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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/2018

Date:14.05.2018

(Speed Post)

M/s.....

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Sub:- Provision of Photocopy Services

Sir

Sealed bids are invited from the reputed firms (on official letterheads) for providing the service of Photocopy, Lamination, Binding etc. 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. The College require photocopy & other allied services in the College premises. The bidder may visit the photocopy units before submitting their Bids, if necessary.
2. Acceptance letter as per Annexure III must be in the letterhead of the Company together with Demand Draft (EMD) in favour of **“The Principal, University College of Medical Sciences”** payable at Delhi,
3. 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.
4. If the vendor is applying for providing this services, it will be assumed that he is fulfilling all technical & other requirements, given in this letter as well as Annexure - I.

5. Bidder should have at least 3 years satisfactory experience of providing photocopy service in any educational institutes/PSUs/Central/State Government, documentary evidence is to be enclosed alongwith the acceptance letter.
6. 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.
7. 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 5:30 p.m. No outside work will be permitted.

8. **Bid Submission**

The bidder is required to submit the sealed envelope superscribed "**Quotations for the provision of the Photocopy service**" to the Asstt. Registrar (Central Store) Room No.6 (Ground Floor), University College of Medical Sciences, Dilshad Garden, Delhi – 110095, so as to reach the College **latest by 07.06.2018 upto 10.00 a.m.** The bid shall be opened on **07.06.2018 upto 11.00 a.m** in the presence of bidder (if any). Bid should be valid for at least 180 days.

9. **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.

10. **Earnest Money Deposit**

An Earnest Money Deposit of Rs.20,000/- (Rupees Twenty thousand only) must be enclosed with the offer through a 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. Bid received without Earnest Money Deposit will not be considered. EMD shall be retained as Security Deposit in the case of successful bidders. The EMD of unsuccessful bidders shall be returned without any interest.

11. **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 alongwith forfeiture of security money.

12. Verification

The College reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

13. Bids received after due date and time mentioned above, shall not be accepted in any case.
14. The College also reserves the right to reject any or all bids without assigning any reason at any stage.
15. It may be noted that incomplete or conditional bid shall not be entertained and no communication shall be made in future in this regard.
16. If any further amendment/modification made by the College in this regard, the same shall be uploaded on the College website only. Which will be bounded on all bidders participating in the bid process.
17. The period of contract shall be for two years from the date of commencement of the contract, 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.
18. It shall be the onus of the contractor to ensure that he should be equipped with mobile phone so as to enable this office to contact him immediately.
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 will have to display the rates/charges of all services in the different locations of College premises as well as on the photocopier counter.
23. 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.
24. 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.

25. 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.
26. 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.
27. In the event of your failure to provide proper and satisfactory services, the College avail the same services from any other agency and cost on this account will be recovered from you.
28. The Contractor will engage decent and honest people under this contract and shall be solely responsible for their conduct and character. The persons deployed by the Contractor should be medical fit. If it is found the same will be replaced within 24 hours by the Contractor.
29. The Contractor or his operator will be ensured the secrecy/confidentially and safety of the documents which will be handed over for any service.
30. The Contractor will charge the same rate from the students as well as College staff for the all services.
31. 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.
32. An agreement will be executed between College and successful bidder.
33. All disputes shall be subject to the jurisdiction of counts of Delhi only.

Yours sincerely,

sd/-
Principal,
University College of Medical Sciences

Technical Requirement

Name of the Vendor:- _____

Manpower required	At least one 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
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

The following documents must be enclosed.

1. PAN card No. of Bidder: _____
2. Address (please attach copy of proof): _____
3. Aadhar Card: _____
4. Voter Card: _____
5. Contact No. _____
6. 3 year Performance Certificate

Price Detail Proforma

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

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

B.	Binding Charges	Rates (in Rs.)					
		Spiral		Spico		Thermal	
		A-4	A-3	A-4	A-3	A-4	A-3
1.	0-50 pages						
2.	51-100 pages						
3.	101-200 pages						
4.	210 & above						

C.	Lamination Charges	Rates (in Rs.)
1.	Per Sq.Inch	

Signature _____

Name and Designation, seal of the Firm/Contractor: _____

Date: _____

**Acceptance Letter
(On the letter Head of Bidder)**

To,

The Principal,
University College of Medical Sciences
& G.T.B Hospital
Dilshad Garden, Delhi - 110095

Sub: Photocopy services in University College of Medical Sciences.

Sir,

With reference to the above Limited Tender Enquiry, having examined and understood the instructions, terms and conditions forming part of the quotation, we hereby enclose our offer for the provision of photocopy services in the UCMS as detailed in your above referred quotation.

We also hereby certify that we have never been black listed by any agency.

We also understand that the College is not bound to accept the offer either in part or in full and that the College has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We are fulfilling all requirements given in the Technical detail Format at Annexure – I of your Tender documents.

We agree to abide by this bid for a period of **180 days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive.

We enclose the requisite Earnest Money Deposit of Rs.20,000/- in the form of A/c Payee Demand Draft in favour of **‘The Principal, University College of Medical Sciences’** payable at Delhi, drawn on Bank _____, DD No. _____,
Dated: _____.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the Firm/Contractor)

Date: