

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

TENDER DOCUMENT

FOR

**Annual Maintenance Contract for Photocopy machine Canon 4225 at
Administration and Providing photocopy service for Library at IGIDR**

Tender No. IGIDR/Tender/2021/ED/14

Date: 25.05.2021

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.
TELEPHONE: 022 6909 6200 / 507. FAX: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **“Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. IGIDR invites sealed bids from vendors/suppliers of repute for the following work:

Name of Work	EMD Amount	Contract Period
(1)	(2)	(3)
Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR	Rs. 5000.00	1 Year

The tenders being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) along with the bid.
3. The EOI bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : **“Email-1: EMD and Pre-Qualification/Technical Bid”** and **“Email-2: Financial bid”**. Subject of email should be mentioned as- **“Email-1: EMD & Prequalification/Technical Bid for Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR”** and **“Email-2: Financial Bid for Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR”** respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**
4. Last date of submission of Tender document shall be up to **03:00 PM on 15th June, 2021.**
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION – A*

LETTER OF OFFER

Date _____

The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for “**Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR**”.

Reference: Tender Advertisement No. IGIDR/Tender/2021/ED/14 dated 25th May 2021

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Five thousand only as an earnest money deposit to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of bidder

** The bidder should submit the Letter of Offer on their company letterhead.*

SECTION-B
GENERAL INSTRUCTIONS TO BIDDERS

Sealed Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. The bidder must submit Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : **“Email-1: EMD & Pre-Qualification/Technical Bid”** and **“Email-2: Financial bid”**. Subject of email should be mentioned as- **“Email-1: EMD & Prequalification/Technical Bid for Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR”** and **“Email-2: Financial Bid for Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR”** respectively. **All the bid documents should be attached as a PDF document or zip file.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
5. The bids will be received up to **03:00 PM on 15th June 2021**. Each copy of the tender document under their stamp and signature. No tender will be accepted after due date under any circumstances whatsoever.
6. The Email bid with subject **“EMD & Pre-qualification/Technical Bid for Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR”** shall be opened by REGISTRAR or his authorized representative in his office on the next working day **15th June 2021 at 04:30 PM through online meeting platform**. The link of

meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with subject: **“Financial bid for Annual Maintenance Contract for Photocopy machine Canon 4225 at Administration and providing photocopy services for Library at IGIDR”** of only qualified bidders will be opened. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for financial bid at the opening then their bid shall be rejected.**
8. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.
9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
10. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
12. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.
13. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.

14. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
15. Institute reserves the right to sub-divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.
16. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
17. No bidder will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the bidder would stand forfeited. In case, the successful bidder declines the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
18. The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.
19. The intending bidder can obtain any clarifications regarding the tender document, technical scope etc. if any by contacting to **Mr. Samir Parab (Administrative Officer) on email samir@igidr.ac.in** from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder with seal

Date :

SECTION-C
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with scope of work, specifications of materials and as per detailed instructions of the Institute's.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Contract Period:** The contract period shall be initially for 1 year from date of issuance of work order which will be further extended for next 2 years at same terms & conditions depending upon the review of performance of the successful bidder on annual basis if performance found satisfactory.
5. **Payment Terms:** The payment shall be released on monthly basis after successful completion of service and against submission of invoice and other supporting documents.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

SECTION 'D'
PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 1. The bidder should submit the copy of registration under Shops & Establishment Act or Certificate of Incorporation or Deed of Agreement (In case of partnership firm).
 2. The bidder should have valid PAN, Goods and Service Tax (GST) registration number (should submit the copy).
 3. The bidder should have experience of executing at least one contract of providing AMC services for photocopy/printer machine at any organization during last three years ending till last month of this tender date. (Submit the copy of work order/agreement etc.)
 4. The bidder should have average annual turnover of **INR 5.00 Lac** for last 03 financial years and should submit the audited balance sheets or profit & loss accounts statement or CA certificate for turnover of last 3 financial years i.e., FY2017-18, FY2018-19 & FY2019-20.
 5. The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per Annexure-A*.
 6. List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
 7. Either the Registered Office or one of the Branch Office of the bidder should be located in district/municipal territory of Greater Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-1) duly stamped and signed by the authorized person of the bidder.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Name of Contact Person: Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the shop/ firm / company was formed/ incorporated/registered.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Average Annual Turnover of Last Three Financial Years (attached audited balance sheets/profit & loss statements/CA Certificate)	FY 2017-18: FY 2018-19: FY 2019-20:
9.	Bank Account Details:	A/c No. Name of Bank: IFSC:

SECTION-'E'
TECHNICAL BID

• **SCOPE OF WORK:**

1. The shortlisted vendor should provide photocopier machine and full-time photocopier operator along with photocopier papers with 75 GSM Papers of A-4 & A-3 Size at IGIDR Library section.
2. The contract will be initially for a period of one year which may be extended up to further period of two years subject to the satisfactory performance of the vendors.
3. The Institute will not be responsible to provide any allowance to the Photocopier Operator at Library. The vendor must provide all details of photocopier operator (Bio Data, residential Proof, Contact Number etc.) to the Institute.
4. The Shortlisted vendor may collect cash from student's M.Sc., IGIDR Rs. 0.65 per page and @. Rs 0.85 per page from M.Phil. & Ph.D. students of IGIDR & visitors.
5. The vendor shall indemnify the Institute against any claim which could arise under the Workmen's Compensation Act, 1953 and/or under any statutory notification thereof or any of the labour laws or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained, to lay off the workmen or personnel engaged by the Service Provider or other persons whose entry into the Institute's Premises has been authorized by the Service Provider.
6. The guaranteed number of total copies per month will be 12,000 Nos.
7. Vendor needs to deduct the cash amount received from students, visitors etc. from monthly billing and then add the GST on the remaining amount for Library Billing.
8. The photocopier services shall be provided in the Library from Monday to Saturday 10.00 AM to 6.00 PM.
9. AMC part for Administration Cannon 4225 photocopier machine will be include replacement of spares, tonner, drum and servicing etc.
10. The maximum time to attend complaint call will be within three to four hours on any working day or if holidays, the call should be attended by next working day at earliest.
11. The machine in the Library will start only when the Institute is fully functional whereas the contract of the office will start immediately.

Date:

Signature of Bidder with seal

SECTION-'F'
FINANCIAL BID

Tender No. IGIDR/Tender/2021/ED/14

Date: 25th May 2021

Part A: 1st Year

1) Library

Sr. No.	Particular	Photocopy machine specification	Rate without GST
1	Photocopy machine along with operator and photocopy papers with 75 GSM Papers of A-4 & A-3 Size Guaranteed copies 12,000 per month.	Canon IR2020i/2270/3025 or any other equivalent machine or higher Model	Rs. (Per month plus GST will be Extra as applicable)
2.	Rate per copy above 12,000 copies	@ per copy above 12,000 copies	Rs.

2) Administration Building

Sr. No	Particular	Machine Provided by IGIDR	Rate per copy without GST
1.	AMC for Cannon 4225 photocopy machine including replacement of spares, tonner, drum and servicing etc. (excluding papers which will be provided by the Institute)	Canon IR Adv 4225	Rs. (Per copy plus GST will be Extra as applicable)

The Applicable GST = _____ %.

PART - B: (Optional)

Quote for 2nd Year & 3rd Year:

1) Library

Sr. No.	Particular	Photocopy machine specification	Rate without GST (For 2nd Year)	Rate without GST (For 3rd Year)
1	Photocopy machine along with operator and photocopy papers with 75 GSM Papers of A-4 & A-3 Size Guaranteed copies 12,000 per month.	Canon IR2020i/2270 /3025 or any other equivalent machine or higher model	Rs. (Per month plus GST will be Extra as applicable)	Rs. (Per month plus GST will be Extra as applicable)
2.	Rate per copy above 12,000 copies	@ per copy above 12,000 copies	Rs.	Rs.

2) Administration Building

Sr. No.	Particular	Machine Provided by IGIDR	Rate per copy without GST (For 2nd Year)	Rate per copy without GST (For 3rd Year)
1.	AMC for Cannon 4225 photocopy machine including replacement of spares, tonner, drum and servicing etc. (excluding papers which will be provided by the Institute)	Canon IR Adv 4225	Rs. (Per copy plus GST will be Extra as applicable)	Rs. (Per copy plus GST will be Extra as applicable)

The Applicable GST = _____ %.

We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period and also accepting the terms and conditions of the tender.

Date:

Signature of Bidder with seal

*To be submitted on company letter head duly signed and stamped on it.

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

*To be submitted on company letter head duly signed and stamped on it.