



National Institute of Plant Health Management

Department of Agriculture & Cooperation
Ministry of Agriculture, Government of India
Rajendranagar, Hyderabad-500 030



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No. 10/5/NIPHM/307/Photocopier/2013-14

Dated 01/10/2013

To
As per list enclosed

Subject: Rate contract for photocopying & binding (spiral bound) of papers, reports etc. of the NIPHM, Hyderabad - calling of quotations.

Dear Sirs,

NIPHM invites sealed quotations for photocopying, binding (spiral bound) of papers/reports etc. Firms working in this field at least for the last three years and have the capacity to undertake the work at a very short notice, are requested to quote rates in the attached proforma. The quotations from non-experienced parties shall not be entertained.

2. The scope of work and other terms & conditions are at **Annexure-I**
3. The rates for each item shall be indicated both in words and figures and the price quoted at the time of submission of tender should remain valid for acceptance by the NIPHM till 90 days. There should be no overwriting, erasing etc.
4. The component of taxes, if any should be indicated separately and clearly in the quotations. This should not be added in the basic prices of the items of work.
5. The bids are required to be submitted to the Registrar, NIPHM, Rajendranagar, Hyderabad-500 030 in a sealed cover which should be super scribed as "QUOTATIONS FOR THE PHOTOCOPYING, & BINDING (SPIRAL BOUND)". The quotations shall be submitted in prescribed proforma (**Annexure-II**) along with an earnest money deposited (EMD) of Rs. 5,000/- Rupees five thousand only) in the form of Demand Draft drawn in favour of "National Institute of Plant Health Management (NIPHM)" payable at Hyderabad from any Nationalized Bank and no interest will be earned for the EMD. Tenders without earnest money the firm shall not be entertained. If the successful tenderer decline to act on the contract placed by the NIPHM, the EMD shall stand forfeited and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract. The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring to the notice of the NIPHM.

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6. The firms will be evaluated based on meeting the tender criteria viz. submission of EMD/experience/accepting the terms and conditions etc. and other things equal the contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily. The bidders are not allowed to alter or modify their bids after expiry of the deadline for receipt of bids. **It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded. The NIPHM reserves the right to inspect the infrastructure/logistics available before awarding the contract.**

7. The successful bidder will have to furnish a performance security deposit of Rs.10,000/- (Rupees ten thousand only) in form of fixed deposit in any of Nationalized Bank duly pledged in favour of "NIPHM" payable at Hyderabad for due discharge of obligation under the contract. The performance security will be released only after timely and satisfactory completion of the job. However, the same shall be forfeited in case of any default.

8. If any of the bidders wants to understand the scope of work they may contact the Registrar, NIPHM, Hyderabad.

9. The sealed quotations, in the prescribed proforma only, are to be deposited in the tender box placed in the Office of Administrative Officer, NIPHM, MG Block, Rajendranagar, Hyderabad-30 not later than **3.00 PM on 21.10.2013**. The quotations shall be opened on the same date at 3.30 PM in the presence of bidders who may like to be present. It may be specifically noted that the quotations are required to be submitted with EMD and other necessary documents in the prescribed proforma only **(Annexure-II)**.

**Administrative Officer
for Registrar**

TERMS AND CONDITIONS

- a) The firm should have at least three years experience of copying, binding (spiral bound). The documents in support thereof to be annexed to the proforma.
- b) The material/sample will be collected from NIPHM and bound reports and books, printed material, as the case may be, will be delivered within the stipulated time to the office without any additional charge for cartage/labour etc.
- c) The rate quoted at ANNEXURE-II by the agency includes cost of paper, cartridges, other consumables, manpower, all kinds of taxes etc.
- d) NIPHM will provide work space with supply electricity in the MG block, NIPHM to place photocopier machine and manpower photocopier operator by the outsourcing agency. The outsourcing photocopier services generally shall be during the office hours 09.00 AM to 05.30 PM and to provide photocopier services during the late hours for completion of job work within time slot as and when required.
- e) The quality of work will be inspected by an officer of user Section of the NIPHM and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the NIPHM. The firm shall be responsible for any loss/damage etc. which might be caused to the original material or books etc. of this Department. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. There shall be a penalty of Rs.500/- (Rupees Five hundred only) for one each default i.e. the delay in work or not executing the work to the satisfaction of the NIPHM.
- f) The contract will remain in force a period of one year from the date of award or any other shorter period mutually agree to.
- g) The contract is liable to be cancelled without notice if the work does not found satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
- h) The NIPHM reserves the right to accept or reject any quotations, in whole or in part at any time without assigning any reason thereof.
- i) All disputes or differences arising out or concerning the work shall be subject to the sole arbitration of Director General, NIPHM or his nominee. The decision of the arbitration shall be final & binding on both the parties.
- j) The contract will be interpreted under Indian Laws and disputes ad judicable within the jurisdiction of Hyderabad.
- k) The successful Bidder is required to execute / enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfillment of the contract. Along with the Agreement the required performance security deposit shall be remitted.

**Administrative Officer
for Registrar**

ANNEXURE-II

To
The Registrar
National Institute of Plant Health Management(NIPHM)
Rajendra Nagar
Hyderabad – 500030.

Sub: Rate Contract for photocopying & binding (spiral bound) of miscellaneous report of NIPHM-
Quotations regarding.

* * *

Sir,
I/we intend to submit quotations on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in NIPHM letter No: NIPHM/307/Photocopier2013-14, the information desired and the rates quoted are as per following details:-

Sl. No	Item of Work	Rate per copy (Rs.)	
		Copying One side	Copying Two side
1.	Copying charges including the cost of paper		
	Paper size A4		
	Paper size A3		
	Paper size - Full Scope		
2.	Spiral binding with transparent sheets on both sides (per sheet/book)		
	a) Up to 100 sheets :		
	b) Up to 250 sheets :		
	c) For every additional 10 pages:		
3.	EMD details (Amount, Name of Bank & Branch, DD date & No.)	Rs.	
4.	Experience Details (Proof to be enclosed)		
5.	Details of works premises including infrastructure available		
6.	The details of registration(s) viz. No. date, Validity etc. with Government authorities towards incorporation of the firm, running of stated business viz. Labour License, Service Tax and Authorized premises.		
7.	Detail of the PAN and other statutory registration		

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2. I/we hereby undertake that documents and genuine/authentic and nothing material has been canceled and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to the cancelled, if found to the having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the Bidder:

Complete Address :

Contact No's. :

