

File No. 9/1/2014-Genl. 209  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
(General Section)

**TENDER DOCUMENT**

For providing Photocopier Machines Services to the DGFT, Ministry of Commerce & Industry, at Udyog Bhawan New Delhi by reputed Photocopier Machines Service provider.

Date of issue of Tender Document:	:	2 <sup>nd</sup> June, 2014
Last Dates & Time for submission of Tender Document	:	Up to 3.00 P.M. on 23 <sup>rd</sup> June 2014
Date & Time for opening of Tender Document	:	
Technical Bids	:	At 4:00 P.M on 23 <sup>rd</sup> June 2014
Financial Bids of eligible Tenderers	:	Would be indicated later.

DGFT

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F.N. 9/1/2014-Gen.  
Government of India  
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(General Section)

Udyog Bhawan, New Delhi.  
Dated: - 2<sup>nd</sup> June, 2014


**E-Tender Notice**  
(Photocopy Work)

Sub: E-Tender for award of Contract for Photocopying work in DGFT (Hqrs.), Udyog Bhawan New Delhi.

The Directorate General of Foreign Trade invites e-tenders on CPP portal for award of contract for photocopying work (approximate 4.5 Lakh Copy per Month). The minimum requirement of this Directorate is 3-4 Photocopier Machines. The hiring of the Photocopier Machines will be subject to Eligibility Criteria and terms & conditions of the contract as at Annexure-I. The last date of receipt of quotation is by **3.00 P.M on 23<sup>rd</sup> June, 2014**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://.eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf.format. **EMD of Rs. 1,00,000/-** drawn in favour of "Account Officer, Central Pay & Accounts Office, DGFT, New Delhi" should be submitted to General Section, 202, Udyog Bhawan, New Delhi before last date of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be upload with other documents. The successful bidder will be required to provide a **Security Deposit of Rs. 2,50,000/-** upon award of the contract. The technical bid will be opened on 23<sup>rd</sup> June, 2014 at 4.00 P.M.

2. The prospective bidders are requested to go through the enclosed, Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure II & III.** The rates quoted should be inclusive of all charges. Taxes, if any, may be indicated separately in financial bid. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.

  
2.6.14  
(Daya Shankar)

Deputy Director General of Foreign Trade  
Tele: 23061562 Ext. 216

TERMS AND CONDITIONS & ELIGIBILITY CRITERIA

(i) Eligibility Criteria

1. The vendors must have working experience of five years in Documentation of photocopying work in at least 5 Deptt./PSUs. Documentary proof in support of their claim must be attached.
2. The firm must have annual turnover of Rs. 2 Crores. Per annum during the last 3 financial years. i.e. 2011-12, 2012-13 & 2013-14. Documents in support of turnover (along with Income Tax Returns of the relevant years) must be uploaded with the tender.
3. The firm's participation in the tender must have VAT Registration & Service Tax Registration certificate. The documentary proof of registration certificate should be uploaded.
4. Proof of execution of reprography of 35 lakh pages per year during last three years i.e. 2011-12, 2012-13 & 2013-14. The experience certificates should be issued by 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 uploaded with technical bid.
6. The firm should submit EMD worth 1,00,000/- in the form of Bank Draft/Banker's cheque drawn in favour of 'Account Officer, CPAO, DGFT, New Delhi' along with the technical bid.

(ii) Terms & conditions

1. The firm is required to provide minimum 3 brand new photocopier machines of latest model with duplex facilities along with sorting, collating and binding processes. Therefore, the service provider is required to install heavy duty machines having minimum speed of 60 copies per minute. Firm may be required to install 4<sup>th</sup> machine on requirement basis.
2. The cost of photocopying (copy to copy basis) of A4 size, F-S and A-3 size along with single side and both side may be indicated in financial bid as per Annexure-III.
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 on 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 proved by the Department whereas maintenance of equipment (to ensure that these are in perfect 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.2,50,000/- (Rs. Two Lakh Fifty Thousand only) in the form of FDR in favour of "Account Officer, CPAO, 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 dishonors 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 operator will have a mobile phone which will not be switched off during the time when work is on.
18. The operator 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 without assigning any reason.
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 contactor 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-II and Annexure-III respectively.
25. While deciding the lowest bidder "Rate quoted along with taxes would be considered".
26. The tender is not transferable.

**PROFORMA FOR TECHNICAL BID**

(Award of contract for photocopying work in DGFT, Udyog Bhawan New Delhi for the year of 2014-2015)

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

Tender No. DGFT/Reprography/2014-2015

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. 2011-12, 2012-13 and 2013-14 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. 2.00 Crore (Rupees Two Crore) or more during last three years i.e. 2011-12, 2012-13 and 2013-14
- 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. Detail of EMD (Rs. 1,00,000/-)
6. Address of the service provider with area of premises & Telephone/Mobile & Fax No.
7. Whether premium is owned or 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 my knowledge. I 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 & Signature of authorized signatory with stamp

**PROFORMA FOR FINANCIAL BID**

(Award of contract for photocopying work in DGFT, Udyog Bhawan New Delhi for the year of 2014-2015)

Directorate General of Foreign Trade  
Tender for Reprography Work  
Financial Bid Document

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Tender No. DGFT/Reprography/2014-2015

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

Sl.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 A3 Size 75gsm J.K Copier/Modi Xerox/Other branded reprography paper	
4.	Reprography (back to back) on A3 Size 75gsm J.K Copier/Modi Xerox/Other branded reprography paper	
5.	Reprography (One Side) on Full Size 75gsm J.K Copier/Modi Xerox/Other branded reprography paper	
6.	Reprography (back to back) on Full Size 75gsm J.K Copier/Modi Xerox/Other branded reprography paper	

Note: - Rates of each of the taxes i.e. Service Tax, VAT and other Taxes, as applicable, may be indicated separately.

Tax	Rate in %
Service Tax	
VAT	
Other Taxes (please specify)	

(Name & Signature of Authorized signatory with stamp)



Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro’ their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.

- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.

- 19) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to – [cphp-nic@nic.in](mailto:cphp-nic@nic.in).

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**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date:

To,

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)