

E-PROCUREMENT TENDER NOTICE

Satyawati College invites e-tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-hiring Photocopy & Stationary Services for Satyawati College, initially for a period of one year extendable for another period subject to satisfactory performance.

Item	Details/Date	
EMD	10,000/-	
Tender Document Cost	500/-	
Bid Document Download Start Date	10.01.2018	3:00 P.M.
Bid Submission Start Date	10.01.2018	3:00 P.M.
Bid Submission End Date	30.01.2018	3:00 P.M.
Bid Opening Date	31.01.2018	3:30 P.M.

Notes:

- (i) All details regarding the subject tender are available on our websites www.satyawati.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) Tender documents cost and EMD should reach the Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052, before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidder, however have to attach scanned copies of tender cost and EMD documents along with their e-tender.
- (v) Clarifications/ queries, if any, can be addressed to the Administrative Officer on telephone no. 9013217550, 011-27133520 and email aosatyawaticollege@gmail.com

(Dr. Manjula Dass)

Off. PRINCIPAL

Request for Proposal (RfP) for Operating Photocopy & Stationary Services at Satyawati College

A reputed contractor/company having experience of at least 3 years of running and operating photocopy & stationary services in government departments/PSUs/academic institutions/private organisations of repute and who can cater to the needs of students, staff and visitors are eligible to submit tender in two bid system i.e. Technical Bid & Financial Bid for operating college Photocopy & Stationary Services in response to this notice. At present, approximately 5500 students are enrolled and about 400 teaching and non-teaching staff members are contributing their services to the college. The period of proposed contract will be for one year tentatively which may be extended further on satisfactory performance of services.

The college invites e-tenders in “Two parts” i.e. (Technical and Financial Bid) for operating Photocopy & Stationary Services at Satyawati College campus initially for a period of one year. The tender document can be viewed and downloaded from our website www.satyawaticollege.ac.in and Delhi University website www.du.ac.in. The applicant should attach a demand draft/pay order of **Rs. 300/- (Non-Refundable)** drawn in favour of "Principal, Satyawati College" payable at New Delhi as tender application fee along with Technical Bid. All the bidders/contractor should also enclose a demand draft/pay order of **Rs. 10,000/-** (Rupees Ten Thousand Only) drawn in favour of "Principal, Satyawati College" payable at New Delhi, as the Earnest Money Deposit (EMD) along with Technical Bid. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days of opening of the tenders.

1. TECHNICAL AND QUALIFYING CRITERIA

- 1.1 ***The Bidder must have an average annual turnover of Rs. 3,00,000/- or more for the last three years in the relevant field. Copy of Chartered Accountant certificate/ITR for the last three years, viz., 2015-16, 2016-17 and 2017-18 in support of turnover is to be uploaded with the Technical Bid.***
- 1.2 Self-attested Copies of Valid Registration Certificate of the Agency/Firm, GST Registration Certificate and PAN Card have to be attached with Technical Bid.
- 1.3 Registration under GST is mandatory.
- 1.4 An Undertaking shall be submitted by the bidder on its letter head that workers without any Criminal/Immoral background, will be put on duty.
- 1.5 The bidder must submit an Undertaking on its letter head he has not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 3 years. If, it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.

- 1.6 The bidder should submit the certificate that all the terms & conditions indicated in the tender document are acceptable to it. (Annexure- IV)
- 1.7 The bidder should furnish information in the prescribed Performa only.
- 1.8 Demand Drafts/pay order against application fee **(Rs.500/-)** and Earnest Money Deposit **(Rs.10,000/-)** as detailed in terms and conditions of the tender notice.
- 1.9 Statutory Licenses obtained (if any).

2. TERMS & CONDITIONS

- 2.1 Conditional bids shall not be accepted.
- 2.2 Intending bidders are advised to visit College website www.satyawati.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 2.3 The rates to be approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract. No escalation will be considered at any point of time during the contract.
- 2.4 After award of contract, it shall be the responsibility of the successful bidder to provide required service as and when required by the College, on same date, time & venue. In case, the contractor fails to provide the service, the College reserves the right to hire service from firms at the risk and cost of the firm.

The cost difference between the alternative arrangements and tender value will be recovered from the bidder.

- 2.5 The bidder must not make any compromise on providing the services. In case it is found at some stage that the services are not provided as per terms and conditions, the contract is likely to be cancelled and suitable penalty will be imposed on the bidder, as decided by the College.
- 2.6 Applicable taxes should be mentioned separately in the Invoice(s) if an.
- 2.7 The financial bids of those bidders shall be opened whose papers are found suitable as per specifications given at point no. 3. The financial bids of those bidders whose technical bids are not found suitable shall not be opened at all.
- 2.8 The bidder is required to provide the contact details of a nodal person who can be contacted for services even at a short notice, in case of any exigency.

- 2.9 Any sum of money due and payable to the bidder, including the Security Amount, deposited under this contract shall be appropriated by the College and set off against any claim of the College for the payment of a sum of money arising out of this contract or any other contract with the College.
- 2.10 The contract can also be terminated if the approved vendor dishonors the contract in any way, then the security amount deposited shall be forfeited.
- 2.11 The College reserves the right to terminate the contract at any time without assigning any reasons thereof.

3. INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

- 3.1 The tender shall be submitted online in two parts viz., “Technical Bid” and “Financial Bid”. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 3.2 “Technical Bid” shall comprise of all documents as per Annexure-I. Cover-1 along with scanned copy of EMD & Tender document.
- 3.3 “Financial Bid” Cover-2 shall comprise of the price bids as per format in Annexure-IV.
- 3.4 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal. (Annexure-IV)
- 3.5 Conditional bids will not be accepted.
- 3.6 Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- 3.7 Bidders are advised to follow the instructions provided in the ‘Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 3.8 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.9 Bidder who has downloaded the tender from the College website www.satyawati.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case the same is

found to be tempered/modified in any manner, the bid shall summarily rejected without prejudice to any further consequential action by the College and EMD would be forfeited and bidder is liable to be debarred from doing business with College.

4. OPENING OF FINANCIAL BID AND EVALUATION

After, the Technical Evaluation of the bids, the College will open the “Financial Bids” of all the technically qualified bidders at notified date and time.

SERVICES TO BE PROVIDED BY SATYAWATI COLLEGE FOR PHOTOCOPYING & STATIONERY SHOP

During continuance of the Contract of Photocopying & Stationery shop the agency, contractor shall take over the responsibility for providing all the stationery items (As per enclosed Annexure-I) and photocopy Service.

The scope of service to be rendered under this agreement includes the following:

1. To sell the Office, Academic and Students stationery by making his own investment and stock and sell all items relating to stationery supply as per the requirement of Satyawati College authorities and students specified from time to time.
2. To provide the stationery and services to Satyawati College and students at competitive rates. This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
4. To provide access to the committee constituted by Satyawati College centre for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of Satyawati College.
5. To display rates of all major items and photocopy charges in the shop.
6. The contractor shall be responsible to ensure the conduct and behavior of the persons employed by them for running the shop.
7. The payment for the monthly bills towards supply of Office and Academic and Students Stationery (As per Annexure-I) shall be supported by authorization for supply of such services and will be settled within a month of submitting the bills in duplicate. TDS will be deducted as per Income Tax Rules in force.
8. **The contractor is required to obtain all local licenses for running the stationery and photocopy shop as per the requirement of statute in force and revise from time to time.**
9. The contractor shall indemnify Satyawati College against any liability towards non compliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of Satyawati College.

10. The contractor shall disburse wages to the staff deployed in the photocopying & stationery shop as per the prevalent minimum wages Act besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
11. To ensure security of moveable and immovable property of Satyawati College premises handed over against theft or damage.
12. Subletting of contract shall not be permitted.
13. The B&W machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej having latest configuration and not older than one year.
14. Satyawati College administration & students shall have freedom to procure stationery items from open market.
15. Satyawati College will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

Place: _____

Address: _____

Phone No.: _____

Signature of Tenderer

I accept the above conditions
(Seal and Signature of Contractor)

**TERMS AND CONDITIONS GOVERNING THE CONTRACT FOR
RUNNING AND OPERATING PHOTOCOPY & STATIONARY
SERVICES AT SATYAWATI COLLEGE**

1. The contract will be awarded on the following basis:
 - a. Highest Licence Fee (Excluding Electricity and Water charges) offered by the bidder for operating and running the Satyawati College Photocopy & Stationary Services (the minimum Licence Fee is Rs.11,000/- month); and
 - b. Agreement with the rates stated and approved by Satyawati College through the tender documents as detailed in Annexure-I.
2. Bids not accompanied with the Earnest Money Deposit (EMD) and/ or required documents will be summarily rejected.
3. The successful bidder will be required to deposit a total sum of **Rs.50,000/-** (Rupees Fifty Thousand only) (EMD of Rs. 10,000/- will be adjusted) towards refundable security deposits in the form of Demand Draft/Pay Order drawn in favour of the Principal, Satyawati College payable at New Delhi. No interest shall accrue on the refundable security deposits and the same will be refunded on successful completion of the contract after adjustments of dues, if any.
4. Selected contractor for operating Photocopy & Stationary Services at Satyawati College will also have to pay following charges:

Electricity Charge: Actual basis as per sub-meter reading
5. The items and rate list must not be altered by the bidder. Any modification /alterations of items and /or rates should be specifically stated in a separate covering letter.
6. Bids received after the last date of submission will be summarily rejected. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
7. Bids will remain valid for a period of 3 months from the last date of submission of tender. Rates stated and approved by the college will remain valid for the entire period of contract.
8. The successful bidder will have to undertake to comply with all terms and conditions by executing an agreement on a non-judicial stamp paper of Rs. 100/- within seven days of issue of award letter.

9. The contract once awarded can be terminated by either party after giving one month notice to the other party. However, if the contractor seeks termination of the contract in between the contract period his security deposits would be forfeited and if college does so then the security deposit would be refunded to the contractor.
10. The contractor will have to provide a list of its workers and employees who will be working in the photocopy & stationary premises along with their identification proof. The contractor will also provide their police verification and medical fitness certificates of each and every staff.
11. The contractor will be solely and exclusive responsible to adhere to meet all statutory obligations and compliances under the relevant rules and regulations of the governments.
12. The Photocopy & Stationary Services shall remain open from 8:00 Am to 8:00 P.M on all working days (Monday to Saturday) except gazetted holidays. Photocopy & stationary services would be provided by the contractor on Sunday to the students attending School of Open Learning, IGNOU and others classes with permission from the principal.
13. The Photocopy & Stationary Services shall not be closed on any working day of the institution without the written permission of the Principal/Committee.
14. Satyawati College reserves the right to ask the contractor to remove any of its workers/employees without assigning any reasons thereof.
15. Satyawati College shall in no case be responsible for any accident, loss or damage to the staff employed or article equipment etc. used by contractor.
16. The Photocopy & Stationary Services can be inspected by any officer authorized by the Principal at any time and, the contractor will be penalized at the discretion of Satyawati College.
17. The contractor shall receive all payments in cash and should also provide cashless payment facility such as credit cards/debit cards/ e-wallets etc. to the students and staff.
18. The contractor shall maintain a freely accessible suggestion book or suggestion box for recording complain and suggestions for improvement by the students and staff.
19. No worker will be allowed to stay overnight in the institute premises.
20. The contractor should ensure all safety measures while running and operating the Photocopy & Stationary Services at Satyawati College. This includes necessary precautions against fire

hazards. He/She will have to arrange and periodically refill at least 2 numbers of fire-extinguishers.

21. Satyawati College will not undertake any responsibility for credit sales to students, visitors or any of its staff members or any losses caused to the contractor due to pilferage or whatsoever.
22. The contractor shall not engage the service of any sub- contractor or transfer the contract to any other person.
23. Satyawati College reserves the right to change any terms and conditions governing the operation of Photocopy & Stationary Services as and when circumstances so warrant.
24. In the event of delay in deposit of monthly Licence Fee, Electricity and Water charges, interest will be charged @10% per month.
25. The contractor shall abide by the contract if any done in future by the college pertaining of the photocopy & stationary services.

APPROVED ITEMS AND PRICE LIST

The contractor should be ensured to install good quality Photocopier Machines, B/W and colour Printer and the rates will be charged as given below:

i)	Black & White Photocopy, A4 size paper	– Rs. 0.50
ii)	Black & White Photocopy, A3 size paper	– Rs. 1.00
iii)	Black & White printing, A4 size paper	– Rs.2.00
iv)	Black & white printing, A3 size paper	- Rs. 4.00
v)	Colour Printing, A4 size paper	- Rs. 10.00
vi)	Colour Printing, A3 size paper	- Rs. 20.00

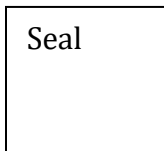
Annexure-II

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING PHOTOCOPY &
STATIONARY SERVICES AT SATYAWATI COLLEGE
TECHNICAL BID**

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Contact Number	
6.	Email	
7.	Details of Application fee paid (DD no. Date/Drawee Bank)	
8.	Details of EMD paid (DD no. Date/Drawee Bank)	
9.	Details of statutory licences obtained(if any)	
10.	Details of PAN/TIN/GST Registration No.	
11.	Numbers of employees currently on rolls of the bidder(Service staff etc. to be detailed separately)	
12.	Details of organization served/presently being served (certificates to be attached)	
	Period	Details of the organization served
	From	To
(a)		
(b)		
(c)		

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

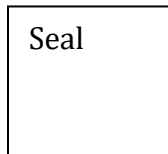
Address _____

Annexure-III

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING PHOTOCOPY &
STATIONARY SERVICES AT SATYAWATI COLLEGE
FINANCIAL BID**

S.No.	Description	Particulars
1.	Name of the bidder/ firm/company	
2.	Address	
3.	Name of the authorized representative	
4.	Designation/Capacity(Proprietor/Director/ Official)	
5.	Permanent Income Tax Account (PAN No.)	
6.	Contact Number	
7.	Email	
8.	Licence Fee for using Satyawati College Photocopy & stationary Premises (Minimum Licence fee is Rs. 11,000/- Month)	Willing to pay Rs..... Per Month (in words) towards Licence Fee.

Date: _____
Place: _____



Signature of the Bidder _____
Name _____
Designation _____
Address _____

UNDERTAKING

The Principal
Satyawati College
(University of Delhi)
Ashok Vihar, Phase-III,
Delhi-110052

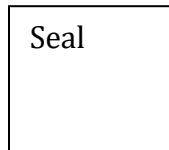
Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions along with price list of the items to be supplied in the photocopy & stationary services mentioned in the tender documents and hereby undertake to agree and comply with them in its entirety.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for operating and running of photocopy & stationary services at Satyawati College will be liable to be terminated.

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

Address _____

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a

standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.