

## Tender Document

For

### **Rate Contract for Printing, Photo copy and Spiral Binding of A4 & A3 Color & B/W for RECTPCL, New Delhi**

Bids are invited for photocopy/Binding works at the office of REC Transmission Projects Company Limited at 12-21, UGF, Antriksh Bhawan, K.G. Marg, New Delhi-110001 for a period of two years extendable by another year on mutual consent. The estimated no. of photocopies would be around 10 to 15 thousands and spiral binding around 50/60 per month.

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## **SECTION-I**

### **TENDER INFORMATION**

**Name of the Assignment: Rate Contract for Printing, Photo copy and Spiral Binding of A4&A3 Color & B/W for RECTPCL Office, New Delhi**

#### **Important information**

<b>Sl.No.</b>	<b>Event</b>	<b>Information to the agencies</b>
<b>1</b>	Date of Release of NIT	18.02.2016
<b>2</b>	Last date of submission of Tender	09.03.2016 at 1500 Hours
<b>3</b>	Date of Opening of Tender	09.03.2016 at 1600 Hours
<b>4</b>	Address	REC Transmission Projects Company Limited, 12-21, Upper Ground Floor, 22, Antriksh Bhawan, K.G. Marg, Place, New Delhi- 110001, PH: 011-47964796
<b>5</b>	Tender Document	The details can be downloaded free of cost from the Website <a href="http://www.rectpcl.com">www.rectpcl.com</a>
<b>6</b>	Address & Contact person for Bid submission	<b>Mr. Raj Kumar,</b> Dy. Manager (F&A), REC Transmission Projects Company Limited, 12-21, Upper Ground Floor, 22, Antriksh Bhawan, K.G. Marg, New Delhi- 110001. Ph: 011-47964796 Fax: 011-47964796 Email-contactus@rectpcl.com

#The bid shall remain valid for a period of 120 days from the date of bid submission.

## **SECTION-II**

### **INSTRUCTIONS TO BIDDERS**

#### **The submission and opening of Bids:**

1. The sealed bid is required to be signed by the bidder or a person duly authorized on behalf of the bidder Organization and shall be sent to:

The DM (F& A)  
REC Transmission Projects Company Limited,  
12-21, Upper Ground Floor, 22, Antriksh Bhawan,  
K.G. Marg, Place, New Delhi- 110001

2. The bids are to be sent in **main envelope** super scribed as "Bids for Photocopy/Binding work." The Main envelope will contain two separate envelopes-one for Technical bid as per Annexure-II Super scribed as "Technical Bid" and the second sealed envelope as per annexure-III super scribed as "Financial Bid."
3. The bids will be **received** up to 3.00 pm on 09.03.2016 Non receipt of the bids by the stipulated time/date will disqualify the bidder from the tendering process.
4. The **Technical Bids** will be opened in the presence of representatives the firms on 09.03.2016 at 4:00pm.
5. The date of opening of **Financial Bids** of qualified bidders will be intimated separately after evaluation of technical bids.

**SECTION-III**  
**SCOPE OF WORK**

The tentative details of printing, Photocopy& Spiral Binding is as follows:-

<b>Sr. No.</b>	<b>Particulars</b>	<b>Annual Estimated Quantity (A4)</b>	<b>Annual Estimated Quantity (A3)</b>
1	Photocopy(B&W) single side per page	1.50 lakhs	240
2	Photocopy(B&W) both sides per page	30,000	50
3	Photocopy(Coloured) single side per page	1,200	120
4	Photocopy(Coloured) both sides per page	120	30
5	Cost of spiral binding with transparent Sheet of 100 micron at the top and rigid Sheet of 100 micron at the bottom	240	
6	Cost of WIRO binding with Transparent Sheet of 100 micron at the top and rigid sheet of 100 micron at the bottom	400	

**Note:**

- i. Quantities mentioned are tentative and rate quoted shall be inclusive of tax and remain fix for  $\pm 15\%$  of the tentative requirement.
- ii. Delivery of Booklets shall be as per requirement of RECTPCL. No additional freight for any other charges, etc, would be payable for delivery of the booklets.
- iii. This Rate Contract shall be valid for two years from the date of award of contract.
- iv. The required printing/spiral binding shall be delivered within one Working day or as per requirement of RECTPCL.

**4. TERMS OF PAYMENT:**

100% within seven to fifteen working days after completion of works and after submission of bills.

## **SECTION-IV**

### **GENERAL CONDITIONS OF TENDER**

1. The bidder must fulfill the eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/ pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. RECTPCL reserves the right to verify/confirm all original documentary evidences submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECTPCL shall result in summarily rejection of the bid.
3. Acceptance of the application(s) constitutes no form of commitment on the part of RECTPCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
4. RECTPCL reserve the right to waive off any short falls; accept the whole, reject any oral responses to the Tender.
5. RECTPCL reserves the right to call for fresh tenders at any stage and/or time as per the present and/or envisaged RECTPCL requirements even if the tender is in evaluation stage.
6. RECTPCL reserves the right to modify, expand, restrict, scrap, without assigning any reason for the same.
7. The responder shall bear all costs associated with the preparation and submission of its response, and RECTPCL will in no case be responsible or liable for these costs, regardless of the conductor the outcome of the tender process.

#### **RATES AND PRICES:**

1. The bidder shall be required to quote **rates** as per specifications in the annexure- III.
2. Bidders should quote item-wise rates/prices for each in the prescribed proforma.
3. The work shall be awarded to the lowest bidder (L-1) arrived at after multiplying the estimated quantity and rates quoted for all the activities put together.
4. All statutory duties, taxes and other charges that may be payable by the bidder in connection with the work shall be included in the prices quoted.
5. Prices quoted shall be firm and variation in the rates, prices or terms during validity of the offer shall not be allowed.
6. No additional freight or any other charges, etc, would be payable for the work done.
7. Unconditional discount shall only be accepted, if offered and shall be clearly indicated in the item schedules.

## **SECTION-V**

### **ELIGIBILITY CRITERIA**

#### **Pre-Qualifying Criteria for Bidder**

- a) The Bidder should have valid PAN & VAT No.
  - b) The bidders must have their own High-Tech Printing & Binding Machines located in Delhi. and
  - c) Bidder must have executed at least 1(one) order of similar work during the previous year either in private sector or PSU.
- \* **Similar work means Printing, Photocopy, Spiral binding etc for any reputed organization.**

## **SECTION-VI**

### **TENDER EVALUATION METHODOLOGY**

#### **OPENING OF BID:**

The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at (Form-I) here to must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

#### **EVALUATION OF BID**

##### **PRE-QUALIFYING CRITERIA**

Evaluation and comparison of bids will be done as per provisions of Pre-qualifying Criteria supporting documents as proof of pre-qualifying criteria at section-VI.

RECTPCL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order qualifying to which bids shall be summarily rejected.

**SECTION-VIII**  
**TENDER FORMS**

**FORM-I**

**Letter for Submission of Tender**

To,  
Chief Financial Officer  
RECTPCL,12-21,UGF,  
22,Antriksh Bhawan, K.G.  
Marg, New Delhi-110001

**Sub.: Engagement of Agency for Rate Contract for Printing, Photocopy and spiral Binding of A4 & A3 Color & B/W for RECTPCL, New Delhi Office.**

Sir,

1. With reference to your Tender No.----- dated-----for **Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECTPCL, NEW DELHI OFFICE**, I wish to apply for engagement with RECTPCL as **"Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECTPCL, NEW DELHI.**

Further, I hereby certify that

**I have read the provisions of the all clauses and confirm** that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

2. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication what so ever to the RECTPCL.
3. Our bid shall remain valid for period of 120 days from the last date of bid submission.

Date: \_\_\_\_\_ Signature ..... Place:  
Full Name ..... Designation.....  
Address.....

***Note: In absence of above declaration/ certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**PRE QUALIFICATION CRITERIA DETAILS:**

**Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECTPCL, New Delhi**

1. The Firm Name
2. Regd. Address
  - a) Address of Office at New Delhi
  - b) Contact Person's
    - i) Name &Design.
    - ii) Address
    - iii) Tel. No. Landline Mobile \_\_\_\_\_
    - iv) E-mail ID
3. Type of Firm: Private Ltd./Public Ltd./Cooperative/  
(Please tick) Partnership/Proprietor
4. PAN:
5. Service Tax Reg. No.:

**Please send duly signed copies by authorized signatory of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients with amount of work order in support of above and any other document indicated in pre qualifying criteria)**

**Signature.....**  
**Full Name.....**  
**Designation.....**  
**Address.....**



## Financial Bid

**PROFORMA OF SCHEDULE OF RATES**  
**(To be submitted with tender documents)**

Bidder Name:

S.N	Particulars	A-4		A-3	
		Annual Estimated Quantity	Quoted price	Annual Estimated Quantity	Quoted price
1	Photocopy(B&W) single side per page	1.50 lakhs	Rs.	240	Rs.
2	Photocopy(B&W) both sides per page	30,000	Rs.	50	Rs.
3	Photocopy(Coloured) single side per page	1,200	Rs.	120	Rs.
4	Photocopy(Coloured) both sides per page	120	Rs.	30	Rs.
5	Cost of spiral binding with transparent Sheet of 100 micron at the top and rigid Sheet of 100 micron at the bottom	240	Rs.	-	-
6	Cost of WIRO binding with Transparent Sheet of 100 micron at the top and rigid sheet of 100 micron at the bottom	400	Rs.	-	-

1. The rates are invited for entering in to an RC valid for two years from the date of issue of contract. Prices are to be quoted accordingly.
2. The quantities mentioned above are for evaluation purposes only. Actual Quantities may vary (+/-15%) as per office requirement and Release orders against this Rate Contract (RC) shall be placed accordingly.
3. The quoted rates must be inclusive of all taxes as applicable at the time of bidding.
4. Bidders are to quote their rates strictly as per above format.
5. Any cutting/overwriting in the quoted figures will amount to disqualification of the bid.