

TENDER DOCUMENT

FOR

RUNNING OF PHOTOCOPIER STALL

AT

SCHOOL OF UNANI MEDICINE



JAMIA HAMDARD

HAMDARD, NAGAR

NEW DELHI –11006

1. Scope of Photocopier Stall in School of Unani Medicine, Jamia Hamdard

In School of Unani Medicine a space has been allocated for providing the photocopier facility to facilitate the approx. 600 students & approx 50 staff members, however this facility will avail by the medical college students.

The Photocopier stall shall run six days of the week from 8.30 a.m to 5.00 p.m.

2. DETAIL OF NIT AND INSTRUCTIONS FOR FILLING OF TENDER:

1. Sealed tenders are hereby invited for running Photocopier Stall in School of Unani Medicine at Jamia Hamdard Campus. The Terms & Conditions in respect of tenders are as under.

2. **The tender shall be in a two bid system.**

(a) One Technical Bid: Containing information regarding experience, business turn over, and other details of the firm, to evaluate the suitability of tenderer and DDs of tender cost & earnest money. **(Annexure I)**

(b) Second Financial Bid: Containing of amount. **(Annexure II)**

3. The Technical Bids will be opened on **-03-18 at 03:30 p.m.** in presence of available tenderer or their authorized representative. The Commercial/ Financial bids of only those tenderer, who are found suitable by the committee appointed for the purpose, will be opened on a date/ time to be decided and communicated to such eligible bidders.

4. The authorized representatives of Jamia Hamdard may conduct the visit of the establishment & work place of the tenderers to assess their suitability, as part of the Technical Bid.

5. **The bidder should submit the Technical Bid & Financial/Commercial Bid as per the attached (Annexure I & II) along with tender cost i.e. Rs. 500/ only (non refundable) and earnest money Rs. 5,000/- only along with the technical Bid (Annexure I). The tender cost & earnest shall be in the form of demand draft in favors of Registrar, Jamia Hamdard.**

SEPARATE sealed envelopes super-scribing "Technical Bid/" and "Commercial Bid" respectively, these two envelopes should be then put in an envelope and sealed properly and Super-Scribed "PHOTOCOPIER STALL AT SCHOOL OF UNANI MEDICINE" at Jamia Hamdard Campus.

6. The tenderers may visit to see the space and assess the quantum of work, deployment of required man power, installation of photocopier machines and others for proper running the photocopier stall before quoting their amount in tender.

The tenderer should quote the amount tendered by him/them in figure & as well as in words. The tenderer should take care that the amount should be written in such a way that interpretation is not possible. Alterations unless legibly attested by tenderer, shall disqualify the tender.

Every page of the tender form should be signed by the tenderer himself. *Attested copies of the Registration of firm, license no. under companies act and Memorandum of firm and partnership deed if firm is in partnership shall be enclosed.*

The tenderer with seal of agency/firm should sign every paper of the tender as a confirmation of acceptance of the terms & conditions mentioned on each paper as this will be a part of agreement.

Tenders not confirming the prescribed requirements and non submission of required documents/ copies may be rejected and no correspondence thereof shall be entertained whatsoever.

7. The following information will be indicated on the Envelope cover.
 - a) Tender for **PHOTOCOPIER STALL AT SCHOOL OF UNANI MEDICINE** at Jamia Hamdard Campus.
 - b) Name of Firm. _____
 - c) List of enclosures. _____
 - e) Clearly indicate on the envelopes **“TECHNICAL BID” OR FINANCIAL BID.**
 - f) All enclosures shall be numbered and indicate the number of attached document in technical bid form for reference.

8. Jamia Hamdard reserves the right to reject the tenders not conforming to the prescribed requirements and non submission of required documents/copies no correspondence thereof shall be entertained whatsoever.

9. Tender shall be addressed to Registrar Jamia Hamdard, Hamdard Nagar New Delhi 110062. The tenderers may drop the tender in tender box placed in the purchase section within due date. While submitting a tender would be presume to have considered and accept all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

3. TERMS & CONDITIONS OF THE TENDER:

1. **Space of Photocopier Stall:**

Jamia Hamdard shall only provide the space, the contractor at his own cost will provide & fixed the machines and other equipment/ accessories required for running & providing Photocopier Facility.

2. **Proprietary of Tender:**

If the submitted tender is on behalf of a company under the companies act it shall be signed by the managing director or if it submit by a partnership firm it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of their firm and attach copy of power of attorney with the tender/authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.

3. **Validity period of Tender:**

The tender shall remain valid for acceptance for a period of 90 days from the date of opening of tender.

4. **Acceptance of Tender**

The competent authority of Jamia Hamdard reserves the right to accept & reject any or all the tenders without assigning any reason or cancel/add any part of the tender without effecting the existing terms & conditions of the contract.

5. **Tender Cost & Earnest money:** The tender cost i.e Rs. 500/- only (non refundable) & earnest money i.e. Rs. 5,000/- only (refundable) shall be in the form of demand draft in favor of Registrar, Jamia Hamdard. The earnest money can be adjusted against security money. No Interest shall be paid on earnest and security money deposit.

6. **Contract Period:**

The contract is likely for a period of one year extendable for further period subject to satisfactory performance. The contract period can extended further after successful completion of contract, provided the requirement of the Jamia Hamdard for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period or cessation of the requirement of work or due to any change in Jamia Hamdard policy/rules.

The competent authority of Jamia Hamdard, however, reserves the right to terminate this initial contract at any time after giving 15 days notice to the selected tenderer/agency.

7. **Commencement of Contract:**

The contractor shall commence the work within 6 days from the date of receipt of work order/Letter of Intent or as specified in the contract letter.

8. **Contract Signing**

After acceptance of the tender, the tenderer shall sign the necessary agreement within 15 days of the intimation. In case of delay the 'Earnest Money' may be forfeited and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer. The contract/agreement can be terminated at any time by giving 15 days notice in writing by either side without assigning any reason. No notice is required on the expiry of the contract period.

9. Timings of Photocopier Services to Students & Staff

The photocopier stall shall run six days of the week from 8.30 a.m to 5.00 p.m. however the timings can be re-scheduled by the Jamia Hamdard authority. The contractor will deploy his staff for smooth running and providing the photocopier facility during above timings.

10. Rate of Photocopying:

The rate as specified in the tender as Annexure A shall be valid during contract period and the rates & work not covered in the Annexure A shall be fixed with mutual consent of the Jamia Hamdard authority and contractor.

11. Quality

The contractor at his own cost will use the approved best quality paper and other required items for providing best facility of photocopier services. The authorize person of Jamia Hamdard has the right to check the quality of material and ask to change any brand and item at any time.

12. Security Money:

The contractor shall deposit security money in favor of Jamia Hamdard for an amount of Rs.1,50,000/- only in the form of DD or in the form of bank guarantee for the due performance of the contract, within 15 days from the date of issue of contract letter.

In the event of breach/ violation or contravention of any terms and conditions herein by the contractor, the security deposited shall be forfeited by Jamia Hamdard.

13. Refund of Security Money:

The security money shall be returned after completion of successful contract without any interest.

14. Workers in Photocopier Stall:

The contractor shall have to produce a list of workers deployed at the photocopier stall along with police verification and documentary proof i.e. Voter card/Aadhar card/ in support of identity. The workers deployed at photocopier stall shall work under supervision, direction and overall administration of the contractor and the contractor shall be wholly responsible/ liable to pay them their wages all the benefits viz. P.F., E.S.I, Bonus, Gratuity & Leave, and other due liabilities etc. to eligible personnel engaged and deployed. Jamia Hamdard shall not be responsible in any manner for which they are legally entitled.

15. Age limit of Workers:

That the contractor shall not engage or depute any worker below the age of 18 years.

16. Dismissal of Worker:

The competent authority of Jamia Hamdard shall have the right to ask the contractor/agency to remove any such person, who is not found to be competent and orderly not competent in discharging the satisfactory Photocopier facility or who may misconduct himself. Such discharges shall not be the basis of any claim for compensation of damages.

17. Fixing/ Placing the Machines & equipments:

The contractor at his own cost will provide & fixed the machines and appliances/equipments, table, racks and other accessories which may be necessary for running the photocopier stall/ services and shall bear the expenses. The contractor must declare that how many latest photocopier machines he will install & use, the machines will remain in

the stall in working conditions during contract period. The faulty machines shall remove immediately from the allowed space/ premises failing a suitable penalty as decided by the competent authority shall be charged.

18. Payments from Students & Staff members of Jamia Hamdard:

The contractor himself shall charge and recover the approved photocopier charges from the students & staff of Jamia Hamdard who takes the photocopier services. Jamia Hamdard shall not be responsible in any manner for the recovery from the students' & staff members. The contractor shall also be fully responsible for any loss, damage of the documents bring by the students and staff for photocopying and shall compensate the charges against above such damages.

19. Payment of License Fee:

The contractor shall deposit the license fee in advance of each month latest by 7th day of the month and electric charges within three days from the date of receipt of electrical bill issued by the electrical department. The Rs. 50/- per day shall be charged after due date against late payment.

20. Electricity:

The electricity connections up to the photocopier stall shall be provided by the Jamia Hamdard, the extension board & lead wire etc. if needed shall be arranged by the contractor at his own cost. The electricity charges shall be recovered through meter on approved rates of Jamia Hamdard.

If contractor fails to deposit the license fee or electric charges, the Jamia Hamdard reserve the right to disconnect the electric or water connection, restoring the same after clearing the dues and penalty shall be charged as decided by the competent authority.

21. Safe Storage of Machines & Photocopier Material

The contractor will be fully responsible for the safety of their machines, stocks, furniture, fixtures & workers etc. The Jamia Hamdard will not be responsible/liable for any damages caused to the contractor by any way including theft & fire etc. and no such claim to compensate any such damages will be entertained by the Jamia Hamdard. The contractor shall also be responsible for the safe storage or lost the students documents and shall be responsible for suitable compensation if documents damage by any means or lost.

22. Damages/Compensation

The contractor shall be responsible for any theft/pilferage or damages to the properties belonging to Jamia Hamdard, caused by their employees/ staff negligence and will pay/compensate to Jamia Hamdard or allow the amount of loss/damage sustained by the Jamia Hamdard, to be deducted from any such amount found due to the contractor. The responsibility for any such theft or loss or damages/pilferage shall have to be decided on the finding of the inquiry committee, to be constituted for this purpose by the Jamia Hamdard.

If considered necessary, Jamia Hamdard will also be free to take up the matter with the police for proper investigations / action and recovery of loss due to such theft / pilferage and damages etc.

23. Inspection of Photocopier Stall

The authorized official of the Jamia Hamdard may inspect the Photocopier Stall to insure its proper maintenance and smooth functioning. The contractor shall keep close liaising with the Deans & Heads and take feedback on quarterly basis in order to ensure smooth functioning.

24. Photocopier Space & Surroundings:

The contractor shall maintain the space allowed for photocopier neat and clean including the surroundings. If contractor fails to do so the work may be executed from other agency on the risk & cost of the contractor and the expenditure incurred shall be recovered from the contractor with penalty as decided by the competent authority of Jamia Hamdard.

25. Subletting:

The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner, if found subletting in any manner the contract will stand cancelled without prior notice.

26. Applicable Law:

The contractor shall be responsible for all such taxes, as may be levied on the photocopier stall/services and shall also responsible to obtain any license/permission from the concerned Govt. Department for running the photocopier stall/service. The Jamia Hamdard will not be responsible/ liable for any penalty or charges levied by the Govt. of India and also shall not be liable for any liability, loss, claim in respect of personal injury to or any misshaping/ casualty of any person whomsoever arising out during the course of carrying out the works.

27. Arbitration:

In case of any dispute or difference, if remains unresolved, the matter shall be referred to the Sole Arbitrator appointed by the Vice Chancellor of Jamia Hamdard. The award of the arbitrator shall be final and binding on the parties. The jurisdiction shall be only at Delhi/New Delhi.

CONTRACTORS SIGN & SEAL

Approved rates to be charged by the contactor against photocopier facility

Annexure 'A'

S.No	Description of Items	Approved Rates
	Photocopy	
1	A-4 size	Rs. 1.00 per copy per page
2	A-3 size	Rs. 1.25 per copy per page
3	Reduction and enlargement	Rs. 1.50 per copy per page
4	Photocopy on transparency	Rs. 4.00 per copy per page
	Lamination	
1	A-4(size thick)	Rs. 15.00 per copy per page
2	A-4 (size thick)	Rs. 25.00 per copy per page
3	I. Card 2.5 x 3.5 (thin)	Rs. 12.00 per copy per page
4	I. Card 2,5 x3.5 (thick)	Rs. 15.00 per copy per page
	Spiral Binding	
1	Below 50 pages	Rs. 22.00 per Book
2	50 to 100 pages	Rs. 25.00 per Book
3	100 to 200 pages	Rs. 30.00 per Book
4	200 to 300 pages	Rs. 35.00 per Book
	Other	
1	Print out A-4 size (B & W)	Rs. 4.00 Per Page
2	Print out A-4 size (Colour)	Rs. 12.00 Per Page
3	Transparency	Rs. 12.00 Per Page
4	Typing English	Rs. 8.00 Per Page
5	Scanning	Rs. 12.00 Per Page
6	C.D. Copying/ Writing	Rs. 18.00 Per Page

SIGNATURE OF THE CONTRACTOR

Annexure I

PERFORMA FOR TECHNICAL BID

1	Detail of tender cost	No.....Date----- Bank.....	
2	Registration of Firm (enclose the attested copy of registration certificate)	No.....Date----- From.....Date-----	Document attach at page no.
3	Permanent Account Number (Enclose attested copy)	No.Date-----	Document attach at page no.
4	GST Registration (Enclose attested copies)	No.Date----- From.....To-----	Document attach at page no.
5	Turnover of last 3 financial years (in Lakhs) (Enclosed attested copy of auditor's report with balance sheet per year)	Rs.Year..... Rs.Year..... Rs.Year.....	Document attach at page no.
6	Proof of providing services of last 03 Year's with list of clients their address and phone nos. Where the said services provided or providing by the agency. (Enclosed copies of last three years works with detail)	Name of organization From..... up to	Document attach at page no.
		1.....	
		2.....	
		3.....	
7	Performance certificates issued by the Managing Director/ Authorities against the laundry services.	Enclosed the list	Document attach at page no.
8	Declaration of latest machine to be installed Photocopier stall at Jamia Hamdard.	Enclosed the list	Document attach at page no.
9	Address of registered office / corporate office with name of authorized person.	Registered Office Address	Document attach at page no.
10	Any other declaration		

CONTRACTORS SIGN AND SEAL

PERFORMA FOR FINANCIAL BID

I..... Proprietor/Partner/authorized person of M/s..... understand the work and terms & conditions as entered in the tender document and bound himself/ themselves to abide the rule & regulation of Jamia Hamdard.

The charges for the photocopier services as mentioned in Annexure "A" is accepted and bound himself for charging from students & staff of Jamia Hamdard.

I also understand that those rates which are not covered in the Annexure "A" shall be charged after getting approval of the Registrar, Jamia Hamdard.

The approved rates are all inclusive of payment of workers on minimum wages with E.S.I., P.F., weekly off, uniform, all taxes and other obligations under the law. I will use the best quality of paper and other material for providing photocopier facility/service as approved by the Jamia Hamdard and also keep our machines in working condition all the time. I keep the photocopier stall and its surrounding neat & clean all the time and disposal of stall disposed off outside the campus on our own cost.

I will pay the L. Fee including water charges Rs..... Per month and pay the electricity charges as per meter on the rates approved by the Jamia Hamdard.

I hereby indemnify the Jamia Hamdard for all liability in respect of workers payment, E.S.I. P.F., Bonus & compensation and other liabilities that arise during contract period & in future. I also understand that no enhancement in approved rates shall be made in any manner during contract period and the electricity connection can be disconnected if I fail the dues and eclectic charges in due time.

CONTRACTOR SIGN AND SEAL