



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

HSCC/HRM/07/32

06.07.2009

Tender for Annual Contract for Photocopy, Lamination, Binding, etc.

Sealed tenders are invited from reputed firms (within a radius of 10 k.m. from HSCC Corporate office at Noida) for doing photocopy, lamination, binding, etc. work of HSCC Corporate Office. For Details & Tender form, please visit our website: www.hsccltd.com. Last date for receipt of tender is upto 14.30 hrs on **31.07.2009**. HSCC reserves the right to cancel the tender without assigning any reason. Prospective bidders are advised to scan through HSCC website as corrigendum/amendments etc., if any, will be notified on the company's website and separate advertisement will not be made for this.

Chief Gen Mgr (HRM & Legal)



TENDER DOCUMENT

Annual Contract For
Photocopy, Lamination, Binding, etc.
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, LAMINATION,
BINDING, etc. WORK**

1.	Last Date of submission of bid	Date & Time: 31.07.09; 14.30 hrs
2.	Date of opening of bid	Date & Time: 31.07.09; 15.00 hrs

Section - I
Invitation for the Bids

Tender No. NIT/HSCC/HRM/09/Photocopy

Dated: 06.07.2009

Sub: Annual Contract for Photocopying, Lamination, Binding, etc. work

Sealed quotations are invited from the reputed firms for entering into Annual Contract for Photocopying, Lamination, Binding, etc. work as specified below.

1. Xeroxing shall be done on A-0, A-1, A-2, A-3 & A-4 size paper with automatic duplex and scanner resolution.

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 Chief General Manager (HRM & Legal), HSCC (India) Ltd, E-6(A), Sector-1, Noida (U.P)-201301. latest by **31.07.2009 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 31.07.2009** 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 will be 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.

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. 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.

12. Payment will be made on monthly basis after verification by the concerned department and certification by HRM Department. However, bills without challans will not be processed for payment.

13. The contract will be initially awarded for a period of three months on trial basis and on the basis of satisfactory services the contract will be continued upto one year. However, HSCC reserves the right to cancel the contract without assigning any reason.

14. Deductions relating to TDS, and any other Govt. levies applicable on bills will be made as per Govt. of India instructions issued from time to time.

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

16. 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.

17. 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 an undertaking to this effect along with his Quotation.

18. 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.

19. 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 or not as per the specifications and also in case of not completing the work within the requisite time period or keeping the work pending.

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

21. Tenders will be rejected if rates are not mentioned in col6 of PROFORMA FOR SUBMITTING QUOTATION FOR ANNUAL CONTRACT FOR PHOTOCOPYING JOB WORK against all type of job mentioned in Col3.

22. L1 will be decided on the basis of rate quoted for each category.

23. 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

Tender No. NIT/HSCC/HRM/09/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, Lamination, Binding, etc work

Col1	Col2	Col3	Col4	Col5	Col6
SN	Category	Type	Size	For	Rate in Rs.
1	Photocopy	Black & White	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
		-do-	A4 Transparency	Per sheet	
		-do-	Full Scape	Per sheet	
		Coloured	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
		-do-	A4 Transparency	Per sheet	
		-do-	Full Scape	Per sheet	
		-do-	A0 Glossy	Per sheet	
		-do-	A1 Glossy	Per sheet	
		-do-	A2 Glossy	Per sheet	
		-do-	A3 Glossy	Per sheet	
		-do-	A4 Glossy	Per sheet	
		-do-	Reduction/Enlargement	Per sheet	
		Blue/Amonia Print	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	

2	Digital Plotting	Black & White on Paper	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
		Black & White on Tracing	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
		Colour on paper	A0 (Two Colour)	Per sheet	
		-do-	A0 (Normal)	Per sheet	
		-do-	A0 (Non-Field)	Per sheet	
		-do-	A0 (Field/Image on glossy)	Per sheet	
		-do-	A1 (Two Colour)	Per sheet	
		-do-	A1 (Normal)	Per sheet	
		-do-	A1 (Non-Field)	Per sheet	
		-do-	A1 (Field/Image on glossy)	Per sheet	
		-do-	A2 (Two Colour)	Per sheet	
		-do-	A2 (Normal)	Per sheet	
		-do-	A2 (Non-Field)	Per sheet	
		-do-	A2 (Field/Image on glossy)	Per sheet	
3	Binding	Hard	A0 (Upto 50 drawings)	Per Unit	
		-do-	A0 for every additional 50 drawings	Per Unit	
		-do-	A1 (Upto 50 drawings)	Per Unit	
		-do-	A1 for every additional 50 drawings	Per Unit	
		-do-	A2 (Upto 50 drawings)	Per Unit	
		-do-	A2 for every additional 50 drawings	Per Unit	
		-do-	A4 upto 100 pages	Per unit	
		-do-	A4 upto 150 pages	Per unit	
		-do-	A4 upto 200 pages	Per unit	
		-do-	A4 for every additional 50 pages	Per unit	
		Spiral/Spico	A4 upto 100 pages	Per unit	

		-do-	A4 upto 150 pages	Per unit	
		-do-	A4 upto 200 pages	Per unit	
		-do-	A4 for every additional 50 pages	Per unit	
		Thermal	A4 4mm 24 pages	Per unit	
		-do-	A4 6mm 36 pages	Per unit	
		-do-	A4 8mm 48 pages	Per unit	
		-do-	A4 10mm 60 pages	Per unit	
		-do-	A4 12mm 72 pages	Per unit	
		-do-	A4 for every additional 12 pages	Per unit	
		Wiro	A3 6.4 mm 20 pages	Per unit	
		-do-	A3 7.9 mm 30 pages	Per unit	
		-do-	A3 9.5 mm 40 pages	Per unit	
		-do-	A3 11.1 mm 50 pages	Per unit	
		-do-	A3 12.7 mm 60 pages	Per unit	
		-do-	A3 for every additional 10 pages	Per unit	
		-do-	A4 6.4 mm 20 pages	Per unit	
		-do-	A4 7.9 mm 30 pages	Per unit	
		-do-	A4 9.5 mm 40 pages	Per unit	
		-do-	A4 11.1 mm 50 pages	Per unit	
		-do-	A4 12.7 mm 60 pages	Per unit	
		-do-	A4 for every additional 10 pages	Per unit	
		Star	A0	Per unit	
		-do-	A1	Per unit	
		-do-	A2	Per unit	
		-do-	A3	Per unit	
		-do-	A4	Per unit	
		Rexin	A4 100 Pages	Per unit	
		-do-	A4 150 Pages	Per unit	
		-do-	A4 200 Pages	Per unit	
		-do-	A4 250 Pages	Per unit	
		-do-	A4 300 Pages	Per unit	
		-do-	A4 350 Pages	Per unit	
		-do-	A4 for every additional 50 pages	Per unit	

		-do-	A4 100 Pages (Block setting & Leaf printing)	Per unit	
		-do-	A4 150 Pages (Block setting & Leaf printing)	Per unit	
		-do-	A4 200 Pages (Block setting & Leaf printing)	Per unit	
		-do-	A4 250 Pages (Block setting & Leaf printing)	Per unit	
		-do-	A4 300 Pages (Block setting & Leaf printing)	Per unit	
		-do-	A4 350 Pages (Block setting & Leaf printing)	Per unit	
		-do-	A4 for every additional 50 pages	Per unit	
		Cover (Art Card/Hard Sheet)	A3	Per sheet	
		-do-	A4	Per sheet	
		Clothe Mounting	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
4	Digital Scanning	Black & White	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
		Coloured	A0	Per sheet	
		-do-	A1	Per sheet	
		-do-	A2	Per sheet	
		-do-	A3	Per sheet	
		-do-	A4	Per sheet	
5	Printout	Coloured	A3 (Normal 75 GSM Paper)	Per sheet	
		-do-	A3 (100 GSM Paper)	Per sheet	
		-do-	A3 (170 GSM glossy Paper)	Per sheet	
		-do-	A3 (250 GSM glossy Paper)	Per sheet	
		-do-	A4 (Normal 75 GSM Paper)	Per sheet	
		-do-	A4 (100 GSM Paper)	Per sheet	
		-do-	A4 (170 GSM glossy Paper)	Per sheet	
		-do-	A4 (250 GSM glossy Paper)	Per sheet	

6	Lamination	Hot	Per Sq. Inch	Per unit
		Cold	Per Sq. Inch	Per unit
		Board	1 mm Sun Board	Per unit
		-do-	3 mm Sun Board	Per unit
		-do-	5 mm Sun Board	Per unit
		-do-	6 mm Wood Board	Per unit
		-do-	8 mm Wood Board	Per unit
7	Conversion into Soft Copy	Hindi Text	Running Text in A4	Per sheet
		English Text	Running Text in A4	Per sheet
8	Reduction		A0-A1	Per sheet
			A0-A2	Per sheet
			A0-A3	Per sheet
			A0-A4	Per sheet
			A1-A2	Per sheet
			A1-A3	Per sheet
			A1-A4	Per sheet
			A2-A3	Per sheet
			A2-A4	Per sheet

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. **The bid will be rejected in case rates against all the items mentioned in the proforma for submitting quotation for annual contract for photocopying, lamination, binding, etc. work is not quoted.**

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