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**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI) & G.T.B Hospital
Dilshad Garden, DELHI-110 095**

F.No.(27) (10)/UCMS/CS/LTE/Photocopy Services/2021

Dated: 23.05.2022

Tender Enquiry for providing Photocopy & other allied services

Online bids are invited towards the service of Photocopy, Lamination, binding etc. from the prospective bidders/suppliers under two bid systems (technical and financial) through e-procurement for a period of two years which can be considered for further extension on the basis of performance. This facility will be provided for the benefit of College students, Faculty members and Administrative Staff of University College of Medical Sciences, Dilshad Garden, Delhi – 110095.

1. For submission of e-bids, bidders required to get themselves registered with <http://eprocure.gov.in/eprocure.gov.in/eprocure/app>.
2. Bids must be marked "For providing photocopy & other allied services" shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app> on or before date 25/06/2022.
3. Bidders are advised to follow the instructions provided in the "Instructions to the bidder" for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>
4. Bidder who downloads the tender document from the Websites (www.ucms.ac.in, <https://eprocure.gov.in/eprocure/app>) shall not tamper/modify the tender documents in any manner. If found, tender will be completely rejected and earnest money deposited (hereinafter referred to as EMD) would be forfeited and bidder is liable to be blacklisted.
5. Participating bidders are advised to visit above-mentioned websites on regularly for any corrigendum/addendum/amendment etc. at any stage.
6. The College will not be responsible for non-receipt of online bids within the specified date and time due to any technical reason.
7. The rates approved shall be valid for two year initially, which can be extended (if required) by the College on the mutual agreement.
8. The College require photocopy & other allied services in the College premises. The bidder may visit the existing photocopy units before submitting their Bids, if necessary.

9. Technical requirements are given at Annexure – I, which must be provided by the bidder. In case, the technical requirements are not fulfilled by the vendor, the Contract, if awarded, will be terminated without any notice.
10. If the vendor is applying for providing these services, it will be assumed that he is accepting all technical & other requirements, given in Annexure - I.
11. Bidder should have at least 1 year satisfactory experience of providing photocopy service in any educational institutes / PSUs / Central/ State Government, documentary evidence must be enclosed.
12. The photocopier services are to be made available at College premises for which the requisite space and electricity will be provided by College without any levy. The Photocopy machine must be latest technology available in the market and in good running condition. This includes superior quality of paper not less than 75 GSM of reputed brand.
13. Photocopy Machine, related consumables, arrangement of operators to operate the machines, on all working days/and on Holidays (whenever required) will be the responsibility of the Contractor. The operator should report for duty from 9:00 a.m. to 5 p.m. No outside work will be permitted.

14. Price detail Proforma (Annexure – II):-

- i. The Bidder should give all relevant price information as per Annexure– II. The price may be given in Indian Rupees. Rate quoted for different items at the photocopying facility should be inclusive of all taxes and statutory levies, if any.
- ii. The Form of Annexure – II must be filled in completely, without any errors, erasures or alterations.
- iii. The payment will be made on monthly basis on submission of bill for additional copies & other services beyond monthly free copies i.e. 12000 copies per month.

15. Technical inspection and Performance Evaluation

The College reserves its right to carry out a technical inspection and performance evaluation at any time during the Contract. In case of any deficiency, the contract may be immediately cancelled without any notice.

16. Earnest Money Deposit

- a. An Earnest Money Deposit of Rs.25,000/- (Rupees Twenty five thousand only) in the form of Demand Draft/Pay Order issued by a scheduled Bank in New Delhi drawn in favour of **“The Principal, University College of Medical Sciences”**, payable at Delhi. must reach in the Office of Assistant Registrar (Central Stores) Room No. 6, Ground Floor, University College of Medical

Sciences, Dilshad Garden, Delhi-110095 on or before date and time i.e. **25/06/2022 and up to 4.00 p.m.**, failing which, offer will be liable for rejection. Bidders must attach scanned copy of EMD along with the technical bid.

- b. Bid received without Earnest Money Deposit will not be considered. EMD shall be retained as Security Deposit in the case of successful bidders and the security Money shall be refundable without interest on satisfactory completion/termination of the agreement. The EMD of unsuccessful bidders shall be returned without any interest.
- c. The Security Money will be forfeited, if the contract is terminated/cancelled due to irregularities like quality, service, behavior, not adhering the specified timing for operating the machine, not giving preference to office work etc.

17. Award Criteria

The contract will be awarded to the qualified bidder who has offered lowest price with respect to the A-4 size (Black & White) photocopy mentioned at Annexure-II.

- 18 The period of contract shall be for two years from the date of commencement of the contract of the College, which may be extended for further period on the discretion of the Principal. The rate quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
- 19. The contractor will use the print material/paper/ink/cartridge of acceptable standard and quality.
- 20. The contractor shall keep adequate number of machines/equipments to bear the routine burden of the work at the photocopy units. He would be responsible for their proper maintenance and upkeep.
- 21. The contractor or his employees will not reside in the campus after the stipulated working hours.
- 22. The Contractor shall have no right to sub-let, assign or authorize any other person to run the photocopier machine on his behalf. The Contractor shall not be allowed for any other activity other than photocopier work in the allotted premises.
- 23. Suitable penalty will be imposed in case breakdown which affects the working on account of Photocopy problem, Non-availability of operator, improper supply of consumables item(s) etc.
- 24. The Contractor will provide 12,000 (Twelve thousand) copies free of cost per months against the requisition. After **SATISFACTORY** completion of the contract, service provider will be bound to provide cumulative balance photocopy paper to the College.
- 25. The Contractor or his operator will be ensured the secrecy/confidentially and safety of the documents which will be handed over for any service.

26. The Contractor will engage decent and honest staff under this contract and shall be solely responsible for their conduct and character. The persons deployed by the Contractor should be medically fit. If any deficiency is found in the same, that will be replaced within 24 hours by the Contractor.
27. The Contractor will have to display the rates/charges of all services in the different locations of College premises as well as on the photocopier counter.
28. The Contractor will charge the same rate from the students as well as College staff for the all services.
29. On expiration of the Contract period or earlier termination thereof, the Contractor shall peacefully vacate and handover the possession within a week to the College.
- 30. An agreement will be executed between College and successful bidder (As per Annexure-III)**

Technical Requirement

Manpower required	At least two person at the site.
Machines required	At least two reputed branded machines of latest model in working condition at your own cost at site.

The services to be provided in the subsidized photocopy units.

S.No.	Description of the services	
1.	Photocopy (Paper atleast 75 GSM must be used)	For Coloured as well as Black & White Photocopy
		A-4 Size
		A-4 Size (on hard sheet)
		Full Scape/Legal paper
		A-3 Size
		A-2 Size
		A-1 Size
		A-0 Size
		Poster size
		B-4 Size
2.	Lamination	All sizes
3.	Binding	All types/sizes (spiral, spico, Thermal) of binding.
S.No.	Machine	Features of Machine
1.	Photocopy Machine	should be capable of heavy duty printing with sufficient range of reduction and enlargement atleast 30 pages per minute, duplex type, option for both side colour & B/W printing , should use dry toner etc.
2.	Lamination Machine	Should have the option to laminate all sizes of paper

Price Detail Proforma

Kindly quote rates of each category/Size stated below. All following informations/rates are mandatory.

S. No.	Photocopy Service	Rate per copy (in Rs.)
1.	A-4 size (Black and white)	

Table 'A'

S.No.	Item	Rates per copy (in Rs.)	
		Black and White	Coloured
	Photocopy Charges		
1.	A-4 Size (on hard sheet)		
2.	Full Scape/Legal paper		
3.	A-3 Size		
4.	A-2 Size		
5.	A-1 Size		
6.	A-0 Size		
7.	Poster size		
8.	B-4 Size		
Total			

Table 'B'

S.No.	Binding Charges	Rates (in Rs.)					
		Spiral		Spico		Thermal	
		A-4	A-3	A-4	A-3	A-4	A-3
1.	0-200 pages & above						

Table 'C'

S.No.	Lamination Charges	Rates (in Rs.)
1.	Per Sq.Inch	

Note:- The bidder must quote the rate for all services mentioned in above tables. Price quoted in table A, B & C will be negotiated with L-1 bidder before awarding the contract.

Agreement Performa
(on Rs. 100/- Non-judicial stamp paper)

1. The photocopy & other services will be located at Library building of the College. The period of contract shall be for two years from the date of commencement of the contract/signing of agreement, which may be extended for further period on the discretion of the Principal. The contract can also be terminated at any time during the period of contract after giving notice of one month without assigning any reason. The rate quoted will remain in force for the full period of the contract. No demand to increase approved rates on any account shall be entertained during the contract period.
2. That the cost of equipment as well as the maintenance on ancillaries and furniture etc. and all other operational expenses will be born by the Contractor.
3. The UCMS will not bear any responsibility for any loss or damage to the machine of the Contractor.
4. That the EMD of Rs. 25000/- (Twenty five thousand only) deposited by the Contractor vide DD No.----- dated -----issued from issuing bank -----has been retained by the College as Security deposit for the full contract period.
5. That the Contractor will provide the services only to bonafied students, teachers, and other staff of the College and attached GTB hospital and will not undertake any outside job.
6. That the contractor will give no opportunity for complaints of any type otherwise strict action may be taken as per rules. The penalty may be imposed alongwith forfeiture of security money.
7. The photocopier services are to be made available at College premises for which the requisite space and electricity will be provided by College without any levy. The Photocopy machine must be latest technology available in the market and in good running condition. This includes superior quality of paper not less than 75 GSM of reputed brand.
8. Photocopy Machine, related consumables, arrangement of operators to operate the machines, on all working days/and on Holidays (whenever required) will be the responsibility of the Contractor. The operator should report for the job from 9:00 a.m. to 5:30 p.m.
9. The College reserves its right to carry out a technical inspection and performance evaluation at any time during the Contract. In case of any deficiency, the contract may be immediately terminated without any notice alongwith forfeiture of security money.

10. It shall be the onus of the contractor to ensure that he should have equipped with mobile phone so as to enable this office to contact him immediately.
11. The contractor will use the print material/paper/ink/cartridge of acceptable standard and quality.
12. The contractor shall keep adequate number of machines/equipments to bear the routine burden of the work at the photocopy units. He would be responsible for their proper maintenance and upkeep. Insurance of all items of Contractor, shall be the sole responsibility of Contractor.
13. The contractor or his employees will not reside in the campus after the stipulated working hours.
14. The Contractor will have to display the rates/charges of all services in the different locations of College premises as well as on the photocopier counter.
15. The Contractor shall have no right to sub-let, assign or authorize any other person to run the photocopy services on his behalf. The Contractor shall not be allowed for any other activity other than photocopy & other related work in the allotted premises.
16. Suitable penalty will be imposed in case breakdown which affects the working on account of Photocopy problem, Non-availability of operator, improper supply of consumables item(s) etc.
17. The Security Money deposited by the Contractor shall be refundable without interest on satisfactory completion/termination of the agreement. The Security Money will be forfeited, if the contract is terminated/cancelled due to irregularities like quality, service, behavior, not adhering the specified timing for operating the machine, not giving preference to office work etc.
18. The Contractor will provide 12,000 (Twelve thousand) no. of copies free of cost per month against the requisition. After **SATISFACTORY** completion of the contract, service provider will be bound to provide cumulative balance photocopy paper to the College.
19. In the event of your failure to provide proper and satisfactory services, the College may avail the same services from any other agency and cost on this account will be recovered from you.
20. The Contractor will engage decent and honest staff under this contract and shall be solely responsible for their conduct and character. The persons deployed by the Contractor should be medically fit. If any deficiency is found in the same, that will be replaced within 24 hours by the Contractor.
21. The Contractor or his operator will ensure the secrecy/confidentially/ safety of the documents of the College.

22. The Contractor will charge the same rates from the students as well as College staff for all services.
23. On expiration of the Contract period or earlier termination thereof, the Contractor shall peacefully vacate and handover the possession within a week time to the College.
24. All disputes shall be subject to the jurisdiction of Courts of Delhi only.

The above terms and conditions are accepted by us.

Dated: _____

Principal,
University College of Medical Sciences
Dilshad Garden, Delhi-110095