

«Name»

«Address»

Subject: Invitation of tenders for supply of one or more New Digital Mono Photocopier Machines on Cost per Copy basis.

Dear Sirs,

The National Institute of Health and Family Welfare (NIHFW) is an Apex Body in the field of Health and Family Welfare, located in Munirka, New Delhi. The Institute intends to install new digital photocopier-cum-printers at its Media and Publication Cell and if necessary, at other places within its premises.

TENDER EVALUATION

Tenders evaluation will be done in two stages

- 1. Technical bid and**
- 2. Price bid.**

Each bid to be submitted in separate sealed envelopes super-scribed as "Technical Bid", and "Price Bid" respectively. All these 2 envelopes should be put in another envelope marked as "**Tender for supply of one or more New Digital Mono Photocopier Machines on Cost per Copy basis**" and sealed properly.

TECHNICAL BID:

The firm should submit the technical bid in a sealed cover separately super scribing "**Technical Bid for One or more New Digital Mono photocopier Machines on Cost per Copy basis**" along with name and address of the bidder.

Technical bid should contain:

- a) Tender document can be downloaded from the Institute website: www.nihfw.org and attached payment of ₹ 1000/- (Rupees one thousand only). The cost of tender should be sent along with the tender documents in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi – 110067. Tender received without cost will be summarily rejected. The tender must be dropped in tender Box kept at reception of the Institute by 3.00 PM till **25/06/2021**

- b) The specification of the machine (indicated serial wise as per **Annexure-IV**).
- c) Details about the Past experience (in years)
- d) Performance certificate duly authenticated by other existing users of the items.
- e) Self attested photocopies of latest and valid GST registration certificate and Proof of filing income tax return (enclose last three year income tax assessment certificate)
- f) PAN Card: Submit the self attested copy.
- g) Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firm as a token of acceptance by the Bidder of all terms & conditions.
- h) Bidder's profile giving complete details about the firm including the period for which it is in this business.
- i) Copy of partnership Deed in case of Partnership firm/Memorandum and Article of Association with undertaking and authorization for signing the Tender Documents.
- j) Undertaking as per **Annexure- I**
- k) Affirmation as per **Annexure-II**
- l) Criminal liability undertaking as per **Annexure- III**
- m) Company should be ISO 9001:2015 certified

The Committee constituted by the Director, NIHFW will technically evaluate the specification as per **Annexure IV**. The specifications accepted technically will only be considered for price evaluation (price bid). **Price should not be quoted with technical bid, otherwise the tender will be rejected without any correspondence.**

PRICE BID:

The bidders must quote the rates in INR strictly as per prescribed format given at **Annexure-V**. The price bids will be opened only those tenderers who's qualified by the Technical Committee and will declared L-1 on the basis of price quoted.

Terms and Conditions:

1. The firm should not have been blacklisted by any government organization. If it is found, at any stage/time that the firm was blacklisted by a Govt. organization, the contract will be cancelled and the performance security will be forfeited.
2. The contract will be awarded initially for a period of one year and may be further renewed on year- to- year basis for a maximum period of next 2 years subject to satisfactory performance.
3. The contract will be purely on Cost per Copy basis.
4. The Firm must install the machines in a good condition. Quality output is the essence of the contract and substandard reproduction will not be acceptable,

in any case. Sample output will have to be signed by both, the contractor and the Incharge Press (Media and Publication Cell), NIHFW. This will help to ensure the quality of output and used as a 'Yardstick' in case of any dispute.

5. The rates quoted should be all inclusive, i.e., transportation/shifting of photocopiers from one site to other site. No extra charges for any spare parts or consumables or accessories will be paid by this office.
6. In case of any defect/fault in the machine, the firm will have to undertake the job immediately on receipt of complaint and ensure the machine in working order (within 2 working days). If the machine is not fixed within 2 working days a stand by machine has to be provided otherwise the contractor shall be liable for payment of penalty charges @ Rs.500/- per day. Thereafter NIHFW holds the option for taking services from other agencies and recover the cost from the bill/security deposit.
7. In case, no action is taken on complaint from NIHFW within the stipulated time, the security will be confiscated and contract may be terminated without any notice. Such companies will be blacklisted and forbidden for future tender activities of the Institute.
8. The contract can be cancelled at any stage, if the performance is not found satisfactory, without assigning any reason.
9. The work awarded cannot be outsourced to other agency.
10. The firm shall have to deposit an earnest money of Rs.15000/- with the Tender Proforma, through a Demand Draft drawn in favour of Director, NIHFW, New Delhi failing which the quotation will be outrightly rejected. The NIHFW will not be liable to pay any interest on the earnest money.
If the tender is withdrawn/amended or any further conditions are imposed by the tenderer, the earnest money deposited by the tenderer shall be forfeited without prejudice to any other right or remedies by the NIHFW for such breach on the part of the tenderer.
11. Tenders should be signed by a person who is legally competent to do so. In case a person signs the tender form or any other document forming part of the contract on behalf of some other person (natural or legal), it shall imply that he has the authority to bind such other person and if, on enquiry, it transpires that the person signing the documents had no authority to do so, the NIHFW may, without prejudice to other civil and criminal remedies, cancel the contract, forfeit the earnest money/security deposit and hold the signatory responsible for such costs and damages as considered necessary by the NIHFW.
12. On receipt of letter of acceptance of tender from the NIHFW, the contractor shall within a period of ten days deposit performance security which will be 10% of the cost of the estimated annual output of 5,00,000 copies, in the form of an Account Payee Demand Draft or a Fixed Deposit Receipt from a commercial bank pledging the amount of deposit in favour of the Director,

NIHFW, New Delhi. The security deposit should remain valid for a period of 90 days beyond the date of completion of all contractual obligations. On due performance and completion of the contract in all respects to the entire satisfaction of the Director, NIHFW, the security deposit shall be refunded to the contractor only after adjusting payments, if any, due to the NIHFW under this or any other contract.


Should the contractor fail to provide the said security deposit within the stipulated period, such failure shall amount to breach of the contract and the Director NIHFW shall be entitled to make other arrangements at the contractor's risk and cost without giving any further notice to him and in addition forfeit the earnest money of the contractor.

13. The earnest money of the firm whose quotations are not accepted will be refunded, after acceptance of order by the successful firm.
14. The earnest money of the successful firm will be refunded after the security money is deposited.
15. The successful firm will have to sign a contract agreement, as per Govt. Financial Rules with the Institute on a non-judicial stamp paper of Rs.50/- before undertaking the contract.
16. The payment of the contract will be made on quarterly basis on the submission of the bill accompanied by the performance certificates to be obtained from the users (signed by an officer not below the rank of Section Officer), after completion of the period. The firm/company shall have to submit the bill in duplicate duly pre-receipted and mentioning PAN and Registration No. for GST.
17. Service Engineer of the contractor may also be called by the Institute on holidays as per requirement. The service engineer must have company ID card and mobile phone. The contract numbers must be provided to the Incharge Press (Media and Publication Cell) at NIHFW. The person must bear good character and be well behaved.
18. It is not mandatory to award the contract merely on lowest quotation basis only until the bidder fulfils all criteria mentioned in tender document.
19. The Director, NIHFW reserves the right to award contract for more number of machines or reject all quotations without giving any reasons.
20. The institute will recover TDS and other applicable taxes, etc. as per rules from the payment to be made to the firm.
21. Incomplete tender and conditional tender in any aspect is liable to be rejected without giving any notice. It may be noted that this institute will not give any guarantee for the no. of copies to be done on the machines to be installed.
22. The rates should be quoted as per the proforma. Incomplete tender will be liable to be rejected.

23. In case there is any dispute relating to this contract, the same shall be resolved through an arbitrator to the nominated by the Director, NIHFW. The contract shall be subject to the Indian Laws and the jurisdiction of the courts located in Delhi.
24. Each page of tender document must be signed and stamped.
25. The quotation in enclosed Proforma addressed to the Director, NIHFW, Munirka, New Delhi- 110 067 must be dropped in tender box at reception of the NIHFW by **03:00 PM** on or before **25/06/2021** in a sealed cover marked 'Quotation for Hiring of Photocopiers'.
26. The quotations will be opened at **03:30 PM on the same day** in the office of Chairman, Tender Opening Committee, NIHFW in the presence of representatives of the firms who wish to be present.
27. The Director, NIHFW reserves the right to accept or reject any or all quotations without assigning any reason.



(Dr. J. P. Shivdasani)
Acting Dy. Director (Admn.)



ANNEXURE – I

**FORMAT FOR UNDERTAKING
(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHFW, New Delhi for supply of machine/s for use in NIHFW, New Delhi during the period of tender.
3. The machine/s supplied by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. Performance Security will be deposited by me/us and the same may be retained two months beyond the period of tender is over.
6. If the NIHFW authorities think it necessary to change any the machine/s supplied by me/us found to be defective quality, the same will be replaced by me/us at no extra cost.
7. Guarantee/Warranty as asked for in the tender form is acceptable to us. If any machine supplied by me/us is found to be defective and beyond repair during the period, the same shall be replaced by me/us free of cost.
8. I/We hereby undertake to recoup any loss/damages caused to the NIHFW authority through the use of defective machine supplied by me/us.
9. I/We hereby undertake to pay penalty as per terms and condition for delayed services.
10. It is certified that the quoted machine have not been and are not being supplied to any other organization at a rate lower than being quoted here.
11. I/We agree to accept the bill to be paid by the user after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
12. There is no vigilance/CBI or court case pending against the firm.
13. I/we understand that the Director, NIHFW, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
14. The decision of the Director, NIHFW, New Delhi will be final and binding upon me/us.

Signature of Bidder
(Name of Bidder)

Place..... With seal of firm

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of authority during the validity of tender period the Director, NIHFWS, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place Signature of Bidder

Date..... (Name of Bidder)

With seal of firm

ANNEXURE – III

CRIMINAL LIABILITY UNDERTAKING ON Rs. 100/- AFFIDAVIT

I.....S/o.....Resident
of
.....do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s.

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name
Signature
Rubber stamp
Affirmation/Verification

ANNEXURE – IV

Proforma for Technical Bid

Sr. No.	Particulars	Required filed	Remarks (Yes/No)
1	Paper Size	A3	
2	Output Size	A3 and 12"X18"	
3	Copying/Printing speed	75 copies per minute or more	
4	Zoom Range	25% to 400%	
5	Resolution	1200 x 1200 dpi	
6	Feeding Document	Duplex Single Pass Feeder (DSPF)	
7	Network Printer	Yes	
8	Network Scanner	Yes	
9	Paper Weight	300 GSM	
10	Compatibility	Windows 7,8 & 10 more	
11	Display	10.1"	
12	Duplex	Yes	
13	Pen Drive Print	Yes	
14	Paper capacity	3000 or more	
15	Motion Sensor	Yes	

Proforma for Price Bid

Rate tendered for supply of New Digital Mono Photocopier Machines on Cost per Copy basis:

Model/Make of the Photocopier Machine	Rate per copy of A4 size excluding paper (in figures and in words)*	GST/other Tax**	Total Amount Inclusive Taxes

** Other tax, if any, may also be indicated separately giving full details of nature of tax and its percentage.

* From total number of copies, 1% copies will be deducted towards wastage. NIHFW will pay for the remaining 99% only, subject to the terms and conditions of the contract.

Place: _____

Date: _____

Signature of Tenderer: _____

Name (in block letters): _____

Capacity/ Position/Designation: _____

Seal of the Firm: _____