

INTER-UNIVERSITY ACCELERATOR CENTRE

(An Autonomous Centre of UGC)
Aruna Asaf Ali Marg, New Delhi-110 067

NOTICE INVITING E-TENDER

TENDER NO: IUAC/NIT/42-R/SAT/2019-20

Dated: 01/01/2020

Instructions for Online Bid Submission:

Inter-University Accelerator Centre (IUAC), invites online bids through e-Procurement Portal under single bid system, from eligible and experienced parties for the work/supply of “**Annual Rate Contract for Digital Photocopier-cum-Network Printer services at IUAC, New Delhi**”.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and www.iuac.res.in.

Aspiring bidders who have not enrolled/registered in e-Procurement Portal should enroll/ register before participating through the website <http://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidder.

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and filled and submit it online without modifying the format. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

E-TENDER DOCUMENT

Name of the work	Annual Rate Contract for Digital Photocopier-cum-Network Printer services at IUAC.
Estimated Amount per annum	Rs. 2,00,000/- (Rupees two lakhs only)
Period of Contract	12 Months (Annual Rate Contract)
Last Date and Time of Submission of Tender	23/01/2020 at 3.00 p.m.
Date & Time for opening of Tender (Techno-commercial bid)	24/01/2020 at 3.30 p.m.
Address for contacts	Administrative Officer (S&P), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067. E-mail: joseph@iuac.res.in Phone: 011-24126018 & 24126022
Place of opening of the Tender	Committee Room (R. No. 222), Main Lab Building, IUAC

Part-I: GENERAL TERMS & CONDITIONS

1. **Submission of Tender:** Tenders should be uploaded on CPP Portal in Single Part i.e. “Technical (Part-A) and Price Bid / BOQ (Part B) together.
2. **Technical Bid (Part-A):** In this bid, the bidder shall upload the following documents:
 - a. Covering letter on Company’s Letter Head
 - b. Copies of PAN Number, GST Registration Number
 - c. Copies of work orders of similar type of works executed successfully during the last 3 years as on 31st Dec 2018 in Govt., Public sector, Autonomous body or reputed Public Ltd. Company.
 - d. A copy of this NIT duly signed & stamped by the bidder in acceptance of all terms and conditions.

(Note - All documents uploaded by the bidder should be self-attested along with stamp).
3. **Price Bid (Part-B):** The bidder is required to quote his prices on standard BOQ .XLS format provided as per Part - B . In this bid, the bidder is required to quote his item rates in the Schedule of Rates in accordance with the scope of work. The rates/price quoted by vendor should be all inclusive i.e. should include CGST, SGST, IGST. The bidders should quote unconditional rates and the rates should be valid for a period of one year.
4. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of bid.
5. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.
6. **Scope of Work:** The requirement of different Photocopier machines and Special Terms and conditions alongwith price bid format are given in part-B.

7. **Deviations:** No deviation from the stipulated commercial terms and conditions will be allowed. Tenders should be unconditional.
8. **Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067.
9. **Terms of Payment:** The payment shall be made on completion of job on monthly basis.
10. **Right of The Director IUAC:** The Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
11. **Tender submission by a firm:** In the event of tender being submitted by a firm or company (i.e. not by an individual), it must be signed by an authorized signatory.
12. **Termination of Contract :** The Director, IUAC reserve the right to terminate the contract on account of poor performance, material quality etc.
13. **Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.**

Accepted

(Signature of bidder)

Note:- Entire NIT (except price bid) is to be uploaded with ' Techno - commercial bid " duly signed & stamped by the bidder

PART – B

Requirement of Digital Photocopiers-Cum-Network Printers

The contractor should provide required no of A-3 and A-4 size Digital Photocopier-cum-Network-Printer services on monthly rent for a period of one year.

Special Terms & Conditions

1. The contractor shall install and maintain the machines with regular check ups and provide all maintenance services including spares and consumables. The required papers will be supplied by the Inter-University Accelerator Centre.
2. The machines should be in good working condition and it should not be more than three years old. The contractor shall do the services and maintain the machines and keep the machines in good working condition at site.
3. The installed machines will be the property of the contractor and he can replace the machines with proper intimation for valid reasons.
4. The contractor shall provide proper operational demo to IUAC staff.
5. The complaints, if any, should be attended within four hours time. If the complaints are not attended within a day, a penalty of Rs.200/- per day will be deducted from monthly bills.
6. The billing should be on monthly basis. The meter readings should be taken in presence of IUAC staff members.
7. The quotation should be as per the format given bellow. The monthly rent of each machine should be clearly mentioned. Number of free copies within a month should be 2000 copies each for A-4 size machines and 5000 copies each for A-3 machines. Per copy charges exceeding the free copies should also be quoted.

Accepted

(Signature of bidder)

Price Bid Format

Annual Rate Contract for Digital Photocopier-Cum-Network Printer services

S.No.	Description	Required Number of machines	Rate per machine	Total Amount
1	Monthly Rent for A-4 Size Machines with 2000 free copies.	06	XXXXX	XXXXX
2	Per copy charges exceeding free copies	01	XXXXX	XXXXX
3	Monthly Rent for A-3 Size Machines with 5000 free copies.	03	XXXXX	XXXXX
4	Per copy charges exceeding free copies	01	XXXXX	XXXXX