

# Tender Document

## For Photocopying, Binding and Lamination Services at Central Library, AIIMS Bhopal



**All India Institute of Medical Sciences, Bhopal**

**Website: [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)**

### Schedule of Tender

<b>Tender no:</b>	<b>290/AIIMS Bhopal/MC/RC/Photocopying Library/2019/ 03</b>
<b>Issue Date:</b>	<b>27/09/2019</b>
<b>Last Date of Submission :</b>	<b>21/10/2019 at 11:00 AM</b>
<b>Date of Technical Bid Opening:</b>	<b>23/10/2019 at 3:00 PM, Central Stores, 3<sup>rd</sup> Floor Hospital Complex, AIIMS Bhopal, Saket Nagar, Bhopal 462 020</b>
<b>Financial bid Opening date:</b>	<b>Eligible bidder will be intimated after qualification of technical criteria</b>

**Issued By**

**AIIMS Bhopal (M.P.)**  
**Email: [sps@aiimsbhopal.edu.in](mailto:sps@aiimsbhopal.edu.in)**

## Notice Inviting Tender

### Tender No. 290

On behalf of **Director, AIIMS Bhopal, Sealed tenders are** invited in the **Two Bid System (i.e. Technical Bid and Financial Price Bid)** from eligible /Firms/Companies/ Distributors/ Dealers on mutually agreed terms and conditions and satisfactory performance for Photocopying, Binding and Lamination services to Central Library, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP), India.

*Important: The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.*

The Bidder shall bear all costs associated with the preparation and submission of its bid and Client will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### Tender Schedule

**Tender for Photocopying, Binding and Lamination services to Central Library, AIIMS Bhopal.**

Sl.No.	Critical Dates	Date (DD/MM/YYYY)	Time (Hrs. Min)
1	Tender opening date	27.09.2019	11.00
2	Pre-Bid Meeting	04.10.2019	15.00
3	Seeking clarification end date	14.10.2019	17.00
4	Bid submission end dates	26 .10.2019	17.00
5	Bid opening dates	27 .10.2019	15.00

**Earnest Money Deposit (EMD) as below :-**

EMD should be as per below mentioned Table No. 1 in the form of FDR/Bank Guarantee drawn from any scheduled Nationalized/Commercial Bank in favour of "Director, AIIMS Bhopal", payable at Bhopal accompany with Pre-Qualification Bid Envelope for the period of Six Month (i.e. 180 Days). The AIIMS Bhopal will not pay any interest on any EMD Amount to any Tenderer.

Tender Item No.	Brief description of Item (Complete technical specification given on chapter III of this tender document)	Qty. (in no.)	EMD (in Rs.)
1	For Photocopying, Binding and Lamination Services of total cost estimated Rs. 6,00,000/- at Central Library	1	12,000.00

#### **EMD EXEMPTION:**

The Institute may accept bids without Tender Fee and EMD from those bidders who are registered with the MSME / National Small Industries Corporation (NSIC). Certificate must be enclosed with technical bid for Tender Fee and EMD Exemption.

## **CHAPTER- 1**

### **INSTRUCTIONS TO BIDDERS FOR PREPARATION & SUBMISSION OF BID**

**1. Submission of Documents:**

The bidder is requested to submit the tender documents in a Sealed Envelope to **The Sr. Procurement-cum Store Officer, AIIMS, Bhopal (MP) – 462020** on or before the date & time of submission of bid specified in covering letter of this tender document. The envelope shall bear (name of the work) and the tender number. The tender can be drop in tender box, kept in stores department

2. Technical & Financial Bids should be submitted in separate envelopes.

3. **EMD:** Bidder should arrange security in Original, in shape of BG only in favour of Director, AIIMS, Bhopal, valid for a period 180 days, within the bid submission date and time for the tender. The earnest money of unsuccessful bidders will be returned to them without any interest within 30 working days after awarding the contract.

4. **Criminal Liability undertaking:** on Non-judicial Stamp paper of Rs.100/-

**5. Public Tender Opening Event (TOE):**

Tender Opening Officers as well as authorized representatives of bidders (i.e. Supplier organization), duly authorized, can attend the Public Tender Opening Event (TOE).

**Special Note to bidder:**

The bidders in their own interest at their cost are advised to visit, inspect and examine the existing and new site and its surroundings and satisfy themselves before submitting their bid.

**For any further assistance, please contact Representative of AIIMS Bhopal at Email:**  
**sps@aiimsbhopal.edu.in, 0755-2835238 or amit.library@aiimsbhopal.edu.in, 0755-2672344**  
**& 2672326**

## Chapter-II

### BIDDER'S ELIGIBILITY CRITERIA cum CONDITIONS OF CONTRACT:

1. **Experience:** The bidder must have experience of photocopying and binding services in reputed organization. The experience certificate must be attached.
2. **GST and PAN:** The bidder must have valid PAN & GST registration in M.P. state preferably Bhopal city. (Scan copy of both should be an essential enclosure in the technical bid).
3. **Annual Turnover:** Annual Turnover of the firm should be Rs.8 Lakh or more during last 3 financial years i.e FY 2016-17,2017-18, 2018-19 (CA Certified turnover certificate should be an essential enclosure in the technical bid).
4. Firm should submit EMD worth **Rs 12,000/- (Rs. Twelve Thousand Only)** in the form of FDR/Bank Guarantee from a scheduled nationalized bank in India drawn in favor of Director AIIMS Bhopal" payable at Bhopal. This EMD should be submitted in sealed envelope super-scribed as EMD & Tender No.32. The bidders should enclose a pre-receipt for the EMD to enable us to return the EMD of unsuccessful bidders. **Failure to deposit Earnest Money will lead to rejection of tender.** In the event of the awardees bidder backing out, EMD of that bidder will be forfeited. **EMD of successful bidder will be adjusted against Security Deposit and will remain with the Institute. It will be refunded only after two months of expiry of contract duration.**
5. The bidder should not have been blacklisted by any Govt., Semi Govt. Deptt., or any other organization. *An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm along with the Tender Fee & EMD.*

### DOCUMENTS REQUIRES IN THE TECHNICAL BID:-

- a) Earnest Money Deposit (EMD) Certificate.
- b) Copy of **NSIC/MSME** Certificate on account of Tender Fees and EMD.
- c) Bidder's General Information **Annexure-1** along with the documentary proof.
- d) Bidder's Eligibility Criteria **Annexure-2** along with the documentary proof.
- e) No Deviation Confirmation as per **Annexure-3**.
- f) Declaration on the Company letter head stating acceptance of the terms and Conditions mentioned in the tender documents.
- g) Additional documents, if any.
- h) **FINANCIAL / PRICE BID** as per **Annexure-4**

### SELECTION CRITERIA

- a) **Technical bid :** Evaluation will be done as per the submitted documents in respect to the Minimum Eligibility Criteria.
- b) **Financial bid:** The price bid will be opened only for those vendors who will qualify in First Stage.

The tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the bid.

The competent authority on behalf of the Institute does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.

## **Chapter-III**

### **Schedule of Requirement**

**Scope of work and Terms and Conditions of Tender:** The terms, conditions and important instruction in respect of this tender are as follows:

1. Bids are invited for installation of good quality digital Photocopying at Central Library premises to meet day to day requirement of photocopying for students and staff. The number of machines may be increased during the tenure of contract, in case of requirement.
2. Pre-Qualified Bidders are required to arrange a demonstration of the participating Equipment at AIIMS Bhopal site on **date fixed by the technical committee** duly constituted by competent authority. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of organizing such demonstration shall be borne by the bidder.
3. The tenderer should also submit samples of the binding material (Board, Leather, Thread, Cloth, Rexine, Tooling Gold Leaf and end papers) properly fixed on mounts of the size of cheque book and the same should be stitched in the form of a booklet. All samples should be duly stamped with name of binder and bear signatures of the proprietor.
4. The model of the equipment offered should not be obsolete /out of production. The speed of digital photocopy machine should be minimum 50-60 copies per minute (c.p.m.). **The make, type, model of machine to be used by the service provider must be mentioned in the technical bid.** The paper quality to be used for photocopying / printing shall be of at least 75 GSM popular brands Xerox paper.
5. Photocopying Machine & other required equipments are to be installed at the cost of service provider. The rates will be inclusive of operator wage (employed by Service Provider) and all the consumables required for photocopying.
6. The operating hours shall be from 9.30 am to 7.30 pm. The working days of the week will be seven days, Sunday timing will be 11.15 to 3.45. The operating hours may be changed as per requirements & feasibility.
7. Service Provider shall provide adequate competent full-time staff ,who will be responsible on site for all aspects of running and managing the facility.
8. Service Provider will provide substitute fully trained staff whenever the regular operator is on leave due to absenteeism or sickness. Any such replacement will be fully conversant with the operation of the photocopy machine/equipment and all relevant procedure. The cost of providing such replacement will be borne by service provider.
9. Service provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality. Periodic service of photocopying machine is to be undertaken by the service provider to ensure uninterrupted quality.
10. Service Provider will maintain a stock control system and provide all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the photocopy machine, binding and lamination equipment.
11. Services will be totally dedicated for exclusive use of AIIMS and no outside work will be undertaken.
12. AIIMS will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.

13. Security of all documents will be protected and under no circumstances papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by AIIMS. However in Half leather/cloth binding case; document may be taken out after issuing gate pass from Librarian.
14. It will be the responsibility of the Service Provider to collect books from the Library for binding and return them after binding at his own cost.
15. Books taken for binding should be returned duly bound within **15-21** days or the day(s) fixed by the Library from the date of delivery of books for binding by the Library without any further delay and damage.
16. In case of machine break down, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of AIIMS is not held up.
17. It shall be the sole responsibility and liability of the service provider to carry out the obligations arising out of various labour legislations such as Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the service provider to provide the service.
18. It shall also be the sole responsibility of the service provider to carry out the obligations arising out of copyright act of publisher, if any.
19. The photocopy work for students and personal nature work of staff will be done on cash payment basis. For staff /official purposes, the requisition for making photocopy will be provided to the operator which should be duly signed by concerned office with stamp and countersigned by his/her next officer with stamp for staff/official work purposes. No advance payment will be made in any case and TDS will be deducted as per rules.
20. Service Provider shall raise bill of staff/ official work on monthly basis and submit the same succeeding month for payment. AIIMS will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the service provider will not charge any penalty or interest to AIIMS.
21. Central Library AIIMS will provide suitable space to install the machine and to keep material such as paper and ink etc. along with supply of 16 Amps / 240 volts electricity supply.
22. Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
23. AIIMS may terminate the agreement with one-month notice in case the services are not found satisfactory or otherwise. In such a case, AIIMS will pay on actual work basis for the duration for which the services were used during the year in question. Similarly the service provider may also terminate the agreement by giving two-month notice. However, on specific request of AIIMS, the service provider will continue to provide the service for one month but not exceeding three months in total.
24. The insurance of the equipment and staff utilized in this service will be borne by the service provider.
25. The Service Provider will also arrange for the photocopy/other service for the documents which are in odd size and not covered under this agreement, however, the rates for that will be certified by Head of concerning department and bills will be paid accordingly.

26. The period of contract would be for **one year** from the date of award of the contract and it may be further extended for another **one year** on the satisfactory performance of service provider. The performance of the service provider will be evaluated on yearly basis.
27. Compliance with the Institute rules and Regulations: The contractor shall comply with all norms stipulated by the Institute to maintain discipline, safety, security and hygiene at and around the work site.
28. In the event of any question, dispute or difference arising if any, the same shall be referred to an arbitrator in accordance with the provisions of Arbitration and Conciliation Act 1996.
29. In case of any dispute the jurisdiction of the matter will be within the limits of Bhopal City (MP).
30. Contract Agreement: The successful Bidder shall be required to execute a contract Agreement with AIIMS on the non-judicial stamp paper of Rs. 100/-(Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder. AIIMS reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing during the tenure of the contract. The amended terms and condition will form part of the agreement.
31. Work at Risk and Cost: The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
32. Insurance: The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for such type of work against damage /loss/ injury to property or person or loss of life during the entire period of the contract. A copy of insurance policy will be handed over to the concerned authority of the Institute before commencing work as specified in the work order / letter of intent.
34. Indemnity: The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws, whichever applicable . The contractor shall not employ child labour.
35. Authorization: The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.
36. Access to site: The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.
37. Safety and Security: Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
38. Tenders received without E.M.D. would be rejected or shall not be entertained.
39. **Penalty:** The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty up to 5 % or not exceeding 5% of total monthly bill payable by AIIMS to the service provider.

### **SPECIFICATIONS OF THE BINDING MATERIALS :-**

1. **Split Board:** Good quality single ply free mill board binding cover is to be used.
2. **Leather:** Good quality goat skin leather free from acidic effects should be used and it should have colour which is fast with respect to the light and moisture.
3. **Thread:** Strong and durable threads of some standard mill, 6 cords cotton thread for small and medium weight & 9 cords nylon thread for all periodicals and book of bigger size and heavy weight.
4. **Tape:** Good quality unbleachable cotton tape of 1 c.m. width.
5. **Cloth Rexine:** Good quality rexine cloth of fast colour and fine finish to be used. Imitation or plastic cloth/ paper is not be used at all.
6. **Tooling Gold leaf:** Should be of good quality.
7. **Adhesives:** Best quality flexible glue due quantity of insecticide.

### **Failure of service and negligence shall be measured in terms of the following:**

1. The service provider delivers poor quality of copies / prints to the user even after receiving written notice by AIIMS regarding poor copy / print quality.
2. If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
3. Service provider provides copy/printing services to any individual / organization not authorized by AIIMS
4. The service provider fails to supply paper as per specification.
5. Operators are not available during the stipulated timings.
  - a. All the machine fails and not even a single machine is rectified within 4 hours of breakdown.
  - b. Breach of any clause of tender / agreement even after receiving prior written notice by AIIMS.
6. Any other matter which an act of negligence or breach of ethics by the service provider.



**Annexure-1**

**BIDDER'S GENERAL INFORMATION**

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Contractor :
2. GST Registration Number :
3. Registered address :
4. PAN Number :
5. Shop Registration Number & Yr :
6. Tele fax No. :
7. Mobile No. :
8. Official Email Address :
9. Name & Address of Branch, if any :
10. Type of Organization  
(whether private limited/LLP/ partnership/sole proprietorship) as per attached proof)
11. Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm:
12. Local/Registered Shop at Bhopal or Madhya Pradesh (Please Tick): Yes / No

(SIGNATURE OF BIDDER WITH SEAL)

Annexure-2BIDDER'S ELIGIBILITY CRITERIA

<b>Sr. No</b>	<b>Description</b>	<b>Confirmation (Yes/No)</b>	<b>Proof Attached at Scan Page No.</b>
1	Do you have any work experience of providing similar services in any reputed organization		
2	Does your agency have been in existence for the last 03 years?		
3	Do you have any registered shop at M.P. State?		
4	Does your agency comply with the statutory requirements such as GST Number and PAN Number?		
5	Do you have annual turnover of Rs.8 Lakh in preceding three Financial Year?		
6	Does your agency have been blacklisted by any Organizations?		
7	Whether the Earnest Money in the form of FDR/Bank Guarantee are enclosed?		

**Annexure-3**

**CRIMINAL LIABILITY UNDERTAKING**

I.....S/o..... Resident of  
.....  
..... Do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of  
M/s. ....

1. That my firm has not been declared defaulter by any Govt. Agency and that NO case of  
any nature i.e. CBI/FEMA/Criminal/Income Tax/GST Blacklisting is pending against my firm.

**Name & Signature**

Seal of the participating Bidder Company with Date

Affirmation/Verification

**Annexure-4****FINANCIAL BID (FORMAT)****Name of the Agency along with Address and Telephone No. :****Description of work:** Photocopying, Binding and Lamination Services.

Sl. No.	Item Description	Item Code/ Make	Rates in figures Rs. P.	GST in Percentage applicable	Rates with GST
1	2	3	4	5	6
<b>1</b>	<b>Photocopying per page of 75 GSM (B&amp;W)</b>				
1.01	A-4 Size Paper ( Back to Back)	Photocopy1			
1.02	A-4 Size Paper (Single Side)	Photocopy2			
1.03	A-3 Size Paper ( Back to Back)	Photocopy3			
1.04	A-3 Size Paper (Single Side)	Photocopy4			
<b>2</b>	<b>Photocopying per page of 75 GSM (Colour)</b>				
2.01	A-4 Size Paper ( Back to Back)	Photocopy5			
2.02	A-4 Size Paper (Single Side)	Photocopy6			
2.03	A-3 Size Paper ( Back to Back)	Photocopy7			
2.04	A-3 Size Paper (Single Side)	Photocopy8			
<b>3</b>	<b>Printing per page of 75 GSM</b>				
3.01	A-4 Size Paper ( Black)	Printing 1			
3.02	A-4 Size Paper (Colour text)	Printing 2			
3.05	A-4 Size Paper (Colour image normal paper)	Printing 3			
3.04	A-4 Size Paper (Colour image photo paper)	Printing 4			
<b>4</b>	<b>Spiral / Comb Binding with OHP Sheets (Front &amp; Back ) of 175 microns</b>				
4.01	Book containing 1 to 50 pages	Spiral1			
4.02	Book containing 50 to 100 pages	Spiral2			
4.03	Book containing 100 to 200 pages	Spiral3			
4.04	Book containing 200 & above pages	Spiral4			
<b>5.</b>	<b>Lamination</b>				
5.01	1/6th Size	Lamination1			
5.02	A4 Size	Lamination2			
5.03	A3 Size	Lamination3			
5.04	Foolscap Size	Lamination4			
5.05	Visiting Card or Identity Card Size	Lamination5			
<b>6</b>	<b>Clothes rexine bound in full with crossed/sectional stitching</b>				
6.01	Register & Books < A4 size	Clothes1			
6.02	Register & Books = A4 size	Clothes2			
6.03	Register & Books >A4 size but < A3 size	Clothes3			
6.04	Register & Books > A3 size	Clothes4			
<b>7</b>	<b>Half Leather with Clothes rexine with crossed/sectional stitching</b>				
7.01	Journal & Books < A4 size	Half Leather1			
7.02	Journal & Books = A4 size	Half Leather2			
7.03	Journal & Books >A4 size but < A3 size	Half Leather3			
<b>8</b>	<b>Board Binding (Free size)</b>	Board			
<b>9</b>	<b>Printing-English/Devnagari on binded documents</b>				
9.1	Gold printing	Printing 1			
9.2	Ink Printing	Printing 2			

- Note :**
1. GST may be changed as per prevailing rates.
  2. As per Govt. Rules, L1 Rates are required to be matched by successful bidder for other line items, if they will be found higher.

**LETTER OF AUTHORITY**

PROFORMA LETTER OF AUTHORITY FOR ATTENDING TECHNICAL & FINANCIAL  
BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO

BID. No. -----

Date:

To

Director,  
AIIMS Bhopal,  
M.P.

Dear Sir,

I/We hereby authorize following representative(s) to attend Technical/Financial BID opening and for any other correspondence and communication against Bidding Document.

Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representative.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a competent authority.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL**

PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

PFMS UNIQUE CODE: .....

(The code will issued by AIIMS Bhopal's Finance Deptt, if Supply Order to be issued to your Firm)

S. No.	Head Name	Details
1	Vendor Name	
2	Father/Husband/Owner Name	
3	Date of Birth	
4	PAN Number (a copy of PAN Card in the name of Firm must enclose)	
5	Aadhaar Number	
6	TAN Number	
7	GST/VAT/TIN Number	
8	Service Tax No.	
9	Address 1	
10	Address 2	
11	Address 3	
12	City	
13	Country	
14	State	
15	District	
16	Pin Code	
17	Mobile No.	
18	Phone No.	
19	Email ID	
20	Bank Name	
21	IFSC Code	
22	Account Number (a cancelled Cheque copy must enclose)	

**Note: All above requested document's copies duly attested with this form must be enclosed by the Vendor**

DATE : .....

PLACE: .....

VENDOR SIGNATURE WITH  
SEAL

Department Name: .....

Forwarded by HOD/In-charge

AIIMS Bhopal GST Registration details are as under:-



**Government of India And  
Government of Madhya Pradesh  
Form GST REG-25**

**Certificate of Provisional Registration**

1.	GSTIN	23AACAA6087 A1Z9
2.	PAN	AACAA6087 A
3.	Legal Name	ALL INDIA INSTITUTE OF MEDICAL SCIENCES
4.	Trade Name	ALL INDIA INSTITUTE OF MEDICAL SCIENCES
5.	Registration Details under Existing Law	
	Act	Registration Number
(a)	Service Tax Registration Number	AACAA6087 ASD
Date	26/06/2017	

This is a Certificate of Provisional Registration issued under the provisions of the Act.

\* \* \* \* \*