

GOVERNMENT OF N.C.T. OF DELHI
LAND & BUILDING DEPARTMENT
VIKAS BHAWAN, NEW DELHI-110002

No. F.4(162)/2016/L&B/Gen./ 506-519

Dated: 03/04/17

To,

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SUB: HIRING OF FIVE PHOTOCOPIERS MACHINE.

Sealed quotations are invited in two bid system for hiring of five photocopier machines on rental/contract basis in Land and Building Department for a period of one year from the date of issue of work order. The contract can be extended for further one year on the same rates and terms and conditions subject to satisfactory performance of the contractor and on mutual consent of both the parties.

Estimated number of photocopies per machine per month : 5500 copies.

Bidders are requested to submit the bids in two covers i.e. Technical Bid in one cover containing "Annexure"A", Annexure"B" & Annexure"C" and Finance Bid in another cover containing Annexure"D" and both the covers in one big cover superscripted with "Tender for hiring of five photocopiers machine on rental/ contract basis". The bids will be dropped in the tender box kept at the following address not later than 18.04.2017 up to 1.00 P.M.:

Dy. Secretary (General),
Land and Building Department,
Govt. of NCT of Delhi,
Room No.101, C-Block, Vikas Bhawan,
I.P. Estate, New Delhi.

The Technical and Financial bids are opened on the same day at 3.00 P.M. in the presence of the bidders or their authorized representative who choose to attend at the appointed place, date and time. Delayed/late tenders are not accepted.

(TAPAN JHA)
DY. SECRETARY (GEN.)

No. F.4(162)/2016/L&B/Gen./

Dated:

✓ Copy to the Programmer, Computer Cell, Land & Building Department with the request to publish the above limited tender/quotation on the website of Land & Building Department.

(TAPAN JHA)
DY. SECRETARY (GEN.)

**GOVERNMENT OF N.C.T. OF DELHI
LAND & BUILDING DEPARTMENT
VIKAS BHAWAN, NEW DELHI-110002**

No. F.4(162)/2016/L&B/Gen./

Dated:

TERMS AND CONDITIONS

- a. All the terms and conditions for hiring of photocopier machine, acceptance of the payment terms etc. shall be as those mentioned herein. No change whatsoever in terms and conditions shall be acceptable.
- b. All the annexures are duly signed by the authorized signatory alongwith the rubber stamp.
- c. Bids should be accompanied with the Earnest Money of Rs.5000/- (Five thousand only) in the form of Fixed Deposit Receipt from a commercial bank in favour of "DDO, Land and Building Department".
- d. The Earnest Money will be refunded to all the bidders after issue of work order to the successful bidder and on receipt of Performance Security @ 10% of the value of the contract from the successful bidder.
- e. The Performance Security will be submitted in the name of "DDO, Land and Building Department" in the form of Fixed Deposit Receipt from a commercial bank which will be released after 60 days of expiry of the contract. The Performance Security shall bear no interest.
- f. Bids received without Annexure A, B, C, D & Earnest Money will not be considered and rejected. Conditional bids will also be summarily rejected.
- g. Secretary, Land and Building Department is not bound to accept any bid and may at any time terminate the tendering process without assigning any reason.
- h. Secretary, Land and Building Department may terminate the contract in the event of successful bidder fails to furnish the Performance Security or fails to execute the agreement after awarding the contract.
- i. The bidder must submit attested copies of TIN no., PAN no., Service Tax Registration No. and proof of experience in the similar field along with ANNEXURE - B, failing which, bid shall be rejected out-rightly.
- j. The department will pay only the rate per copy on the basis of actual meter reading of the machine on monthly basis and all the expenditure on repair, cost of tonner, cartridge and maintenance of the photocopier machine will be borne by the contractor. There is no minimum guarantee given by the Land & Building Department for the volume of the number of photocopies.

The contractor shall submit the bill at the end of each month on actual meter reading in respect of previous month for release of payment.

- l. The rates quoted should be all inclusive i.e. transportation/shifting of photocopiers from one place to another, if required, and reinstallation at new site.
- m. The photocopier machine will be supplied and installed at Land & Building Department, Vikas Bhawan, I.P. Estate, New Delhi and at Legal Cell, Land & Building Department, Tis Hazari, Delhi.
- n. The rate contract will be valid for a period of one year from the date of issue of work order. The contract can be extended for further one year on the same rates and terms and conditions subject to satisfactory performance of the contractor and on mutual consent of both the parties.
- o. The complaint of the photocopier machine shall be attended and repaired within 02 days from the lodge of complaint, failing which, the contractor is liable to pay damage charges @ Rs.100/- per day subject to maximum of Rs.1000/-.
- p. In case any photocopier machine is to be taken out for repairs to the Contractor's workshop, a standby machine of same/higher configuration will be provided by the firm at the same place.
- q. No price escalation shall be entertained during the currency of the Contract. The rates will therefore be quoted considering this aspect.
- r. In case two similar rates are received, Secretary (L&B) will make the decision for awarding the work on the basis of recommendation of the Purchase Committee.
- s. Any dispute is subject to the jurisdiction of the Delhi Courts only.
- t. The tentative numbers of photocopier machines to be hired is five(05) which is liable to increase or decrease on the same rate and terms and conditions of contract at the sole discretion of the Competent Authority.

Yours ' Faithfully


(TAPAN JHA)
DY. SECY. GENERAL

TENDER APPLICATION FORM

1.	Name of the bidder	
2.	Full Postal Address	
3.	Telephone No./Fax No.	
4.	Mobile No. of the authorized representative	
5.	Experience of more than one year in the similar field in the Govt. Departments (If yes, duly attested supporting documents should be attached.	YES/NO
6.	TIN No. (self attested copy to be attached)	YES/NO
7.	PAN No. (self attested copy to be attached)	YES/NO
8.	Service Tax regn. number (self attested copy to be attached)	YES/NO
9.	Earnest Money Deposit - FDR No. & Date, Issuing Bank details and amount	

I/We undertake to abide by the terms and conditions of the tender document.

(Signature of the bidder/authorized representative)
Name and Address with Seal

UNDERTAKING
(on non-judicial stamp paper of Rs.100/-)

To

The Dy. Secretary (General)
Land & Building Department,
Vikas Bhawan, New Delhi.

I/We the undersigned (herein after called the Contractor/Vendor/Supplier/ Bidder) hereby offer to supply & install photocopier machines for a period of one year unless other extended against which I/We have quoted rates and for which this tender may be accepted at the rates quotes by us and as per the terms and conditions set forth for such purpose as may be ordered by the Dy. Secretary, Land & Building or any other officer acting on his/her behalf.

Dated this _____ Day of _____

Signature
Name and Address with seal.

PRICE BID

Description of the photocopier machine to be installed	Model/Make of the Photocopier Machine	Year of Manuf-acturing	Rate per copy per machine (excluding taxes)
LATEST Digital Model of Photocopier machine having: a. Speed - 30 CPM b. Max. copy size - A-5/A-4 c. Continuous copy time - 01 to 999 d. Zoom range - 25%-400% in 1% steps e. Automatic Document Feeder f. Standard Network Printing			

Note:

- a. Tentative load is approx. 5500 copy per month per machine.
- b. The bidder should quote rates per copy per machine excluding taxes.
- c. The bid should be free from any alteration, correction, overwriting etc. failing which the bid shall be summarily rejected.
- d. There is no minimum guarantee given by the Department for the volume of number of photocopies.

Name and