



HSCC (INDIA) LTD
E-6(A), Sector-1, Noida (U.P)-201301

HSCC/HRM/07/32

18.01.2008

Tender for Annual Contract for Photocopy Machine

Sealed tenders are invited from reputed firms for hiring of photocopier machine with operator at HSCC Corporate Office, Noida. For Details & Tender form, please visit our website: www.hsccltd.com. Last date for receipt of tenders is upto 14.30 hrs on **30.01.2008**. HSCC reserves the right to cancel the tender without assigning any reason.

Chief Gen Mgr (HRM & Legal)



TENDER DOCUMENT

**ANNUAL CONTRACT FOR
PHOTOCOPY JOB WORK**

**HSCC (I) LTD
E-6 (A) , Sector-1
Noida (U.P)-201301**

**HSCC (India) Ltd
(A GOVERNMENT OF INDIA ENTERPRISE)
E-6(A), SECTOR-1, NOIDA (U.P)-201301**

REQUEST FOR PROPOSAL (RFP)

FOR THE ANNUAL CONTRACT FOR PHOTOCOPYING JOB WORK

1.	Date of submission of bid	Date & Time: 30.01.08; 14.30 hrs
2.	Date of opening of bid	Date & Time: 30.01.08; 15.00 hrs

Section - I
Invitation for the Bids

Tender No. HSCC/HRM/07/Photocopy

Dated: 18.01.2008

Sub: ANNUAL CONTRACT FOR PHOTOCOPYING JOB WORK

Sealed quotations are invited from the reputed firms for entering into ANNUAL CONTRACT FOR PHOTOCOPYING JOB WORK as specified below.

1. Xeroxing shall be done on A-4 and A-3 size paper with automatic duplex and scanner resolution. The machine must be new, but not more than three months old. The photocopier paper to be used is Century/BILT/JK paper or equivalent. The contractor will provide one photocopying machine preferably digital or machine with OPC/PPC Drum, operator to operate the machine with minimum output of 25cpm. The maintenance of the machines, toner, consumables and any spare part required will be the responsibility of the contractor. The details of the estimated quantity shall be as follows:

S.No	Size	*Estimated Qty per mth
1	A-4	20,000
2	A-3	500

* actual quantity may vary

The work is to be carried out on all working days from **09.00 A.M. to 06.00 P.M.** and also on holidays/Sundays, and beyond office hours whenever required at the office premises. The rate quoted must be of per copy basis.

Documents to be submitted along with the quotation

Latest Service Tax Registration Certificate & PAN No

The photocopies of the above documents should be legible and self attested.

Section – II

TERMS & CONDITIONS

1. **Submission of Tenders:** Sealed tenders must be submitted in an envelope duly superscribing “Tender No., Description of item and Date of Opening” addressed to the General Manager (HRM), HSCC (India) Ltd, E-6(A), Sector-1, Noida (U.P)-201301. latest by **30.01.2008 up to 14.30 hrs** positively.

Request for extension of submission date of tenders will not be considered.

2. **Late/delayed tenders :** Late/delayed tenders due to any reason whatsoever will not be accepted / considered at all under any circumstances.

3. **Opening of Tenders:** The tenders received will be opened at **15.00 hrs** on **dated 30.01.2008** in the presence of the authorized representatives, if any, of the quoting firm (one member only) at this office. **Request for extension of opening date of tenders will not be considered.**

Quotation will also be opened on scheduled date and time even in case of non-presence of any representative of the firms.

4. **Earnest Money Deposit:** Tenderers shall have to deposit EMD **of Rs. 5,000/-** in the form of Crossed Demand Draft/Banker’s Cheque/Pay Order only in favour of HSCC (India) Ltd, payable at Noida/New Delhi, along with their tenders. **Tenders received without earnest money will not be entertained/ considered at all and rejected summarily.** Tenders received along with EMD in the form of Cheque/Cash/BG will not be accepted / considered and rejected. **No interest would be paid on the Earnest Money Deposit.**

5. **Forfeiture of EMD:** The earnest money deposited (EMD) will be forfeited if the vendor withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender or fails to furnish the Performance Security Deposit as per Clause No. 7 – Performance Security Deposit mentioned below.

6. **Refund of EMD :**

(a) EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of award letter to the successful tenderer and no interest would be paid thereon.

(b) EMD will be refunded to the successful tenderer within thirty days from the date of finalization of tender and no interest would be paid thereon.

7. **Performance Security Deposit:** The successful tenderer will have to furnish an unconditional **Performance security deposit of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Demand Draft** in favour of HSCC (India) Ltd within twenty one days of the placement of order, payable at Noida/New Delhi. **No interest would be paid on the Performance Security Deposit.**

8. Refund of Performance Security Deposit: The Performance Security Deposit will be returned to the successful vendor after sixty days from the date of the completion of the contract period and no interest would be paid thereon.

9. Down Loading of Tender Document: The vendors may down load Tender documents containing detailed technical specifications and terms & conditions from Website www.hsccltd.com. However the tenderer will have to pay Rs.500/- towards the cost of tender document alongwith the bid, in the absence of which tender shall be rejected. Vendors can also purchase the tender document from HSCC (India) Ltd, E-6(A), Sector-1, Noida upto **29.01.2008** on payment of Rs.500.00 in cash or by demand draft in favour of HSCC (India) Ltd, payable at Noida/New Delhi on any working day except holidays from **10.00 A.M. to 04.00 P.M.**

10. Fall Clause: The photocopying rates charged under the rate contract should in no event exceed the lowest rates at which the party charges the photocopying rates of identical description to any other person during the period of the contract. If so, the successful party should pass the benefits to HSCC also.

11. Electricity charges for Xeroxing work will be borne by the firm on actual bill basis and for this a sub-meter will be provided by HSCC.

12. The space to install machine and to keep material such as paper, toner etc will be provided by HSCC against licence fee of Rs. 100/- per month.

13. The successful vendor must show the quality of photocopy paper to the contact person as and when they have purchased it or before using it.

14. Payment will be made on monthly basis after certification by HRM Department.

15. The contract will be initially awarded for a period of two years. However, HSCC reserves the right to cancel the contract without assigning any reason.

16. Outside work will not to be carried out at the HSCC premises.

17. TDS, and any other Govt. levies applicable on bill as per Govt. of India instructions issued time to time shall be deducted.

18. No enhancement of rates will be allowed for the job contract during the currency of the contract.

19. The vendor shall provide the services of operator well versed in operating the photocopy machine. The vendor shall also provide complete details of the operator to HSCC.

20. The vendor must ensure that sufficient stock of toner and other consumable items are available at all times. In case of breakdown, it will be the responsibility of the vendor to get the requisite papers photocopied from outside during the breakdown period.

21. HSCC is neither responsible nor liable to pay any compensation for injury / death caused to the contractor's operating staff in the event of any accident on HSCC duty. Contractor will make his own arrangements to meet such eventualities as per existing Government rules/regulations.

22. None of the Contractor's employees present or future will be entitled to claim any sort of employment in HSCC. Contractor is required to attach undertaking to this effect in his Quotation.

23. The Contractor shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and equipment and any breach thereof shall render the contract liable to cancellation. The Contractor will have to ensure that all the obligations under the various applicable acts, rules and regulations viz. Contract labour, such as minimum wages act, payment of wage act, PF and ESI act, payment of Bonus Act and other applicable laws, acts, regulations etc., as amended from time to time, for all his employees who shall be deployed by the transporter for rendering services to HSCC are to be fulfilled and complied by him.

24. HSCC has all the rights to cancel the contract in case, if it is found that the quality of photocopying job is poor, paper used by the contractor is not up to the mark and also in case of not completing the work within the requisite time period or keeping the work pending.

25. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

26. L1 will be decided on the basis of rate quoted for A-4 size paper (Black & White).

27. HSCC reserves the right to accept or reject in part or in full to any or all the quotation without assigning any reason thereof.

Section - III

No.

Dated

To
The Chief General Manager (HRM & Legal)
HSCC (India) Ltd
E-6 (A), Sector-1
Noida –201301

Subject: Sealed Tender for Photocopy Job

Sir,

With reference to HSCC Tender Notice Inviting quotations for Photocopy Job, we hereby enclose the rate quotation in the prescribed proforma.

We have read the terms & conditions and accept the same.

Yours faithfully,

Name

Address

Tel./Fax/Mob. No.

Contact Person

Dated

Seal of the Firm

No.HSCC/HRM/07/Photocopy

Dated:

**PROFORMA FOR SUBMITTING QUOTATION FOR
ANNUAL CONTRACT FOR PHOTOCOPYING JOB WORK**

1. Name ,Address,Telephone, Fax,
Cellphone number of the Operator:
(The names of the contact person may please be indicated)

Photocopy job

S.No	Nature of job	Rate per copy
1.	Black & White A4 one side of paper	
2.	Black & White A4 both sides of paper	
3.	Black & White A3 one side of paper	
4.	Black & White A3 both sides of paper	
5.	Colour A4 one side of paper	
6.	Colour A4 both sides of paper	
7.	Black & White Foolscap paper	
8.	Colour Foolscap paper	

TERMS AND CONDITIONS:

1. Above quoted rates are inclusive of all applicable taxes(excluding, service tax) and any other costs due to maintenance of photocopying machines, toner, consumables, spare parts, photocopying paper, operators salary, etc.

2. Rates quoted shall be valid throughout the contractual period for photocopying job services required by HSCC. The rates quoted shall be fixed for a period of one year from the date of commencement of the contract and revision of rates will not be considered under any circumstances.

3. There should be no cutting / overwriting in the duty slips. Duty slips to be made in triplicate and counter signed by our authorized official should be submitted along with the bill.

4. HSCC reserves the right to accept or reject any or all tenders which meet or does not meet our requirement.

WE HEREBY CONFIRM THAT OUR COMMERCIAL BID SHALL REMAIN VALID FOR A PERIOD OF ONE HUNDRED EIGHTY DAYS FROM THE DATE OF OPENING OF COMMERCIAL BID.

Signature of the firm:

Name

Address

Telephone No.

Date:

Seal of the firm