



No. 9/8/2011-Adm.III

भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 23766253

29th July, 2011

To

As per list

Subject: Quotation for outsourcing services of photocopying/spiral binding work (including supply of Heavy Duty Photocopier machine, operator, supply of toner and paper) on per copy rate basis in Ministry of Power.

Sir,

This Ministry intends to outsource the work of Photo Copying and Spiral Binding of documents for a period of one year on per copy rate basis to be located at 4th Floor of Shram Shakti Bhawan, Rafi Marg, New Delhi. **The terms and conditions for the said work is as under:**

- a. The photocopier would be provided by the firm on **rate per copy basis including all taxes and Government levies**. The rate per copy should be specified separately for single side/both sides respectively.
- b. The contracted firm will be responsible for maintaining the photocopy machine.
- c. The cost for supply of stationery viz., good quality paper, **preferably Modi Xerox or JK (75 gsm) (samples of the papers to be used may be seen at the stationary store of the Ministry)**, toner, staplers, stapler pins, binding material etc. will be borne by the contracted firm.
- d. Manpower to operate photocopier (including spiral binding work) and the expenditure incurred on their engagement will be borne by the contracted firm.
- e. This Ministry will only provide space for installation and power supply to run the machines.
- f. The machine should not more than one year old.
- g. The firm will provide stand-by Photocopy machine to ensure uninterrupted service in case of any breakdown, failing which a penalty of Rs. 500/- per day will be imposed, besides bills for the photocopying and spiral binding works done from the market will also be deducted from the pending bills/Performance Security of the firm.
- h. It will be for the contracted firm to install more than one machine to ensure that the photocopying work in the Ministry goes on smoothly.
- i. If the services of the firm are not found to be satisfactory, this Ministry will be at liberty to terminate the contract at the risk and cost of the firm. Similarly, if the services of the firm are found to be satisfactory the contract may be extended for a maximum period of 02 years beyond the contract period, if agreed to by both the parties.

[Handwritten signature]

The quotation shall contain the following documents:-

1. The make & model along with the specification of the photocopy machine offered by the firm.
2. The list of Central Government Ministries/Departments/other Government offices/Undertakings to whom the outsourcing services for photocopying, spiral bindings are being provided by the firm along with documentary proof and satisfactory service report with full details like address, name of contact person, phone numbers etc.
3. Proof of service tax and TIN No.

3. An earnest money of Rs. 25,000/- to be deposited in the form of Bank Draft drawn in favour of Pay & Accounts Officer, Ministry of Power, New Delhi. The successful firm will have to deposit a Performance Security of Rs. 60,000/-. The firms submitting quotations in the above outsource work should have at least two years experience in the similar field in a Central/State Government/attached/subordinate Office.

4. **Confidentiality:** It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the Ministry. Breach of this clause is liable to attract stringent action under the provisions of Official Secret Act and contract of the firm is also liable to be terminated without further notice besides forfeiture of the Performance Security and pending bills.

5. Firms interested in providing outsourcing services for photocopying/spiral binding in this Ministry, can submit their quotation as per prescribed proforma (enclosed) and should be dropped in 'Tender Box' pertaining to Ministry of Power kept at Gate No. 5 of Shram Shakti Bhawan, Rafi Mar, New Delhi on or before 12.8.2011 by 3.30 PM, super-scribed "QUOTATION FOR PHOTOCOPIERS". Quotations received after the expiry of last date and stipulated time will not be entertained under any circumstances. The quotations received within stipulated time and date will be opened on same date at 4.00 PM in Room No. 22, Shram Shakti Bhawan, New Delhi. The bidders or their representative (not more than one) may be present, if they so desire, at the time of opening of quotation.

6. This Ministry reserves the right to reject any quotation without assigning any reason thereof.

Yours faithfully,


(P.K. SINGH)
Section Officer
Tel: 23358267

PROFORMA

| Sl.No. | Description of Work | Rate in Rs. |
|--------|--|-------------|
| 1. | Rate for single side copy (A 4 size) | |
| 2. | Rate for both side copy (A 4 size) | |
| 3. | Rate for single side copy (A 3 size) | |
| 4. | Rate for both side copy (A 3 size) | |
| 5. | Rate for single side copy (Legal size) | |
| 6. | Rate for both side copy (Legal size) | |
| 7. | Spiral Binding (upto 100 pages) | |
| 8. | Spiral Binding (upto 200 pages) | |
| 9. | Spiral Binding (above 200 pages) | |

Argha