



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.
Dr. Homi Bhabha Road,
Pashan Pune - 411008.
Tel : +91-020-25898017
Fax : +91-020-2589 8186
Website : www.iiserpune.ac.in

TENDER DOCUMENT (SINGLE BID)

Indian Institute of Science Education and Research (IISER), Pune, an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. IISER, Pune would like to invite tender for Printing & Photocopying Services.

- Item : Printing & Photocopying Services

- Tender Enquiry No : IISER-PUR-1406-17

- Due Date & Time : 03/04/2018
(For submission of Bids)

- Opening of Bids : 04/ 04/2018 at 03.30 PM

Prospective Bidders may submit their offers to The Director, Indian Institute of Science Education and Research, Dr. Homi Bhabha Road, Pashan, Pune - 411 008, India

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CHAPTER-1. INVITATION FOR BIDS

1. Indian Institute of Science Education and Research (IISER), Pune invites sealed tenders for Printing & Photocopying Services.
2. Contact for information:
Assistant Registrar (Stores & Purchase)
Indian Institute of Science Education and Research (IISER), Pune
Dr. Homi Bhabha Road, Pashan
Pune - 411 008, India
Tel : +91-020-2590 8017
Email: purchase@iiserpune.ac.in
Website : www.iiserpune.ac.in
3. Submission of Bids:
 - (i) Place: Purchase Section of IISER, Pune - 411 008, India.
 - (ii) Time and Date of Submission: Before 3.00 PM on 03/04/2018
 - (iii) Time and Date of opening of Bids: At 03.30 PM on 04/04/2018

IISER, Pune will not be responsible, for submission / delivery of quotation at wrong places other than the Purchase Section of IISER, Pune - 411 008, India
4. The envelope should be super scribed with our tender enquiry IISER-PUR-1406-17 due on 03/04/2018 and to be submitted to the address given below so as to reach on or before 03.00 PM on 03/04/2018

The Director,
Indian Institute of Science Education and Research (IISER), Pune
Dr. Homi Bhabha Road, Pashan
Pune - 411 008, India
Tel : +91-020-2590 8017
Email: purchase@iiserpune.ac.in
Website : www.iiserpune.ac.in

The envelopes must be super-scribed with the following information:

- Ø Tender Reference Number
- Ø Due Date
- Ø Name of the Vendor

The Bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos.



on your quotation e.g. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.

The Offer should comprise of the following:

- (i) The offer should be complete to indicate that services asked for are quoted. Each page of the bid and cutting/corrections shall be duly signed and stamped by the bidder. Unsigned Tenders will also be rejected. Failure to comply with this requirement may result in the bid being rejected.
- (ii) The purpose of certain specific conditions is to procure best service etc. for IISER, Pune. The decision of Purchase Committee shall be the guiding factor for selection of the responsive firms.
- (iii) Duly filled in Bid with proper seal and signature on each page of the bid should be submitted.
- (iv) Agreements / Work Orders if any, for similar works in other Institutes, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- (v) GST No. and PAN No. Allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration should also be provided in bid.
- (vi) Duly filled in checklist as per Chapter 5 should be submitted along with tender.

Bid documents should be submitted as per the above sequence with Index page and page numbers. Each page of the bid should be signed & stamped in original. Unsigned bids will not be considered for evaluation.

Each page of the bid should be signed & stamped in original. Unsigned bids will not be considered for evaluation.

5. Date of opening the Bids.

Bids will be opened on - 04/04/2018 at 03.30 PM at:
Indian Institute of Science Education and Research (IISER), Pune
Dr. Homi Bhabha Road, Pashan
Pune - 411 008, India
Tel : +91-020-2590 8246/8037/8017
Email: purchase@iiserpune.ac.in
Website : www.iiserpune.ac.in



The bids will be opened in the presence of the bidders on the specified time and date. Bidders/Agents who have responded to the tender only will be allowed to be present.

Note : IISER , Pune is requesting only Single Bid the Bidders must be extremely careful about the requirement mentioned in the tender and submit their quotes accordingly. Any shortfalls found during the tender evaluation such bids will be rejected without seeking any further clarifications from the bidders. Since it is a single bid any further clarification will cause/draw objections from other bidders.

All the bidders should quote their offer as per "Chapter - 5 Price Schedule" for uniformity.

6. Purchase Committee

The Purchase Committee will evaluate the tenders and may also nominate some external/expert members, in the interest of IISER, Pune.

7. Terms of the Purchase Committee

- (i) A committee duly constituted by the Director, IISER, Pune will go through the bids and recommend firms that are meeting all the specifications of the Tender. The recommendation/decision of the purchase committee is the final and binding on all the parties.
- (ii) Purchase Committee will proceed through Bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Pune will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.
- (iii) The purchase committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Pune.

8. Comparison of Responsive bids:

- (i) After opening the bids, the responsive offers will be tabulated with reference to the terms & conditions.
- (ii) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/ Order.

The bid can be submitted in person or through post/courier (IISER will not be responsible for delayed / late quotations submitted / sent by Post / Courier etc. resulting in disqualification/ rejection of any bid) so as to reach



IISER on or before the due date and time. Fax / E-mail tenders will not be considered unless it is asked for. The bidders' authorized representative can attend the bid opening.

9. No request for extension of due date will be considered under any circumstances.
10. The Director, IISER, PUNE reserves the right to accept the offer in full or in parts or reject summarily or partly.



CHAPTER-2 : INSTRUCTIONS TO BIDDERS

1. Eligible Bidders
 - 1.1 This invitation for bids is open to all bidders who are in the business of supply & maintenance services or bidders who are in business of similar nature as per CHAPTER - 5 : Checklist: Eligibility Criteria for Bidders.
 - 1.2 IISER, PUNE reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
 - 1.3 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
 - 1.4 Bidders should QUOTE strictly in accordance with the requirements. The Bidders conditions printed on the reverse of the tender/quote or otherwise sent along with the tender shall not be binding on IISER, PUNE.
 - 1.5 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
 - 1.6 Based on the list of installations provided by the bidder, IISER, PUNE will have its option to obtain details of the installations, their performance, after sales services etc. for evaluation of the tender, directly from the concerned organizations
 - 1.7 The tenders must be clearly written or typed without any cancellations/ corrections or overwriting.
 - 1.8 Conditional Offers will not be considered.
 - 1.9 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

2. Amendment of Bidding Documents
 - 2.1. At any time prior to the deadline for submission of bids, IISER, PUNE may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.



PREPARATION OF BIDS

3. Period of validity of bids

3.1. Bids shall be valid for a period of 90 days from the date of opening the Technical bid.

3.2. IISER, PUNE may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

4. Submission of Bids

Bids must be received by IISER, PUNE before the time & date at address specified in the tender. In the event of specified date for the submission of bids being declared as a holiday for IISER, PUNE, the bid-closing deadline will stand extended to the next working day. No communication is required in such cases.

5. Late Bids

IISER, PUNE will not be responsible:

5.1 For delayed / late quotations submitted / sent by post / courier etc.

5.2 For submission / delivery of quotations at wrong places other than the Purchase section of IISER, Pune.

5.3 Fax / E-mail / Telegraphic / Telex tenders will not be considered.

5.4 Any bid inadvertently received by IISER, PUNE after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the bidder.

AWARD OF CONTRACT

6. Award Criteria

6.1 The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) on the basis of service rendered by the agency. The rates quoted should be



valid for a period of 3 years.

- 6.3 IISER, PUNE shall award the contract to the technical eligible bidder whose bid has been determined as the lowest evaluated commercial bid in A4 size paper.
- 6.2 If more than one bidder happens to quote the same lowest price, IISER, PUNE reserves the right to award the contract to more than one bidder or any bidder based on parameters of technical evaluation.
7. Purchaser's Right to vary Quantities at the time of Award

IISER, PUNE reserves the right at the time of award of Contract to increase or decrease the quantity of items specified.

8. Corrupt or Fraudulent Practices

IISER, PUNE requires that the bidders who wish to bid for this project have highest standards of ethics.

8.1. IISER, PUNE will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.

8.2. IISER, PUNE may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

9. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, Director, IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.

CHAPTER - 3 : CONDITIONS OF CONTRACT

1. Penalty for delayed Services / LD

- 1.1. If the supplier fails to Supply, Install machines as mentioned in the order within the due date, the EMD Deposited by the Supplier will be forfeited.

After Installation in case the machine breaks down, Service Provider will provide immediate backup machine so that the down time is minimized to less than 6 hours and work of IISER is not held up. In case the services are not regularized within 6 hours , IISER Pune may make alternate arrangements and the charges incurred thereon will have to be borne by the Service Provider or will be adjusted from the Security Deposit submitted by the Service Provider.

- 1.2. IISER, PUNE reserves the right to cancel the order in case the delay is more than 10 weeks.

2. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

3. Force Majeure

IISER, PUNE may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.



Chapter 4 - TERMS, CONDITIONS & IMPORTANT INSTRUCTIONS

The terms, conditions & important instructions in respect of this tender enquiry are as under and shall be binding upon the tenderers:

1. Sealed Tenders on behalf of Director, IISER Pune are invited for installation of four brand new, good quality Digital Photocopying Machine (Print, Copy & Scan with Duplex facility) with minimum speed of 25 (twenty five) copies per minute, at IISER Pune (hereafter referred to as IISER) premises to meet day to day requirement of Printing & Photocopying. The estimated volume of copies in a year would be approx 4 lakhs for the four printers.
2. The speed of photocopy machine should be minimum 25 copies per minute (c.p.m.) Digital copier Multi functional machines.
3. The offer for brand new, good quality digital photocopy machine only accepted and offer for the reconditioned machine would be out rightly rejected.
4. Digital Photo Copier Machines are required to be installed at the cost of Service Provider. Service Providers are required to submit rate as given in Price Schedule. The rates will be settled per copy basis. The make, type, model of machine to be used by the Service Provider must be mentioned in quote. The rates will be inclusive of all the consumables required for printing and photocopying.
5. Service Provider will be responsible for managing the facility.
6. Service Provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality.
7. Service Provider will maintain a stock control system and provide all relevant supplies like toner and all consumables necessary to run the machines. Paper will be provided by IISER.
8. In case the machine breaks down, Service Provider will provide immediate backup machine so that the down time is minimized to less than 6 hours and work of IISER is not held up.
9. Service Provider shall raise bill on monthly basis and submit the same succeeding month for payment. IISER 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 IISER.
10. IISER will provide suitable space along with proper supply of 15 Amps / 230 volts electricity supply with good earthing.
11. The space to install machine will be provided by IISER.



12. Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
13. IISER may terminate the agreement with one-month notice in case the services are not found satisfactory or otherwise. In such a case, IISER 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 one-month notice. However, on specific request of IISER, the Service Provider will continue to provide the service for one more month but not exceeding two months in total.
14. The successful Tenderer shall within 10 (ten) days of receipt of intimation of acceptance of this tender deposit, security deposit of Rs 25,000/- in the form Demand Draft. Security deposit will be returned after one month of the successful completion of the contract as certified by the competent authority of IISER PUNE and after deducting the dues, if any, payable to the IISER PUNE. In the event of any breach of any terms and conditions of the contract, the contract will be terminated and security deposit shall be forfeited to IISER PUNE.
15. Tender Fee of Rs. 500/- (Rs. Five Hundred only) in the form of Demand Draft from Nationalized/scheduled bank in favor of The Director, IISER Pune.
16. Earnest money in the form of Demand Draft or pay order in favour of Director, IISER Pune for Rs 10,000/- (Rs Ten Thousand only) must be enclosed with Tender
17. Tenders received without E.M.D. would be straightway rejected or shall not be entertained.
18. TDS and any other Government levies applicable on bills as per Government instructions/notifications issued from time to time shall be applicable and deducted from Service Provider's bills.
19. The insurance of the equipment utilised in this service will be borne by the Service Provider.
20. In case of any dispute, the jurisdiction of the matter will be within the limits of Pune City.
21. IISER will not be responsible for any damage to the machine arising out of unusual occurrences for example Voltage fluctuations, seepage of water, normal wear & tear due to usage etc.
22. Periodic service of machine is to be undertaken by the Service Provider to ensure uninterrupted quality.

23. Dispute Settlement

IISER Pune and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

In case of Dispute or difference arising between the IISER and a Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IISER Pune, if he is unable/unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

24. It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Pune alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Pune.
25. Back-up Support. Kindly mention clearly in the tender document how the service support and back up Support will be provided.
26. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reasons including Postal delays shall not be considered. Incomplete and unsigned Tenders will not be considered at all. Offers sent through Fax / e-mail/cable/ telegram will not be accepted.
27. The Director, IISER, Pune reserves the right to accept or reject all the tenders without assigning any reason thereof.

CHAPTER -5 Checklist: Eligibility Criteria for Bidders

Sr.No	Description	Please indicate requisite information	Please indicate the page nos of the attached proofs/documents
1	Name , Address of the firm/agency		
2	Name of the Proprietor/Partners of the Agency/Firm		
3	Self Attested copy of PAN Number		
4	Self Attested copy of GST number		
5	Agreements / orders / Completion certificates, if any, from the clients for whom similar services has been made by the bidder in last three years		
6	Declaration that the Firm has not been terminated/black-listed or debarred in the past		
7	The firm should submit the declaration that they agree to install 4 new brand Digital Multifunctional Copier (Print, Copy & Scan) with Duplex facility & LAN Networking		
8	Details of EMD		
9	Authority Letter from the OEM for the Brand being provided.		

PRICE SCHEDULE

Printing & Photocopy Services

S.No	Description	Rates on per copy basis (Inclusive of consumables i.e drum , toner maintenance etc.) GST Extra (%)
1	Printing/Photocopying of A4 size Paper	

2) Specify make, type, model no and speed of brand new photocopy multifunction device - (Print, Copy, Scan)

Details of photocopy machine	Digital copier brand new machine
Make	
Type	
Model No	
Speed	

3) Write up on service support / back up support .

4) Please quote price for A3 size also -

Signature of tenderer



PROFORMA

VENDOR'S DECLARATION

(To be submitted on the business letter head of the Vendor, duly signed by the authorised signatory with Company's Seal / Stamp)

I/We _____ in the capacity of (Director / Partner / proprietor etc. Please specify) of M/s _____ (Name of the Company / Firm) hereby declare that ours is a bonafide business concern registered with (GST / Income Tax etc. please specify) as per certified copies enclosed. I/We am/are submitting our offer for Printing & Photocopying Services against tender enquiry No. IISER/PUR/1406/17 dated 12/03/2018 in response to your tender notice.

I/ we declare that I/we have read the terms and conditions of the tender documents and agree to fully abide by them.

Yours faithfully

For & on behalf of
(Name of the Company / Firm)

Encl.: As above (specify)

Sign. of the authorized signatory : _____

Name & Designation : _____

Company / Firm's Address : _____

Shop Registration Number : _____

Phone No. with ISD / STD code : _____

E mail : _____

Mobile : _____



DETAILS OF EARNEST MONEY DEPOSIT

AMOUNT : -----
DEMAND DRAFT NUMBER & DATE : -----
ISSUING BRANCH : -----
PAYABLE AT : -----

Signature

Full Name

Seal of the Tenderer.



IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer