

Sub.: Invitations of bids for Empanelment of Service Providers for Providing Photostat Copying, Lamination, Binding Etc. Services

Sir,

As you may be aware, DOEACC Society, an autonomous body of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Information Technology (Formerly Deptt. of Electronics) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality Education and Training in the area of IT. The scheme consists of courses at four levels namely 'O' level - Foundation, 'A' level - Advance Diploma, 'B' level - MCA level, 'C' Level - M.Tech Level. The Society conducts examinations twice a year in the month of January and July for all the above four levels at more than 110 centres located all over India. Besides the career courses viz. O, A, B & C levels, the Society offers a Course On computer Concepts (CCC), which is basically an IT Literacy Course for any body and everybody. The Institutes Accredited for any of O, A, B or C Level of course are authorized to conduct training for this course and offer the candidates for the Examinations conducted by the Society. The CCC Examination are held thrice a year.

We outsource photocopying, lamination and binding activities on day to day basis. The order for the job is placed on the vendor and the payment is made to the vendor on successful completion of the job on monthly basis. The DOEACC Society proposes to empanel a service provider or a period of atleast two years to periodically undertake the above mentioned jobs against the orders placed from time to time. The present proposal accordingly seeks quotes for photocopying, lamination binding job.

You are accordingly requested to quote your lowest rates for undertaking the job. Before submitting the quotation you must go through the terms and conditions stipulated in Annexure-I

Technical Bid as per proforma at Annexure II and Financial Bid as per proforma at Annexure III are to be sealed in separate covers appropriately superscribed the statement " Technical Bid" and " Commercial Bid" as the case may be and then both these covers should be sealed in a cover superscribed with "Empanelment Of Service Providers For Providing Photostat Copying, Lamination, Binding Etc. Services and addressed to the Dy. Director (Admn.), DOEACC Society, 6, C.G.O. Complex, Lodhi Road, New Delhi-110003 should reach DOEACC on or before 1500 hrs on 06/1/2011. The commercial bid would be opened

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only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith. The tenders shall be opened on 06/1/2011 at 1600 hrs. You may depute your representative to be present at the time of opening of tenders in this Society.

Please note that the proposal submitted shall be governed by the terms and conditions stipulated in Annexure-I. You are advised to go through these terms and conditions before submitting the proposal. A copy of the Annexure -I containing terms and conditions must be submitted along with Proforma at Annexure -II duly filled in. Each page of the Annexure I submitted must be signed by the signatory of the quotation in token of acceptance of the terms and conditions. The proposal received without Annexure -I duly signed will be treated as incomplete and hence liable to be rejected.

Yours Faithfully,

(S.C. Dhyani)
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**TENDER DOCUMENT FOR EMPANELMENT OF SERVICE PROVIDERS FOR PROVIDING
PHOTOSTAT COPYING, LAMINATION, BINDING ETC. SERVICES**

Last Date for receiving Quotations : 06/1/2011 by 1500 hrs

Date of Opening of the Quotations at DOEACC Society : 06/1/2011 at 1600 hrs

The DOEACC Society is an autonomous body under the administrative control of Department of Information Technology, Ministry of Communications and Information Technology, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technology (IECT). In execution of its mandate the Society conducts various courses through its own centres as also through accredited institutes. Various DOEACC Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses.

2 The DOEACC headquarters located at Electronics Niketan, 6 CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme. The DOEACC scheme consists of 4 levels of courses viz 'O', 'A', 'B' and 'C' levels. Under the DOEACC scheme Computer training institutions in non-formal sector meeting well-defined criteria are granted accreditation for conducting different levels of courses and examinations are conducted for the students undergoing these courses. In addition the Society conducts examination for an IT literacy programme launched by it with its title as "Course on Computer Concepts (CCC)" and awards Certificates to successful candidates.

3) For various activities connected with these examinations which are required to be completed in a time bound manner the Society had been availing the services of various organisations for photostat copying, lamination of documents particularly certificates and binding etc. The annual approximate expenditure on these activities is Rs. 6,00,000/-.

4) The DOEACC Society proposes to empanel a service provider for a period of at least two years to periodically supply the items against the order. The present proposal accordingly seeks quotes for supply of above listed items.

5) Technical Bid as per proforma at Annexure II and Financial Bid as per proforma at Annexure III are to be sealed in separate covers appropriately superscribed with the statements "Technical Bid" or "Commercial Bid" as the case may be and then both these covers should be sealed in a bigger cover superscribed with "TENDER FOR PHOTOSTAT COPYING / LAMINATION ETC", addressed to the Dy. Director (Admn.), DOEACC Society, 6, C.G.O. Complex, Lodhi Road, New Delhi-110003. The cover must reach DOEACC on or before closing date and time prescribed. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith.

6) The tenderer should pay Earnest Money Deposit (EMD) of Rs.15,000/- by Demand Draft drawn in favour of the DOEACC Society payable at New Delhi. DD towards EMD must be attached with the Technical Bid. In case the offer is accepted, and the vendor does not honour its obligations, the EMD shall be forfeited. The EMD will also be forfeited if the tenderer withdraws its offer after opening the same irrespective of the fact whether its offer is accepted or not.

- 7) The Earnest Money Deposit shall not bear any interest. While the DDs of the other tenderers shall be returned / refunded by DOEACC immediately after identifying the vendor, the amount of EMD remitted by successful tenderer shall be refunded only after submission of Security Deposit as per clause 19 of this document.
- 8) Delivery period - Since the material is connected with a time bound activity, it will be essential for the vendor selected to supply the material within one week of the issue of order.
- 9) The DOEACC does not bind itself to accept the lowest or any Tender and reserves with itself the right of accepting the whole or any part of the Tender and the tenderer shall be bound to provide the services for accepted items at the rates quoted.
- 10) On taxable items of supply, Sales Tax and any other tax / levy shall be shown separately. The DOEACC would be eligible for concessional rates as applicable to educational institutions run without profit motives (whenever applicable). Necessary and relevant certificates will be issued in this regard against demand.
- 11) No advance payment will be made. Quotation of tenders demanding advance payment will not be accepted.
- 12) Tenders shall be preferably be typed and should be free from typographical errors. Any error or overwriting must be signed by authorised signatory.
- 13) Payment Terms: Payments shall be released against the bills received from the vendor after the supply of the materials and the quality and quantity of the material supplied and services provided by the Contractors are found to be satisfactory.
- 14) The rates quoted by the vendor should be valid for two years and No increase in the rates during the contract period shall be entertained for whatsoever reasons.
- 15) The date of closing for submission as also the date of opening of quotation as per procedure spelt out in para 5 of this document shall be indicated on the forwarding letter for this Document. The tenderers shall be free to depute their personnel for opening of the tender.
- 16) The tender is liable to be rejected if complete information is not given therein or if the particulars asked for in the respective proforma at Annexure I & II to the tender are not provided or the proforma are not fully filled in or not duly signed/ authenticated. Each page of the tender document is required to be signed by the authorised signatory signing the tender.
- 17) Tenderer should have PAN No. in the name of firm/proprietor. Sales Tax / Service Tax registration numbers may also be quoted in all cases.
- 18) The rate quoted by the tenderer shall be final and no enhancement shall be allowed under any circumstances.
- 19) The successful bidder shall have to furnish a Bank Guarantee for Rs. 15,000/- in favour of DOEACC Society towards the Security deposits in the form of a Demand Draft or Bank Guarantee valid for a period of 26(twenty six) months from the date of award of the contract. Any failure on the part of successful tenderer in compliance of the terms and conditions of this document would entail invocation of the Bank Guarantee.

20) A copy of this document with each page duly signed by authorized signatory (who has signed the Tenders) in token of acceptance of the terms and conditions stipulated herein should be submitted with the Proforma for furnishing the Technical Bid without which the Quotation shall be treated as incomplete and hence summarily rejected and the Financial Bid of the Tenderer shall not be opened.

21) In case of any vendor does not agree with any or more condition(s) of this document, the same should be clearly mentioned in proforma for technical bid. A decision on the matter would be taken at the time of opening of tender and the matter finalised before opening of Financial Bid.

22) Each day of delay in completion of the job shall attract a penalty of 1% of the total cost of the particular activity delayed subject to a maximum 10%.

23) **Scope of Work**

23.1 Photostat Copying: The service provider shall be given a good copy typed or printed for photostat copying in number of copies specified. It will also be specified if the copies are to be Photostated both sides or single side. Good quality photostat copying paper shall be used by the vendor and each copy supplied must be clearly readable.

The vendor will have to collect the material to be photo stated from DOEACC and hand over the same back alongwith the no. of copies ordered.

23.2 Lamination: Generally various certificates issued by this Society are laminated after the certificates are signed by authorised signatories. These certificates are handed over to the service provider for Lamination which the vendor is expected to be carrying out using Hot lamination process of 100 micron. The lamination in no circumstance should be openable.

The vendor will have to collect the material to be photo stated from DOEACC and hand over the same back duly laminated.

23.3 Binding: The services of the vendor are availed for different king of binding e.g.:

- Spiral binding of documents
- Spico binding of documents
- Binding of the records / vouchers in the office etc.

The vendor identified shall have to collect the material from DOEACC and return the same after completing the binding work.

23.3 Certificate Writing: The Society issues Certificates to its pass outs as also to the Institutes authorised to conduct Accredited Courses. The certificates issued to the Institutes as also to be B & C Level pass outs are got written on Screen Process. The vendor identified will be required to provide the requisite services for collecting the blank certificates from the DOEACC Society alongwith the list of students/Institutes and handing over the same back after doing the needful.

24) While handing over the material a Order slip shall be given to the contractors' personnel with clear instructions and the time by which the materials are to be returned / supplied after doing the needful. The contractors shall have to meet the time frame given.

25) Safety / Security / confidentiality of the documents handed over to the vendor shall be strictly maintained. Any failure on this account will lead to forfeiture of the Security by invocation of Bank Guarantee in addition too any other action as may be deemed fit by the DOEACC Society.

26) While carrying out the binding work the vendor may be required to place coloured papers (title sheets) between the different topics covered in the document. The vendors may also be required to bind the document with plastic covers as per sample, which can be seen in DOEACC's office. The vendor shall have to supply such covers and bind the same as ordered. The plastic transparent as well as non-transparent to be used as covers should be of good quality.

27) A single vendor will be identified for all the items of work given in the scope of work in Clause 23 of this Tender Document. For arriving at the conclusion as to who are the lowest bidders, the costs would be worked out on proportionate basis based on the consumptions in the previous year. Where there are no quantities, the items would be ignored and the comparison would be carried out based on the rates quoted for the items for which figures are available and the other items would automatically be awarded to the vendor who is found to be lowest and otherwise accepted. The following are the quantities consumed during last year are as under:

- a) Photostat A4 size - 1,00,000 Sheets.
- b) Photostat Legal Size - 500 Nos.
- c) Lamination : Certificates and Other A4 size papers - 50000.
- d) Lamination A3 size - 150 Nos.
- e) Writing of Certificates 5 Impression per Certificate – 50 Nos.
- f) Writing of Certificates 8 Impressions – 50 Nos.
- g) Writing of Certificates 9 impressions – 50 Nos.
- h) Wrapper Binding - 3000 Copies.
- i) Spiral Binding - 300 documents.
- j) Card Board Binding – 100 Copies

PROFORMA FOR TECHNICAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
Address & Tele. No.
Email Id
2. Date of commencement of Business :
3. Status of the organisation :
(i.e. whether proprietorship, Partnership,
Pvt. Ltd., / Public Ltd. Company, Regd.
Under Societies Regn. Act etc.)
4. Regn. No. of the Organisation. Please :
attach Certificate of Regn / Incorporation)
5. Name of the CEO / Proprietor :
6. Annual Turnover : 2007-08 2008-09 2009-10
(attach photostat copies of
Balance Sheet / IT Returns /
CA's certificate) for last 3 years
7. CST No., if any :

Service Tax no. if any :
(If service tax is to be charged, the Vendor
must have Service Tax No.)

PAN No. of the Organisation :
(It is a must to have a PAN number)
8. Details of EMD (Enclosed DD) : DD no. _____ dated _____

for Rs.15,000/- drawn on -----

-----Bank in favour

of DOEACC payable at New Delhi

Contd.

- 9. Name & address of three prominent Organisations provided similar services in the recent past (please also furnish copies of the supply orders) : 1)
2)
3)

10(a) Do you agree with the terms and conditions stipulated in Tender Document :

10(b) Please list out any points of disagreements with proposed solution (attach a separate sheet in case space provided is insufficient) :

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of the DOEACC to accept / reject "the points of disagreements and proposed solution provided by us" would be final and binding;
- d) The signatory to this bid is authorised to sign such bids on behalf of the organisation.

Signature

Name

Date.....

Designation

PROFORMA FOR FINANCIAL BID

1. Name of the Organisation :
 Address & Tele. No. :
 Service Tax no. :
 Sales Tax no. :
 PAN No. :

2. Rates offered :

S.No	Item With Specification	Unit Rate	Taxes (if any) Please Specify
1	Photostat copying a) A4 Paper single side b) A4 Paper both sides c) Legal size Paper single side d) Legal size Paper both sides e) B4 size Single side f) A3 single side		
2	Lamination 100 micron a) Different Certificates of A4 size b) Any other Paper A4 size c) Certificates A3 size d) Any other Paper A3 size.		
3	Wrapper Binding		
4	Spiral Binding		
5	Card Board Binding including cost of Card Board		
6	Printing & insertion of title sheets (per sheet)		
7	Plastic Coversheets (transparent)		
8	Plastic Coversheets (coloured)		
9	Writing on Screen Process: a) 5 Impressions per certificate b) 8 Impressions per certificate c) 9 Impressions per certificate.		

Note:

- a) The vendor will have to quote for all of the above items
 b) All taxes – sales tax, octroi, service tax etc. (if applicable) should be specified separately.

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorised to sign such bids on behalf of the organisation.

Place:.....

Signature

Date:.....

Name

Designation

Company Seal.....