

Rs. 500/-

TENDER DOCUMENT

**RATE CONTRACT OF
HIRING OF PHOTOCOPYING SERVICES
AT
NATIONAL UNIVERSITY OF
EDUCAITONAL PLANNING AND ADMINISTRATION
NEW DELHI - 110016**



TENDER DOCUMENT
RATE CONTRACT FOR
HIRING OF PHOTOCOPYING SERVICES

Invitation to Bid

1. Quotations are invited for providing Rate Contract for “Hiring of Photocopying Services and Related Miscellaneous Jobs” at NUEPA, New Delhi. **The Technical bid accompanied with Rs. 500/- towards the cost of the tender documents and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) in the form of pay order/DD, favoring Registrar, NUEPA. New Delhi shall be deposited at the time of submission of tender, as a part of the Technical Bid. Tenders received without the Tender Document Fee and EMD shall be summarily rejected.**
2. The service provider (hereafter referred to as “Agency” in this document) is required to submit the Quotation in a sealed envelope clearly super scribed “**Quotation for Photocopying Jobs**” strictly as per the proforma enclosed. The quotations should reach the Registrar, NUEPA, 17-B Sri Aurobindo Marg, before **August 24, 2011.**
3. Quotations will be opened on the same day at **1530 hrs** in the presence of such bidders or their duly authorized representatives as may be present.
4. The bidder is required to sign all pages of this document and return the same along with their bid. Tenders of unsigned documents will be rejected.



Description of the Work

1. The services will include:
 - a) Attending to photocopying of all official papers of the University.
 - b) Attending to other related work pertaining to various reports/documents.

General Conditions

1. The University reserves the right to accept or reject summarily any or all Tenders in whole or in part without assigning any reason whatsoever.
2. The agency should have experience of providing such services to reputed organizations.
3. The agency must be currently providing such services to such organizations. Copies of such work order or any other documentary evidence clearly certifying that services are being provided in such universities should be produced.
4. The University takes no responsibility for delay, loss or non-receipt of a quotation after dispatch.
5. Space and Electricity will be provided by the University.

Security Deposit

In the event of getting the contract, the Agency shall be required to deposit an amount of Rs. 5,000/- as Security Deposit in cash or by demand draft in favour of Registrar, NUEPA, New Delhi.

No interest shall accrue on this amount. The Security Deposit shall be refunded after one month of the expiry/termination of the contract after deduction of penalty/other dues, if any. The EMD of the successful bidder will be refunded after signing of the agreement and after deposit of security amount.

Payment Terms and condition

The payment to the contractor will be made on **quarterly basis** at the end of each quarter against invoice with PAN number, raised by the Agency and based on performance during the quarter. TDS, as applicable, will be deducted before making the payment.

The rates quoted by the Agency for various services shall be on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

Penalty

The photocopying equipment should be properly maintained and in case of any breakdown it should be made operational within 24 hours, and till such time either the job should be got done from outside at the cost of the Agency or a standby hardware should be provided.

In case of inability to provide either of the two, the Agency will be liable for penalty as deemed fit by the University.

Jurisdiction

The courts at Delhi alone shall have the jurisdiction in any matter arising out of relating to or touching this tender.



**PROFORMA FOR QUOTING RATES FOR
PHOTOCOPYING & ALLIED JOBS and RELATED MATERIAL
(With Operator and Machine)**

Sr. No.	Particulars of Photocopying Job	Rate per copy with Paper/Sheet	Rate per copy Without Paper
1.	Photostat A4 – Single Side)		
2.	Photostat A4 – Back to Back		
3.	Photostat A4 – Colour Paper		
4.	Photostat A3		
5.	Cover Sheet A3		
6.	Photostat on Transparency Sheet		
7.	Reduction/Enlargement		
8.	Spiral Binding (1-100 Pages)		
9.	Spiral Binding (1-200 Pages)		
10.	Ordinary Binding upto 100 Pages		
11.	Ordinary Binding above 100 Pages		
12.	I-Card Printing Lamination		

Taxes: If any

Signature & Stamp



National University of Educational Planning and Administration
17-B Sri Aurobindo Marg, New Delhi - 110016

Documents to be Attached

1. Company Profile
2. Tender Document Fee (Rs. 500/-)
3. Latest Income Tax Clearance Certificate
4. List of Current Clients, if any
5. Clients Performance Certificates
6. Copies of Tax Certificates
7. Support Centre Details