



Tender for

Installation of Photocopier Machine on rent and Outsource **of Photocopy work of Official documents** at Central Board of Secondary Education, Regional Office, Todarmal Marg, Ajmer.

क्षेत्रीय कार्यालय, टोडरमल मार्ग, अजमेर (राजस्थान) – 305030
Regional Office, Todarmal Marg, Ajmer (Rajasthan) - 305030
फोन / Telephone : +91-145-2627460, 2629928 वेबसाइट / Website: www.cbse.nic.in
ईमेल / Email - roajmer.cbse@nic.in



NOTICE INVITING TENDER

CBSE invites open tenders in two bids format from reputed agencies on behalf of the Secretary, CBSE for installation of Photocopier Machine on rent at CBSE Regional Office, Ajmer for photocopy of official documents from reputed agencies of Ajmer only.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

Interested organizations can download the Tender document w.e.f. 31.05.2018 to 20.06.2018 from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP e-Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

The Secretary, CBSE reserves the right to reject any or all tender without assigning any reason.

Sd/-

REGIONAL OFFICER

CBSE, RO, Ajmer.

Central Board of Secondary Education,
Todarmal Marg, Ajmer (Raj.)

TENDER NOTICE

Central Board of Secondary Education, Regional Office, Todarmal Marg, Ajmer (Raj.) on behalf of the Secretary, CBSE invites open tenders in two bids format from reputed agency of **Ajmer city only or Agency having its well Establishment/Registered Office in Ajmer for Outsource of Photocopy work of Official documents** for its Regional Office, building situated at Todarmal Marg, Ajmer.

The bidders are required to submit soft copies of their bids electronically on the. The successful bidder at the end of the bidding process may be awarded a contract to carry the work for an initial period of one year.

Interested organizations can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP e Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Name of Organization	Central Board of Secondary Education, Todarmal Marg, Ajmer (Rajasthan)
Scope of work	Providing Photocopier Machines with manpower in the CBSE Ajmer Office campus.
Tender Type	Open Tender
Tender Enquiry	Services
Tender Document download start date	31.05.2018
Tender Document download end date	20.06.2018
Bid validity	60 days beyond the closing date of tender
Location of Work	C.B.S.E. Regional Office, Todarmal Marg, Ajmer 305030
Tender Fee (non refundable and not adjustable)	Demand draft of Rs. 500/- (Rupees Five Hundred Only) in favour of "Secretary, CBSE" payable at Ajmer or electronic fund transfer in A/c. 2134101004060, IFSC code – CNRB0002134, Canara Bank, Ashok Marg, Ajmer

Earnest Money Deposit (EMD)	Rs 10,000/- in the form of account payee demand draft OR fixed deposit receipt OR Bank Guarantee from any Nationalized commercial bank or Electronic Fund Transfer detailed as above.
Last date and time for submission of Bids	20.06.2018 .upto 3.00 P.M.
Date and time for opening of Technical Bids	21.06.2018 at 3.00 P.M.
Address for communication	Regional Officer, CBSE, Todarmal Marg, Ajmer 305030 (Raj.)
Period of Completion of work	As per terms & conditions of tender and work order award letter
Validity of Contractors	01 year from date of award & can be extended upto a maximum period of 2 more years on satisfactory performance on same terms & conditions.

Bids shall be submitted **only in online mode** at CPP website: <https://eprocure.gov.in/eprocure/app>.

The cost of the Bid Document is Rs. 500/- (Rupees Five Hundred only) which is non-refundable and the same is to be deposited through Bank Draft of Rs. 500/- in favour of Secretary, CBSE payable at Ajmer or Electronic Fund Transfer in A/c No. 2134101004060, IFSC Code: CNRB0002134, of Canara Bank, Ashok Marg, Ajmer. Bids shall be submitted online only as per critical date sheet at CPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The original D.D. or copy of electronic fund transfer in respect of cost of tender document, EMD and other tender documents submitted on-line **(Except financial bid)** to be send to The Regional Officer, CBSE, Todarmal Marg, Ajmer (Raj.) on or before bid opening date/time as mentioned in critical date sheet.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

BID OPENING PROCESS

1. Technical Bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at CBSE Todarmal marg, Ajmer (Raj.)

2. The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.

3. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board can make any enquiry/seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

Address :-

**The Regional Officer,
Central Board of Secondary Education,
Todarmal Marg, Ajmer (Raj.)
Phone No :- 0145-2634109, 2634102
E-Mail- roajmer.cbse@nic.in**

INSTRUCTION TO THE BIDDERS

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Incomplete and conditional tenders shall be summarily rejected.
3. Rates are to be quoted in words and figures without any cutting/overwriting/erasing. In case of difference in words and figures, amount in figure will permit.
4. The agency should quote rates after visiting the site and proper assessment of the work.
5. The tenderers are requested to put their firm's endorsement on each page of the tender.
6. **Reputed agency of Ajmer city only or Agency having its well Establishment/Registered Office in Ajmer for Outsource of Photocopy work of Official Documents can participate.**
7. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
8. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
9. The bidders should write the name of their organization on back side of D.D. 'EMD/Tender fee for **Providing Photocopier Machines with manpower.**
10. The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in favour of "Secretary, CBSE payable at Ajmer" of an amount equivalent to 5% to 10% of contract value valid for 180 days beyond the date of completion of all contractual obligations from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
11. The Board reserves the right to reject any or all the tenders without assigning any reasons
12. No alternations or addition should be made by the tenderers to the next of the schedule of these tender pages. Violation of the instruction will lead rejection of the tender at the discretion of the Tender Inviting Authority.
13. The tenderer who proposes any alteration to any of the condition laid down or proposes any other conditions of any description what-so-ever is liable to be rejected.
14. Technical Bids and Price-Bid should be signed by the same authorized signatory of the Agency.
15. The Tender received without EMD & cost of tender form shall be summarily rejected.

16. The Tender Inviting Authority reserves the right to accept or to reject any or all tenders at its discretion without assigning any reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Sign. of Tenderer.....
Full Address.....
.....
Phone/Mobile.....
Date.....

SUBMISSION OF BID

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

- "Part 1: Technical Proposal" which will consist of the proof for meeting eligibility Criteria, receipt of payment of Tender Fee and EMD through D.D. or electronic fund transfer.

"Part 2: Financial Proposal" which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

Part 1- Technical Proposal

All documents to support technical eligibility must be scanned duly certified by Authorised signatory.

1. Scanned Copy of valid Registration certificate of the agency with date of its validation.
2. Scanned copy of address proof about registered office in Ajmer.
3. Scanned copy of Service Tax/GST, Trade License, , Pan Card (Self Attested Photocopy).
4. Scanned copy of annual turnover from photocopies of documents for last 3 years for the financial year 2015-16, 2016-17, 2017-18.
5. Scanned copy of Income Tax Return for the assessment year 2016-17, 2017-18 and 2018-19
6. Scanned copy of Demand Draft towards Tender Fee of Rs. 500/- and earnest money for Rs 10,000/- or electronic fund transfer receipt. Valid Registration certificate from NSIC if exemption from submission of Tender fee & EMD is required.
7. An Affidavit that firm is not black listed by any organization.
8. Scanned copy of Tender form and tender Acceptance Letter with sign and seal of the firm.

Part 2- Financial Proposal

- a) Schedule of price bid in the form of BOQ_XXXX.xls
- b) The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and

upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

Terms & Conditions

1. Contract for hiring of photocopier machine will be valid for one year however, as per requirement and on the basis of past performance of the agency it can be extended for further one or maximum two years.
2. Competent Authority of the Board may terminate the contract within the agreed period, without assigning any reason thereof.
3. Approved agency shall have to execute an agreement for execution of work on a non judicial stamp of Rs.100/- within a week from the date of receipt of work order.
4. In case of break down the agency will make alternate arrangement without any delay so that work may not be affect.
5. In absence of Operator, agency will provide substitute so that work may not suffer.
6. Photocopied documents must be legible and readable clearly.
7. In case of need services of photocopier machine may be obtained after 5.30PM or on holidays and for this no additional payment will be made.
8. After opening of tender no alteration in rates/T&C is permissible.
9. EMD (Minimum validity 60 days) in respect of agencies who are not qualified, will be refunded. However, selected agency will have to deposit performance security @ 5% to 10% of the total yearly payment then its EMD will be refunded.
10. In case of any delay or not deputing operator on any working day or not making available machine as per requirement, agency will be liable to pay a penalty @ Rs.500/- per day which will be recovered from its bill or from Performance Security.
11. Contractor shall bear and pay all charges as may be necessary for performance of work, wages of employees provident fund including benefits payable to the operators labours, consumables materials or any other expenses.
12. Cost of Tender Form Rs.500/- can be deposited through Demand Draft or can be remitted electronically in Board's A/c.Income Tax as applicable from time to time shall be deducted from each admitted bills.
13. The contractor shall keep all equipment's and consumables materials in his safe custody at his risk and he will be responsible for safety of this. Any damage/discrepancy or shortage (inclusive theft) shall be at the risk and cost of the contractor.
14. Payment shall be made in every month in respect of total quantity of work done in preceding month as per rate approved in the tender. Contractor shall submit running bills once in a month to the officer in charge of the work. Normally bills are paid within 30 days of the receipt of bill. The bill must be submitted in Duplicate.
15. Normally working hours from 9-00 A.M. to 17-30 hrs with ½ hr. lunch break. In exceptional cases due to workload, it could be extended further maximum up to two hours with the specific instructions of Regional Officer Ajmer.
16. The anticipated photocopies are 2,50,000 per annum approx & may increase or decrease as per requirement of this office.

17. Operator provided by the contractor (Photo Copier Agency) must have complete knowledge about the operation of the machine and good knowledge of reading and writing in English & Hindi..
18. The Contractor (Photo copier agency) shall not disclose any information or data to any party other than the authorised nominees of department and ensure maintenance of strict security and sanctity of the letters and documents photocopied.
19. The competent authority CBSE, Ajmer reserves the right to change the quantity as per requirement from time to time. The quantity may be increased/decreased as per requirement throughout the year.
20. The paper used for photocopies must be **75 GSM of standard make and best quality like 'Modi'/'J.K.' brand**. In the event of substandard or poor quality of paper, the competent authority R.O. CBSE, Ajmer reserves the right to reject the work or impose any penalty or forfeit the security as deem fit and the firm may be blacklisted.
21. The CBSE shall be final judge of the quality of the work. Incharge of the work has the right to reject the work done of poor or faded/blurry quantity as per the requirement of the work. **Copies must be neat, clean, clear & legible**. The photocopy of the papers given in sets, has to be photocopied, stapled in a set as per requirement of the office. Incharge of the work may also prohibit the use of such operator whose behaviour is improper & unsustainable.
22. Machine used should be new one or not more than one years old. All consumable like paper, toner etc. and complete maintenance of machine shall be the responsibility of the contractor.
23. The contractor shall comply with the provisions of the payment of wages act, modifications thereof or any law relating thereto and the rules made there under from time to time.
24. The contractor must get the work verified from the incharge officer of the section not below the rank of Section officers per day and copy of the same will be produced with the bill.
25. Pre-conditions with the tenders or any condition put forth after acceptance of tender shall not be accepted.

All the above stated T&C from SI.No.1 to 25 are acceptable to me/us.

Sign. of Tenderer.....
Full Address.....
.....
Phone/Mobile.....
Date.....

निविदा प्रपत्र क्रमांक/Tender Form No. :

फोटोकॉपियर मशीन हायर करने हेतु निविदा प्रपत्र
Tender Form for hiring of Photocopier Machine
TECHNICAL BID

Secretary, Central Board of Secondary Education, Regional Office, Ajmer invites Tender Form for hiring of Photocopier Machine for office premises. Interested agency who is having own machine of capacity approx 2000 copies in a day & experience in this field for at least three years, may submit duly filled in tender form for consideration:-

1.	Name of Agency	:-
2.	Address	:-
3.	Regn. No. (enclose Photocopy)	:-
4.	PAN No.(enclose Photocopy)	:-
5.	GST Regn. No. (enclose Photocopy)	:-
6.	Detail of machine (Sl. No., make, model, capacity)	:-
7.	Detail of past experience (Orgn, Period) (enclose copy of certificate)	:-
8.	Annual Turnover of last three financial year (Enclose I. T. R.)	:-	2015-16 2016-17 2017-18
9.	Detail of tender fee and EMD	:-
10.	Whether agency has been blacklisted within earlier three years by any Govt Deptt/Autonomous Org. or any legal action has been taken/pending against agency: Yes/No		

Sign. of Tenderer.....
Full Adress.....
.....
Phone/Mobile.....
Date.....

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Regional Officer,
Central Board of Secondary Education
Regional Office,
Todarmal Marg,
Ajmer – 305030.

Subject: Acceptance of Terms & Conditions of Tender

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too, have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Signature of the proprietor/
Partner/ Managing Director with Stamp