



मध्य प्रदेश प्रदूषण नियंत्रण बोर्ड
पर्यावरण परिसर, ई-5, अरेरा कॉलोनी, भोपाल -16

निविदा सूचना क्रमांक एम.पी.पी.सी.बी./स्था./01/2016-17

मध्य प्रदेश प्रदूषण नियंत्रण बोर्ड, मुख्यालय, भोपाल में कार्यालयीन दस्तावेजों की फोटोकॉपी कार्य हेतु भोपाल स्थित एजेंसी/फर्मों से मुहर बंद निविदाएँ आमंत्रित की जाती हैं। इच्छुक एजेंसी/फर्म दिनांक 07/09/2016, 1.00 बजे दोपहर तक निविदा जमा कर सकते हैं जो कि उसी दिनांक को दोपहर 3:00 बजे बोर्ड मुख्यालय में खोली जावेगी।

विस्तृत विवरण एवं निविदा प्रपत्र हेतु बोर्ड की वेब साईट www.mppcb.nic.in का अवलोकन करें।

(प्रशासकीय अधिकारी)

TENDER NOTICE
NO. MPPCB/ESTT./01/2016-17

TENDER DOCUMENT
FOR OUTSOURCING OF
PHOTOCOPYING SERVICES



Year: 2016 - 17

M. P. Pollution Control Board
E-5 Sector, Paryawaran Parisar,
Arera Colony, Bhopal – 462016

PBX : +91(0755) 2464428 / 2466191
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M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191/2464428 Fax: [0755] 2463742 E-mail: it_mppcb@rediffmail.com

TENDER NOTICE NO. MPPCB/Estt./01/2016-17

Sealed tenders are invited from reputed and resourceful bidder / agencies for outsourcing of Photocopying Services in the office of M. P. Pollution Control Board having its office at E-5, Paryawaran Parisar, Arera Colony, Bhopal – 426016.

The tender document including Terms & conditions shall be issued up to 3.00 PM on dated 06.09.2016 on payment of Rs. 1000.00 [Rupees One Thousand only] by cash or demand draft [Rs. 50.00 extra for supply of documents by post] in favor of Member Secretary, M. P. Pollution Control Board, Bhopal. The application for sending tender document by post shall not be accepted after 02.09.2016. An amount of Rs. 5000.00 (Rs. Five Thousand only) towards the cost of earnest money of requisite amount shall be submitted in a separate sealed envelope mentioning the details thereof. No tender shall be considered without requisite earnest money and Tender cost. The last date for submission of tender is 07.09.2016 by 1.00 PM and the same shall be opened on the same day at 3.00 PM in the presence of bidders, who wish to participate. This Tender Notification may also be downloaded from Board's Web site www.mppcb.nic.in and www.govtenders.nic.in and the cost of tender document should be submitted in the form of demand draft along with Earnest Money in Envelop "A".

**Administrative Officer
M. P. Pollution Control Board
Bhopal**



M. P. Pollution Control Board

E – 5, Paryavaran Parisar, Arera Colony, Bhopal

Phone: (0755) 2464428, 2466191, Fax: (0755) 2463742, Email:it_mppcb@rediffmail.com Web:www.mppcb.nic.in

TENDER NOTICE NO. MPPCB/Estt./01/2016-17

TENDER NOTICE FOR OUTSOURCING OF PHOTOCOPY SERVICES

- 1) Sealed tenders are invited from eligible, reputed and resourceful bidders / agencies for outsourcing of Photocopying Services in the office of M. P. Pollution Control Board having its Head Quarter at Paryawaran parisar, E-5, Arera Colony, Bhopal.
- 2) The brief description of work and terms & conditions to bidders are given as under:

DESCRIPTION OF WORK:

- a) Machine should be registered in the name of the contractor along with all valid documents such as valid insurance, etc. The operator should possess the technical skill, should be well mannered / disciplined and adequately educated so as to maintain register.
- b) Machine is to be provided all throughout the month exclusively for this office use.
- c) The papers and consumables and other stationery provided by the contractor for photocopying will be of reputed brands.
- d) This office shall not be responsible for any damage to the machine in case of an accident or otherwise, theft of machine / parts and accessories therein. Similarly, this office shall not be responsible for any third party claims. On the other hand, the contractor will be personally liable for any personal injury which may be caused to the staff / officer of MPPCB by any accident due to negligence of the Operator.
- e) The machine will be repaired and maintained by contractor from time to time.
- f) The bills may be raised on the basis of actual copies taken. No minimum guarantee of copies will be ensured by the department.
- g) The Service Tax, VAT etc. shall be payable over and above the quoted charges but the service provider shall have to produce proof of charges of such taxes and charges.

- h) Providing Heavy Duty Photocopy Machine along with operator, paper and will include maintenance and all peripherals. If required by the office, service need to provided on Holidays, Saturdays and Sundays in addition to the working days.
- i) In case of any breakdown / non attending of duty by the operator within the proper time, the service provider shall make arrangement for providing alternate machine / operator immediately. The alternate machine and / or operator shall be of the same specifications / qualifications as that of the machine / operator covered by the contract.
- j) A daily record in proper method should be maintained indicating number of copies and it should be submitted as and when directed by the concerned officer.
- k) The Service Provider shall supply additional machines as per the terms and conditions of the service contract as and when the same is required to this office.
- l) MPPCB shall provide space for installation of photocopy machine and bear the cost of electricity.

3) Bidder's Eligibility:

- i) The bidder should be in the business of similar service for at least three years rendering services to Government / Semi Government / Autonomous / PSUs.
- ii) The bidder / firm should be registered under respective jurisdiction for more than three years as on date of submission of bids.
- iii) The bidder should have annual turnover of Rs. 2.00 Lakhs for the last three years.

4) Earnest Money Deposit (EMD) / Bid Security: The EMD of Rs. 5000.00 (Rupees Five Thousand only) in the form of Demand Draft issued by any scheduled bank in favor of Member Secretary, M. P. Pollution Control Board, Bhopal should be submitted with this tender. The EMD shall be returned to unsuccessful bidders within thirty days from the date of issue of award of contract. The EMD of successful bidder shall be returned after 30 days from the date of issue of award and submission / deposit of Performance Security.

5) PROCEDURE FOR SUBMISSION OF TENDERS :

- i) Each bidder shall submit their offer in three separate sealed envelopes A, B and C. Envelop "A" shall contain earnest money and tender cost, if the tender document is downloaded from the web site. The Envelop "B" should contain technical bids including other qualifying documents such as terms & conditions, copy of sales tax /VAT tax registration number, PAN number and other details. Envelop "C" shall contain financial offer. The tender should be free from over writing / cutting. Alterations are not allowed. The entire documents should be serially numbered and

signed by the bidder. All the three sealed envelopes ("A", "B" and "C") shall be further sealed in a common envelope addressed to Member Secretary, M. P. Pollution Control Board, Bhopal.

[a] Envelop – "A" [Earnest Money & Tender Cost]: Envelope "A" should contain demand draft for the requisite amount of earnest money in favor of Member Secretary, M. P. Pollution Control Board, Bhopal. If the tender document is downloaded from web site, then separate demand draft for tender cost shall be submitted with envelop "A". The name of work and the amount of the Demand Draft should be inscribed on the top of envelope. Envelop "A" shall be opened on 07.09.2016 at 3.00 pm in the presence of the bidders or their authorized representatives. Insufficient amount furnished as earnest money and tender cost shall make the offer liable for rejection.

[b] Envelop – "B" (Technical Bid): Bidders, who have furnished the desired amount of earnest money and tender cost shall be liable for opening of the Envelop "B" of their offer. The Envelop "B" shall contain following documents:

- i) Annexure "A" duly filled in, signed and stamped.
- ii) Self attested copy of Firm's registration.
- iii) Self attested copy of Income Tax / PAN Registration.
- iv) List of contracts of photocopying executed during last three years from the date of submission of bids, giving name of client, date of issue of order, scope of services in brief, contract value, and copies of work orders.
- v) Self attested copy of experience certificate of past services.
- vi) Audited Annual Statements or IT Return for last three years.
- vii) Self attested copy of service tax registration.
- viii) An undertaking shall be submitted by the bidder, regarding whether they are not black listed in any Govt. organization / institutions.

[c] Envelop – "C" (Financial Bid): The envelop "C" shall contain financial offer duly filled, stamped and signed as per annexure "B" of the bid document.

6) Opening of Tenders:

- a) The tenders (Envelope "A" & "B") shall be opened at 3.00 p.m. on dated 07.09.2016 at the address given above in the presence of the bidders / representatives wishing to participate.
- b) During the opening of tenders, the envelopes of financial bid (Envelope "C") shall be kept unopened for opening at later state. The date of opening of financial bids will be informed accordingly to the technically qualified bidders.

7) Evaluation and Award of Contract:

- a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of the technical bids are properly signed. The bids deficient of EMD and Tender Cost shall be summarily rejected at this stage.
- b) Subsequent to the above, eligibility of bidders shall be examined and evaluated on the basis of the documents submitted by the bidders.
- c) The bidders found eligible shall be considered as technically qualified bidders and shall be considered for opening of financial bid.
- d) The bidder offering lowest photocopy rate per page as per the format given in Annexure "B" shall be considered for award of contract.

8) Duration of Contract:

- a) The contract shall be for a period of one year from the date of issue of award of contract. The contract can be extended for the further period based on the satisfactory performance and mutually agreed terms & conditions.
- b) The contract may be terminated by giving one month notice in case services are found unsatisfactory.

9) Payment Terms: The payment shall be released on quarterly basis upon submission of bill with photocopy counter reading for the claim period.

10) Performance Security:

- a) The successful bidder shall deposit an amount of 12500.00 (Rupees Twelve Thousand Five Hundred only) as a Performance Security by a demand draft in favor of Member Secretary, M. P. Pollution Control Board, Bhopal within 15 days from the date of issue of award of contract, which shall be released after satisfactory completion of the award period.
- b) The M. P. Pollution Control Board shall have the right to forfeit the performance security in the event of any gross negligence of the services.
- c) If the bidder denied/withdraw/refuse to accept the work orders after its selection as successful bidder, then the EMD deposited by the bidder will be forfeited. In the same manner if refuse to carry out the work so allotted after issue of award of contract, the performance security will also be forfeited.
- d) The competent authority, M. P. Pollution Control Board, Bhopal reserves the right to reject any and / or all tenders without giving any reasons thereof.

- e) Notwithstanding anything stated above the competent authority of the Board reserves the right to assess the capability and capacity of the bidder to perform the contract, should the circumstances warrant such an assessment in the overall interest of the Board.
- f) The contract between both the parties shall be governed by the Laws of India and under this contract shall be taken by the parties only in Bhopal to competent jurisdiction.

(Administrative Officer)
MPPCB, Bhopal

Annexure-“A”

FORMAT OF TECHNICAL BID

**Outsourcing Photocopy Services
In the office of M. P. Pollution Control Board,
Bhopal**

| | |
|---|--|
| Name of the firm with name of contact person | |
| Address of the firm with Telephone No, Fax No. Mobile No. and e.mail address | |
| Details of Earnest Money Deposited | |
| Firms Registration Certificate No. (Copy Attached) | |
| PAN No. (Copy Attached) | |
| List of contract executed / being executed | |
| Experience Certificate (Copy Attached) | |
| Audited Annual Statement of Accounts Turnover of last three Financial Years ITR of last three assessment years | |
| Service Tax Registration No. (Copy Attached) | |
| Labor Office Registration No. (Copy Attached) | |

I/We agree to provide photocopy services in accordance with the Terms & Conditions given in Tender Document.

**(Signature of Bidder)
With stamp**

Annexure-“B”

FORMAT OF FINANCIAL BID

Outsourcing Photocopy Services of M. P. Pollution Control Board, Bhopal

| DESCRIPTION | QUOTED RATE (INCLUSIVE OF ALL TAXES PER PAGE) | |
|--|---|------------|
| | (In Figure) | (In words) |
| Rate for Each photocopy Single Side | | |
| Both Side | | |

I/We agree to provide services in accordance with the Terms & Conditions given in Tender Document and the Rate quoted above.

(Signature of Bidder)
With stamp