

**SECRETARIAT OF
ELECTION COMMISSION OF INDIA
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001**

No.203/photocopier/ECI/FUNC/ADMN/S&P/2016

Dated: 08.12.2016

Tender Notice

Subject: Outsourcing of photocopying work, set making, spiral binding etc.

Sealed quotations are invited from reputed and financially sound firms for photocopying, set making and spiral binding of various documents, reports, books etc. on outsource basis in the Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi initially for a period of one year from the date of award of contract on the terms and conditions enumerated in the following paragraphs. The tender document can be obtained from the Section officer (store & Purchase Section), Room No 302, 3rd Floor, Nirvachan Sadan, Ashoka Road, New Delhi on any working day during officer hours. The tender document can also be downloaded from the Election Commission of India website: www.eci.nic.in. the

All rates shall be quoted strictly in the prescribed format (i.e. Annexure ‘A’, Commercial bid) enclosed with the tender notice.

1. Important Instructions to the Tenderers

(i) The tender has been invited under **two bid system i.e. Technical Bid and Commercial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for outsourcing of photocopying work, set making and spiral binding etc.to Election Commission of India”** and **“Commercial bid for outsourcing of photocopying work, set making and spiral binding etc.to Election Commission of India”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender bid for outsourcing of photocopying, set making and spiral binding etc.**

(ii) The interested dealers/firm may submit the tender document complete in all respects along with other requisite documents by 30.12.2016 at 3.00 PM to the Secretary (General Administration), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001. The sealed tenders can also be submitted in the R & I Section located at the ground floor of the Nirvachan Sadan building. Late/delayed tender shall not be accepted after due date and time of submission of tender. The Election Commission of India will not be responsible for the postal loss/delay.

((iv) The conditional bids shall not be considered and will be out rightly rejected in very first instance.

(v) All the pages of tender documents should be signed and properly numbered and total number of pages must be indicated on the forwarding letter. The forwarding letter should be the the firm's official letter head.

(vi) The Technical bids shall be opened on the scheduled date and time on 30.12.2016 at 4 pm in Room No. 303, Nirvachan Sadan, Ashoka Road, New Delhi, by the Committee appointed for the purpose by the Commission in the presence of the representatives of the tenderers, if any, who wish to be present on the spot at that time.

(vii) The Commercial Bid of only those tenderers will be opened whose Technical bids are found in order. The date for opening of Commercial bids shall be intimated separately. The Committee appointed for the purpose by the Commission in the presence of those tenderers who may choose to be present shall open the Commercial bids.

(viii) Successful bidder shall be required to furnish Performance Security of Rs. 60,000/-(Rupees Sixty thousand only) in form of FDR or Bank Guarantee duly hypothecated in favour of "PAO, Election Commission of India", within a week after the award of contract.

(ix) It may specifically be noted that the quotations having unrealistic, impractical and non-serious prices i.e "Free or complementary" just for the sake of vitiating the whole tender process and for grabbing the contract are liable to be rejected out rightly.

(x) Election Commission of India reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.

(xi) The cost of tender is NIL. The tender documents are not transferable.

(xii) The undersigned shall be the accepting officer and herein after referred to as such for the purpose of this contract.

2. Eligibility Conditions:

The firms shall furnish the following documents with the Technical Bid failing which the bid will be summarily rejected:

- (i) Registration certificate from Registrar of Company.
- (ii) Proof of Sales Tax Number/ TIN Number (copy of latest challans should be enclosed.)
- (iii) Copy of PAN card number.
- (iv) Copy of registration with ESIC.
- (v) Copy of Income Tax returns for the last three preceding financial years.
- (vi) Minimum Annual Turnover required in at least one of three preceding financial years shall be Rs.20 lakhs. Proof of annual turnover shall be submitted in form of audited balance sheet of last three preceding financial years.

- (vii) The firm should not be blacklisted/terminated & debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary.
- (viii) Details of past experience of providing similar services in Ministries/Departments/PSUs during the last five years should be attached.
- (ix) Certificate for providing satisfactory photocopying services amounting to Rs. Minimum of Rs.10 lakhs and above or two works of Rs.5 lakh or above during last three years should be attached.
- (x) The earnest money deposit (EMD) of Rs.30,000/-(Rs.Thirty thousand only) through a demand draft in favour of PAO, Election Commission of India, New Delhi.

NOTE: If any of the details submitted by bidder are found to be incorrect/false then the firm will be blacklisted with the name of the proprietor with wide circulation

3. General conditions.

- (i) The firm is required to provide 2 new heavy duty photocopier machines of latest models with duplex facilities, sorting, collating and binding facility, having minimum speed of 55 copies per minute (along with purchase invoice of these machines) and heavy duty spiral binding machine. The firm may require to install more machines if required so by the Election Commission within the premises of Election Commission.
- (ii) The firm should depute two experienced operators cum engineers and they should report to the Section Officer (Store & Purchase Section) from 9.00 AM to 6.00 PM on all working days, For Saturday/Sunday/Closed holidays, services may be required on demand. However, this is subject to change without prior notice at the convenience of the Election Commission. During the heightened activities, the firm shall have to provide services beyond the prescribed timings, as and when required.
- (iii) Space and Electricity will be provided by the Election Commission of India, whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm.
- (iv) All the consumables required like toner, drum, spare parts and paper (not less than 75 GSM of any reputed brands) will be the responsibility of the firm and all material for set making/spiral binding will be provided by the firm.
- (v) For service relating to spiral binding of documents/material, the premises of the firm can be used subject to the prior approval of the officer in-charge in the Election Commission.
- (vi) The contractual value of the contract will be paid to the firm on monthly basis on the basis of demand slip and satisfactory performance of the firm during respective period. For this purpose, the firm should submit pre-receipted bill/invoice of their

claim with the requisition duly signed and stamped by the officers concerned, after the completion of every month.

- (vii) The contract will initially be awarded for a period of one year which can be extended further by two years on the same rates, terms and conditions subject to the satisfactory services by the firm.
- (viii) The Election Commission of India has the right to terminate the contract in case of performance and the services rendered by the contractor/firm is found to be unsatisfactory, by giving a notice of 7 days.
- (ix) EMD of the unsuccessful tenderers will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, only after the firm has submitted Performance Security with the Election Commission.
- (x) The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderes.
- (xi) The Election Commission of India reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.

A.N.DAS
Secretary

Commercial Bid

Sl. No	Scope of Work	Rate per page
1.	Photocopying of A-4 size document (Simplex)	
2.	Photocopying of A-4 size document (Duplex)	
3.	Photocopying of legal size document (Simplex)	
4.	Photocopying of legal size document (Duplex)	
5.	Photocopying of A-3 size document (Simplex)	
6.	Photocopying of A-3 size document (Duplex)	
7.	Collation charges for per 1000 sheets	
8.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (upto 50 sheets)	
9.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (51 to 100 sheets)	
10.	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (101 to 151 sheets)	
11	Spiral Binding with transparent sheets on front side and Rigid Sheet on backside (beyond 151 sheets)	

Note: I hereby undertake to accept and abide all the terms and conditions of the tender document.

Signature

Name

Seal of the firm