

**INDIAN INSTITUTE OF FOREIGN TRADE**  
**B 21 QUTAB INSTITUTIONAL AREA**  
**NEW DELHI 110 016**

Ref No.: Gen. Admin/Photocopy Outsourced/ 2021-22

14.07.2021

**Subject:- Tender for Photocopy, Spiral Binding and Lamination etc.**  
**Work Through Out Sourced Agency.**

Indian Institute of Foreign Trade (IIFT) intends to **outsource the work of Photocopy, Spiral Binding, Lamination and Paper Printout etc.** as per the Annx. I in IIFT, B-21, Qutab Institutional Area, New Delhi - 16 as per the terms and conditions enclosed with tender. Bid Security Declaration must be signed and submitted along with the tender (Annexure – II), **tender without bid security declaration will be rejected.**

The rates may be quoted in the prescribed Performa (Annexure-I) & sent in a sealed envelope to IIFT, New Delhi. The envelope should be super scribed "**Tender for Photocopy, Spiral Binding and Lamination etc. Work Through Out Sourced Agency**" and may be submitted to Section Officer Gen. Admin. Section, at Room No. 522 (A) of the Institute **on or before 28.07.2021 up to 11.00 AM. This Bid is valid for 90 days.**

IIFT reserves the right to accept or reject any or all quotations without assigning any reason. The complete tender document can also be downloaded from IIFT Website [www.iift.edu](http://www.iift.edu).

Thanking You,

Yours faithfully,

**(Karun Duggal)**  
**Section Officer (Admn.)**

**Ph.: 011 – 39147322**

### **Terms and Conditions**

1. **Sealed tender complete in all respect along with a Bid Security Declaration (Annexure II) and checklist of the documents required (Annexure III)** placed in a Sealed Envelope should be submitted at Room No.522 (A) Gen. Admin. Section of the Institute, **on or before 28.07.2021 up to 11:00 a.m.** Incomplete/ conditional/ late tenders or those without Bid Security Declaration will be rejected. All the pages of tender Document should be duly signed with seal of the firm.
2. The Rate Contract shall be valid for a period of one (01) year from the date of work order issued. However, the contract period may be extended further, subject to satisfactory services, on year to year basis on mutually agreed Terms & conditions after the approval of competent authority.
3. No advance payment shall be made. The revision of rates will not be allowed during the contract period and TDS shall be deducted as per Rules, as applicable from time to time. **Tender fee Rs.100/- (exempted for MSMEs, please attach certificate).**
4. The machine must be installed with-in seven working days of signing of an agreement. **The photocopy machine to be installed should not be more than two years old, and agency will provide a photocopy of purchase bill to verify the model/ year.** The numbers of Machines can be increased/ decreased depending upon the requirement of the office.
5. No transport/ carry charges or any other charges will be paid by the office.
6. The shortlisted firm will be responsible for maintaining the photocopy machine. The cost for supply of all stationery items viz., JK photocopy paper (75 GSM – A4 Size), toner, staplers, stapler pins, binding materials etc. will be borne by the shortlisted firm. Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the shortlisted firm.
7. It will be for the shortlisted firm to install/ provide stand by machine to ensure that the photocopy work in the office goes on uninterrupted & smoothly to avoid any hard ship in execution of work, failing which a penalty of Rs.500/- per day will be imposed. Besides bills for the photocopying work done from the market will also be deducted from the pending bills of the firm.
8. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Similarly, the firm will provide details of persons employed and photo I-cards may be issued to work inside the IIFT premises.
9. **IIFT will provide only electricity connection and sufficient space in the Institute. The electricity bill will be borne by the firm.**

10. IIFT reserves the right to terminate the contract at any time without assigning any reason or any notice. **However, this Bid is valid for 90 days.**
11. IIFT reserves the right to reject any tender or reject in entire without assigning any reason.
12. It shall be responsibility of the firm to provide uninterrupted service to IIFT at no additional cost other than the cost quoted and electricity cost.
13. Presently the Institute is charging Rs. 3,000/- (Rupees: Three Thousand Only) per month for using its premises. The same will be charged from the contractor. However, the rate can be revised at the sole discretion of the Institute.
14. **Tender document cost in the form of DD/BC of Rs.100/- in favor of IIFT, payable at New Delhi shall also be attached and submit to IIFT along with Tender documents. (exempted for MSMEs)**
15. **The estimated cost of the tender value is approximately Rs.4,00,000/-.**
16. **Liquidated Damages:** Half Percent per week of delay subject to a maximum of 5% of the order value will be levied for delay in execution of the contract.
17. **Penalty Clause:** In the event of non-compliance of any of the terms & conditions of this contract and non-satisfactory performance of the agency, the penalty of maximum 10% of bill value will be imposed on the agency subject to the extent of actual damages/quality lapse as decided/calculated by IIFT
18. **Arbitration** :Any dispute or difference, whatsoever arising between the firms out of or relating to the Tender shall be referred to the Director IIFT for referral of such disputes to a sole arbitrator, to be appointed by mutual consent of the parties to the contract. The arbitrator shall give reason (s) for the award. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in IIFT New Delhi.
19. **Effect and Jurisdiction** : The law applicable to this tender shall be the laws in force in India. The courts in New Delhi shall have exclusive jurisdiction in all matters arising under and on account of this tender.
20. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving 6 notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
  - I) Any law, statue or ordinance, or action or regulations of the Government of India.
  - II) Any kind of natural disaster, and
  - III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts sabotage

21. **Termination for default:** If Default is said to have occurred:
- (a) When the firm fails to deliver any or all the services within the time period(s) specified in the award letter or any extension thereof granted by IIFT.
  - (b) When the firm fails to perform any other obligation(s) under the contract.
  - (c) Under the above circumstances IIFT may terminate the contract / order in whole or in part.
22. **Performance Bank Guarantee:** The successful bidder must submit a performance bank guarantee for an amount equivalent to 3% of the approximate tender value i.e. Rs.4 lacs. It can be deposited in the form of Demand Draft or Bank Guarantee with validity beyond 60 days of the completion of the contract period. The BG be encashed by the Institute in case of services not found satisfactory.

### **ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this tender form have been read by me/us and are acceptable to me/us.

**(SIGNATURE OF THE TENDERER)**

**(SEAL WITH COMPLETE ADDRESS)**

**ANNEXURE-I****LIMITED TENDER PERFORMA FOR OUTSOURCE PHOTOCOPY WORK**

1. Rates for work of Photocopying, Spiral Binding, Lamination, Print Out, etc.  
(INCLUSIVE OF ALL TAXES):

<b>S. No.</b>	<b>PARTICULARS</b>	<b>Rates for each (incl. taxes)</b>
1.	Photocopy on A-4 Size paper single side	
2.	Photocopy on A-4 Size paper both side	
3.	Photocopy on Full scale size paper single side	
4.	Photocopy on Full Scale size paper Both side	
5.	Photocopy on B-4 Size paper single side	
6.	Photocopy on B-4 Size paper both side	
7.	Photocopy on A-3 Size paper single side	
8.	Photocopy on A-3 Size paper both side	
9.	Colour photocopy on A-4 Size paper single side	
10.	Colour photocopy on A-4 Size paper both side	
11.	Soft Binding	
12.	Spiral Binding up to 50 pages	
13.	Spiral binding up to 100 pages	
14.	Spiral binding above 100 pages	
15.	Lamination of I-card	
16.	Other Sizes (B/W & Colour)	
17.	Spiral binding above– 200 pages	
18.	Hard Binding of Cash Journals	
19.	Leather Binding	
20.	Rexene Binding	
21.	Soft Binding	
22.	Strip Binding	

23.	Folder Printing	
24.	Separator	
25.	A1/A2/AO Printing	
26.	Photocopy Rim – GSM 75/80	
27.	Book Binding/Perfect Binding	
28.	Printing Of Certificates (A4)- Multi colour	
29.	Lamination Charges – A-4, A-3, etc.	
30.	Printing of Badges with lamination & Tag – 4X6 sqr. Inch	

2. Machine Model No. and Make \_\_\_\_\_

3. Earnest money details bank draft: \_\_\_\_\_

\_\_\_\_\_

4. PAN No. \_\_\_\_\_ TIN No. \_\_\_\_\_

The terms and conditions of the tender are acceptable to me/us.

Signature \_\_\_\_\_

Name & address with seal & Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (O) \_\_\_\_\_

(M) \_\_\_\_\_

(R) \_\_\_\_\_

**\*The Quoted rates and other details must be typed, handwritten details must not be provided, so as to avoid misunderstanding of writing..**

**ANNEXURE - II****Declaration of Bid Security**

I \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_ on behalf of the \_\_\_\_\_ (Name of the Company) do hereby declare that if we withdraw or modify our bids for the EOI during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a Performance Security before the deadline defined in EOI, we will be suspended for a period of 01 year from being eligible to submit EOI/ Proposal for contracts with IIFT.

Name:

Company:

Signature:

**Annexure – III**

<b>S. No.</b>	<b>Documents Required</b>
1.	Copy of valid Sales Tax/VAT/GST registration certificate.
2.	Bid Security Declaration.
3.	Tender Document Fees in form of DD/BC of Rs. 100/- in favor of Indian Institute of Foreign Trade payable at New Delhi. (exempted for MSMEs)
4.	Tender Document duly signed by authorized signatory
5.	Bid Security Declaration

**Check list of the required documents to be attached with the tender form**