

No.12/1/2017-18/TDSAT/Admn./8117
Telecom Disputes Settlement & Appellate Tribunal
Govt. of India

Room No.478, 4th Floor,
Hotel Samrat, Chanakyapuri,
New Delhi – 110021
Tel. No.011-24102563, 26873411
Fax-011-24122218
Website:-tdsat.gov.in
Email:-tdsat@nic.in

Date: 25 October, 2017

TENDER NOTICE

Subject: Tender for outsourcing/ hiring of photocopying machine – regarding.

Sealed tender are invited from reputed and financially sound firms for hiring of photocopying machine in the Telecom Disputes Settlement & Appellate Tribunal (TDSAT) initially for a period of one year from the date of award of the contract on the terms & conditions enumerated in the following paragraphs. The tender document can be downloaded from the TDSAT website www.tdsat.gov.in. The schedule of opening of bids is as under:-

Last date & Time for receipt of bids

27th November, 2017 upto 1 P.M

Date & Time for opening of bids

27th November, 2017 at 3 PM

1. Interested firms should submit their documents satisfying the technical bid requirements in a sealed cover, superscribed with 'Technical bid' (as per Annexure-1) along with another sealed cover superscribed as 'Financial bid' (as per Annexure-2). Both the envelopes should be sealed and placed in another sealed envelope superscribed "Tender for hiring of Photocopying machine" and send to the Administrative Officer, Room No.478, 4th Floor Hotel Samrat, Chanakyapuri, New Delhi-110021 latest by the date and time mentioned above. The bids will be opened on the same date & time as mentioned above in Room No. 478, 4th Floor Hotel Samrat, Chanakyapuri, New Delhi. Bidders and their representatives are welcome to remain present during the opening of the bids.
2. Technical bid should be accompanied by an earnest money deposit (EMD) of Rs.10000/- in the form of Demand Draft or Pay Order in the name of the 'DDO, TDSAT' payable at New Delhi. Technical bid received without EMD shall be summarily rejected without assigning any reason there of and no tenderer shall have any right to represent against it, even if, his quotation happen to be lowest. Earnest money received from the tenderers will be



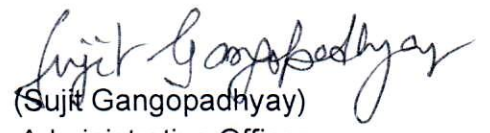
returned without interest immediately after the process of selection of tender/ quotation is over.

General Conditions.

3. The firm is required to provide one new heavy duty photocopier machines of latest models with duplex facilities having a speed of minimum 45 copies per minute (back to back). The requirement of number of machines deployed of the said model may be increased as per the requirement of the office and hiring of the same will be governed on the same terms & conditions of the tender document.
4. The minimum guarantee of number of pages to be photocopied will be 120000 per annum or prorata basis, if the period of contract is less than a year.
5. The successful bidder shall be required to furnish Performance Security of Rs.20000/- in the form of FDR or Bank Guaranty duly hypothecated in favour of "DDO, TDSAT" within a week after award of the contract and valid beyond 60 days after the expiry of the contract.
6. The men power, space, Paper and electricity will be provided by TDSAT whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm.
7. All the consumable required like toner, drum, spare parts etc. will be provided by the firm.
8. The payment will be made on monthly basis subject to the satisfactory performance of the firm. Reading will be verified by the Administration Section, TDSAT on monthly basis.
9. The contract will be initially for a period of one year and may be extended further subject to the satisfactory performance of the firm.
10. The TDSAT has the right to terminate the contract in case of performance and the service rendered by the contractor/ firm is found to be unsatisfactory, by giving a notice of 7 days.
11. Only qualified and experienced engineers/ technicians/mechanics, whose character and antecedents have already been verified, will be deputed to attend the repair works of machine deployed by your firm in the office of the Tribunal.

A handwritten signature in black ink, appearing to be a stylized name, possibly 'S. K. Singh', written in a cursive style.

12. In the case of delay in attending to the complaints within a day penalty @ Rs.200/- per day will be levied
13. If the machine is not repairable within a day a separate Machine of the same model should be provided immediately otherwise an amount of Rs.1000/- per day will be deducted.
14. EMD of the unsuccessful tenderers will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, only after the firm has submitted Performance Security with the TDSAT.
15. The EMD shall stand forfeited if a bidder withdraws or amends the bid/ tender or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderes.
16. The TDSAT reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/ specifying any reason thereof.


(Sujit Gangopadhyay)
Administrative Officer

Technical Bid

PERFORMA FOR SUBMISSION OF DETAILS OF THE FIRM

S.No.	Description	Please indicate requisite information	Page No. in the attached document
1.	Name, address & telephone No. of the firm with copy of address proof		
2.	Name of the proprietor/ partners of the firm		
3.	GST Registrar Number		
3A	PAN No.		
3B	Turnover last three years		
3C	ITR last three years		
4.	Proof of annual turnover not less than Rs.10 lakhs during last three preceding financial years.		
5.	Details of the past experience of providing photocopy work in Ministries/Departments/PSU during last three years should be attached.		
6.	Declaration regarding that the company was never blacklisted/ terminated and debarred in the past.		
7.	Details of EMD amounting Rs.10000/- (i) Name of Bank (ii) Number of Demand Draft (iii) Date of Demand Draft		

Note: If any of the details submitted by the bidder are found to be incorrect or false at a later stage, then the firm will be blacklisted.

I/We hereby agree to accept/abide by all the terms & conditions of the tender document.

Name & Designation of the
Authorized signatory of the firm
(With seal of the Agency)
Date _____



Financial Bid

PERFORMA FOR QUOTING RATES

S.No.	Make & Model of Machine	Rate per page
1.		
2.		
3.		
4.		

Note: I hereby undertaken to accept and abide all the terms & conditions of the tender document.

Signature_____

Name_____

Seal of the Firm_____