must be attached with the tender.
3. The firms participating in the tender must have VAT Registration & Service Tax Registration Certificate. The documentary proof of registration certificate should be enclosed.
4. Proof of execution of reprography of 35 lakh pages per year during last three years i.e. years 2009-10, 2010-11 & 2011-12. The experience certificates should be issued by 6 officers of the level of Section Officer and above.
5. The firm should be registered with ESI/EPF. Proof of registration with six months return should be enclosed with technical bid.
6. The firm should submit EMD worth Rs. 50,000/- in the form of Bank Draft/ Banker's Cheque drawn in favour of 'Directorate General of Foreign Trade' along with the technical bid.

**(ii) Terms & Conditions**

1. The firm is required to provide 4-5 brand new photocopier machines of latest model with duplex facilities alongwith sorting, collating and binding processes. Therefore, the service provider is required to install heavy duty machines having minimum speed of 60 copies per minute.
2. The cost of photocopying (copy to copy basis) of A4 size, F-S and A-3 size alongwith single side and both side may be indicted in financial bid as per Annexure-II
3. The firm is required to provide requisite number of experienced Operators, for operating three machines. The normal hours shall be 9.30 AM to 6.00 PM Monday to Friday. However, they may have to sit late and come for holidays if required.
4. Within 7 days from the issue of contract letter, the firm is required to install the machines and make arrangement for paper and consumables.
5. Rates once quoted and accepted by the DGFT, shall be final and binding on the firm and shall be valid for the entire period of the contract.
6. All the machines should remain in operation all the time. If any defect occurs in these machines the contractor should get it rectified immediately and in case repair is likely to take some time, the machine should be replaced immediately. In no case, office work should suffer due to defects in machines.
7. Space and electricity will be provided by the Department whereas maintenance of equipment (to ensure that these are in prefect working conditions) will be the responsibility of the firm.

8. Initially contract will be awarded for one year which however can be extended for another year depending on the satisfactory service of the firm and mutual agreement.
9. The firm should furnish security money worth Rs. 1, 00,000/- (Rs. One Lakh Only) in the form of FDR in favour of DGFT, New Delhi within 15 days from the date of award of the contract which will be returned after satisfactory completion of the contract. The security money should remain valid for a period of sixty days beyond the date of completion of the contract.
10. If the work is found unsatisfactory or, if firm dishonor the contract, the security money may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard the decision of the office will be final and binding on the contractor.
11. No advance payment will be made in any case and TDS will be deducted as per Rules.
12. The requisition for making photocopy will be provided to the operator duly signed by the concerned officer.
13. After the copies of the document are prepared, the concerned staff member/ officer will take both the photocopies and the documents with them.
14. The paper may be in 75 gsm photocopy of J.K. Copier / Modi Xerox make or equivalent (approved by this office).
15. The Tender application without complete documents/ information shall not be considered.
16. The firm will get Police Verification of its employees done at its cost.
17. The operators will have a mobile phone which will not be switched off during the time when work is on.
18. The operators will not leak information contained in the letters and documents given to them for making copies.
19. The firm will prefer the bills for payment of the photocopier work along with requisition received from the officers/sections in the prescribed format on monthly basis.
20. This office has the right to terminate the contract with clear and logical reasons for such termination.
21. Compensation and connected expenses, what-so-ever, in case of any casualty (unforeseen) shall be the liability of the firm and borne / paid by the firm.
22. The Contract Awardee firm has to ensure that it fulfills all the requirements as per tax laws and other laws applicable to his firm/ business. The DGFT will not be liable for any violation of any laws/ rules & regulations on the part of the contractor and his firm.
23. The court of judicature would be Delhi High Court in case of any dispute.
24. Technical bid and Financial Bid should be submitted as per Annexure-I and Annexure-II respectively.

**PERFORMA FOR TECHNICAL BID**

(Award of contract for photocopying work in DGFT, Udyog Bhawan New Delhi for the year 2013-14)

Directorate General of Foreign Trade  
Tender for Reprography work  
Qualifying Bid Documents

Tender NO.DGFT/Reprography/2013-13

1. Name of Company/Firm
2. Address with Tele No., email
3. Contract person's name, phone number and mobile number.
4. Essential Details (Self Attested copies to be submitted)
  - I. Proof of execution of reprography work during last three years, i.e. 2009-10, 2010-11 and 2011-12 with the various Govt. Department/PSUs etc. The experience certificates should be issued by officers of the level of Section Officer and above.
  - II. Annual turnover certificate certified by Chartered Accountant for an amount of Rs. 1.00 Crore (Rupees One crore) or more during last three years i.e.2009-10, 2010-11 and 2011-12.
  - III. Copies of PAN card, ITR of last three year, Service Tax and VAT registration certificates;
  - IV. The firm should be registered with ESI/EPF. Proof of registration with six months return should be enclosed with technical bid.
  - V. Detail of firm/company in case of Partnership Firm.
5. Details of EMD ( Rs.50,000)
6. Address of the service provider with area of premises.
7. Whether owned/rented
8. Name of Banker with Account No. and RTGS details

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the DGFT in future.

(Name and signature of authorized signatory with stamp)

**PROMORMA FOR FINANCIAL BID**

(Award of contract for photocopying work in DGFT, Udyog Bhawan New Delhi for the year of 2013-14)

**Directorate General of Foreign Trade  
Tender for Reprography Work  
Financial Bid Documents**

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Tender No. DGFT/Reprography/2013-13

Name of Company/Firm along with Address & Telephone No.

S.No.	Item of work	Rate per page in Rs.
1.	Reprography (one side ) on A4 size 75gsm J.K Copier/Modi Xerox/other branded reprography paper	
2.	Reprography (back to back ) on A4 size 75gsm J.K Copier/Modi Xerox/other branded reprography paper	
3.	Reprography (one side ) on A4 size 75gsm J.K Copier/Modi Xerox/other branded reprography paper	
4.	Reprography (back to back ) on A4 size 75gsm J.K Copier/Modi Xerox/other branded reprography paper	
5.	Reprography (one side ) on A4 size 75gsm J.K Copier/Modi Xerox/other branded reprography paper	
6.	Reprography (back to back ) on A4 size 75gsm J.K Copier/Modi Xerox/other branded reprography paper	

Note : Rates are exclusive of taxes. Service Tax, VAT and other Taxes, as applicable, shall be charged extra.

(Name and signature of authorized signatory with stamp)