

**METRO-LINK EXPRESS FOR GANDHINAGAR AND AHMEDABAD (MEGA) COMPANY LIMITED**

**(A Joint Venture of Government of India and Government of Gujarat)**

**E-TENDER DOCUMENT  
FOR  
PHOTOCOPY (XEROX) & OTHER RELATED WORKS**

**E-Tender No.:- MEGA/Admin/E-Tender Notice/05/2018**

Issued By:



**Metro-Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited**

**(A Joint Venture of Government Of India and Government Of Gujarat)**

Block No. 1, 1<sup>st</sup> Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.

Tel: +91 79 2324 8572; Fax: +91 79 23248573; email: [info@gujaratmetrorail.com](mailto:info@gujaratmetrorail.com)

CIN No. : U60200GJ2010SG059407; Website: [www.gujaratmetrorail.com](http://www.gujaratmetrorail.com)

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**METRO-LINK EXPRESS FOR GANDHINAGAR AND AHMEDABAD (MEGA) COMPANY LIMITED**

(A SPV of Gol and GoG)

Block No.1, 1<sup>st</sup> Floor, Karmayogi Bhavan, Sector 10/A, Gandhinagar-382010, Gujarat, India Ph. No.: 079-2324 8572  
Corporate Identification No.(CIN): U60200GJ2010SGC059407

**E-TENDER NOTICE NO.: MEGA/ADMIN/E-TENDER NOTICE/04-05/2018**

Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited is a 50:50 Special Purpose Vehicle (SPV) of Government Of India (Gol) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from firm/shop/agencies engaged in the business of below mentioned related services and stationed locally in Gandhinagar/Ahmedabad.

E-Tender No.	Providing Services related to	Estimated Tender Value	Tender Fees	Last day of bid submission
04/2018	Providing Tea/Coffee Services	Rs.11,00,000/-	Rs.1,500/-	23 <sup>rd</sup> March 2018
05/2018	Providing Photocopy(Xerox) and related services	Rs.12,50,000/-	Rs.1,500/-	23 <sup>rd</sup> March 2018

Interested agencies may visit [www.gujaratmetrorail.com](http://www.gujaratmetrorail.com) or <https://mega.nprocure.com> for eligibility criteria, applying/downloading the tender and for more details.

Chief Administrative Officer



**Metro-Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited**

**A Joint Venture of Government of India and Government of Gujarat**

Block No. 1, 1<sup>st</sup> Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.

Tel: +91 79 2324 8572; Fax: +91 79 23248573; email: [info@gujaratmetrorail.com](mailto:info@gujaratmetrorail.com)

CIN No. : U60200GJ2010SG059407; Website: [www.gujaratmetrorail.com](http://www.gujaratmetrorail.com)

**E-Tender No.:- MEGA/Admin/E-Tender Notice/05/2018**

**Important Dates & Information**

1	LAST DATE AND TIME OF SUBMISSION OF E-TENDER	DATE : 23.03.2018 @ 11.00 Hrs
2	ADDRESS TO SUBMIT PHYSICAL TENDER ON OR BEFORE 23.03.2018 @ 11.00 Hrs.	Chief Administrative Officer, MEGA COMPANY LIMITED, Block No. 1, 1 <sup>st</sup> Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.
3	DATE OF OPENING OF TECHNICAL BID	DATE: 23.03.2018 @ 16.00 Hrs at Karmayogi Bhavan, Gandhinagar.
4	ESTIMATED AMOUNT OF WORK	Rs. 12,50,000/-
5	TENDER FEES	Rs. 1,500/-
6	EMD	Rs. 37,500/-
7	SECURITY DEPOSIT / PERFORMANCE GUARANTEE	Rs. 62,500/-
8	CONTRACT PERIOD	1 (ONE) YEAR FROM THE DATE OF AWARD OF CONTRACT AND FURTHER EXTENDABLE TO 1 (ONE) YEAR if performance of agency is found satisfactory

## **TENDERING PROCESS:**

Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited (herein after referred to as MEGA or MEGA Co Ltd) a 50:50 Special Purpose Vehicle (SPV) of Government Of India (GoI) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from reputed / authorized / experienced firms / companies stationed locally in Gandhinagar/Ahmedabad and engaged in the business of providing Photocopy (Xerox) and related services as per the requirements of MEGA for the period of one year and further extendable to one year if the performance of the Agency is found satisfactory.

The tender document will be available for download **from 01.03.2018 to 22.03.2018**. The tender document can be downloaded from the official website of MEGA Company Limited i.e. [www.gujaratmetrorail.com](http://www.gujaratmetrorail.com) OR <https://mega.nprocure.com>. The estimated value of the work is **Rs.12,50,000/- (Rupees Twelve Lakh Fifty Thousand Only)** approximately as per previous experience, however, the actual value shall be based on actual execution of quantity.

Tender is invited in two parts i.e. **(1) Technical Bid (physical form) (2) Financial bid (online)**.

### **(1) Technical Bid (physical form)**

Technical Bid shall be submitted in two separate Proforma duly completed in all respects. First for “Tender Fees and EMD (Earnest Money Deposit)” and Second for “Technical Bid Documents” containing documents as mentioned in **Annexure-I**.

The name of the Proforma to be mentioned clearly in words “Earnest Money/Tender Fees” and “Technical Bid Documents” as the case may be on the top of the respective Proforma.

Two separate covers to be prepared for both Proforma (1) For the instruments of EMD & Tender Fees and (2) The documents pertaining to Technical Bid. Both the covers are to be placed in a single cover clearly written on the top as “**E-Tender for Providing Photocopy (Xerox) and related services**” which should be submitted in physical form on or before the last date and time of tender submission. **Late submission of tenders will not be accepted**. Late submission of tenders if accepted mistakenly by MEGA will be liable for rejection.

The Bid duly completed in all respects with the inscription as mentioned above “**E-Tender For Providing Photocopy (Xerox) and related services**” should be submitted to **Chief Administrative Officer** at office address mentioned in the notice on or before last date and time of submission along with a Demand Draft or Pay-Order of **Rs.1,500/- (Rupees One Thousand Five Hundreds Only) Non-refundable** as Tender Fees to be drawn in favour of “**MEGA Company Limited**” payable at Gandhinagar.

**Earnest Money Deposit (EMD) of Rs.37,500/- (Rupees Thirty Seven Thousands Five Hundred Only)** in the form of Demand Draft / Pay-Order / Fixed Deposit / Bank Guarantee to be drawn in favour of **“MEGA Company Limited”**, payable at Gandhinagar on or before the last date and time of submission. For FD/BG, validity must be for **90 days** from the last date of bid submission.

The successful bidder of the tender shall have to submit a Performance Guarantee by way of DD/Pay Order/Fixed Deposit/Bank Guarantee of **Rs.62,500/- (Rupees Sixty Two Thousands Five Hundred Only)** to be drawn in favour of **“MEGA Company Limited”** within seven days from the issuance of LOA (Letter Of Acceptance) with a validity of **90 days** beyond the expiry of contract agreement.

## **(2) Financial bid (online)**

**Financial Bid is not to be submitted in physical form** as it has to be filled up **online** on portal <https://mega.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid is prescribed in tender document as ‘Online financial proposal’ at **Annexure II**.

The power to accept a tender is vested with MEGA, all tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable for rejection. The bidder shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Bidder shall fill up the information in the **Annexure-III & IV** enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the bidder through its authorized signatory only. The tender forms shall be rejected if it is not complete in any aspect. The bidders are advised to check the website of MEGA Co. Ltd. regularly for amendments, if any.

## **MINIMUM ELIGIBILITY CRITERIA**

1. The bidder shall be **stationed locally** by a dedicated branch or through registered shop/office in Ahmedabad or Gandhinagar for **minimum last three years as a service provider of Photocopy (Xerox) and related services.**
2. GST registration of Shop/Firm

## **INSTRUCTIONS TO BIDDER**

### **(1) ONE BID PER BIDDER:**

Each bidder shall submit only one tender either by himself/herself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, all such bids are liable to be rejected.

### **(2) COST OF BID:**

The bidder shall bear all costs associated with the preparation and submission of the bid and MEGA will in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

### **(3) AMENDMENT TO BID DOCUMENT:**

At any time, prior to the date of submission of bids, the MEGA may for any reason, at its discretion, whether at its own initiative or in response to a clarification by a prospective bidder, modify the bid documents by amendments. The amendments/Corrigendum will be notified on MEGA Website and these amendments will be abiding to the bidders. Bidders are advised to visit MEGA Website regularly for updates in this regards.

### **(4) EXTENSION OF TIME:**

In order to give prospective bidders required time to take the amendments into action in preparation of their bids, MEGA may at its discretion extend the timeline for submission of bid suitably.

### **(5) VISIT TO OFFICES / SITE OFFICES:**

The bidder is required to provide photocopy (Xerox) and other related services **to two offices (Frequently at Karmayogi Bhavan Office, Sector 10A, Gandhinagar and rarely at GNFC tower office, S.G.Highway, Ahmedabad) of MEGA and is advised to visit both the offices and acquaint himself/herself with the operational system.** The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to MEGA and is fully aware about the quality of services required by MEGA.

### **(6) LANGUAGE:**

Bids and all accompanying documents shall be in English as far as possible.

### **(7) FORM OF BID:**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder is partnership firm, consortium or a joint venture, the Form of Bid shall be duly signed by an authorized

representative **who must demonstrate authority** for the same with an acceptable documentary proof. Signatures on the Form of Bid shall be witnessed and dated.

**(8) CURRENCIES OF BID AND PAYMENT:**

The bidder shall submit price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.

**(9) ESTIMATED QUANTITIES:**

Quantity shown in column “A” of financial bid (Annexure-II) is approximate quantity per year which is purely indicative as it is derived from last one year experience. This quantity may **increase or decrease significantly during the contract period as requirements of MEGA may vary from time to time which shall be abiding to bidder, however the unit price quoted by bidder will remain the same.**

**(10) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

MEGA Co. Ltd. does not bind itself to accept lowest or any other bids and has the right to cancel the bidding process and reject all bids or some bids or single bid at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder/bidders on the grounds for the company’s action.

**(11) TECHNICAL BID SUBMISSION IN PHYSICAL FORM:-**

**(11.1) Bids to be submitted in two parts (1) Technical Bid to be submitted in physical form (2) Financial bid to be submitted online.**

The tender form for Technical Bid in Proforma prescribed in **Annexure-I**

The name of the Proforma to be mentioned clearly in words “Earnest Money/Tender Fees” and “Technical Bid Documents” as the case may be on the top of the respective Proforma.

Two separate covers to be prepared for both physical form Proforma (1) For the instruments of EMD & Tender Fees and (2) the document pertaining to Technical Bid. Both the covers are to be placed in a single cover clearly written on top as **“E-Tender for Providing Photocopy (Xerox) and related services”** should be submitted to Chief Administrative Officer at Karmayogi Bhavan, Gandhinagar on or before the last date and time of tender submission.

**(11.2) Tender Fee and Earnest Money Deposit (EMD)**



**Tender Fees :- Demand Draft or Pay-Order of Rs.1,500/- (Rupees One Thousand Five Hundred Only) Non-refundable** as Tender Fees to be drawn in favour of “**MEGA Company Limited**” payable at Gandhinagar on or before the last date and time of submission.

**EMD:** The Bidder shall deposit EMD (Earnest Money Deposit) for an amount of **Rs. 37,500/- (Rupees Thirty Seven Thousands Five Hundred Only)** in the form of an Account Payee DD or Pay Order or Bank Guarantee or Fixed Deposit from a Nationalized / Scheduled bank in an acceptable form in favour of MEGA Company Limited along with the technical bid as mentioned in Bid Submission. The bid security should remain valid for a period of **Ninety (90) days beyond the last date of submission of technical bid.**

(11.3) Technical bid without EMD shall be summarily rejected.

(11.4) EMD of the unsuccessful bidders will be returned to them after 2 weeks of awarding the tender to successful bidder.

(11.5) No interest will be paid to the bidders on EMD submitted.

(11.6) EMD of the successful bidder shall be returned on receipt of Performance Guarantee and after signing the Contract Agreement.

(11.7) EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(11.8) EMD shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Guarantee within the time frame specified by MEGA Company Ltd.

**(11.9) The Technical Bid should consist of the following documents as per Annexure-I:**

1. Signed & stamped copy of **PAN card of the Shop/Firm** under Income Tax Act. Self-attested one recent passport size photograph(s) of the authorized person(s) of the shop/firm with name, designation, address and Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of all Directors/Partners as mentioned in **Annexure-III**.
2. Signed & stamped copy of valid **Registration certificate** of Agency under Shop & Establishment Act to derive minimum eligibility as service provider for three years.
3. Signed & stamped **copy of GSTIN** and GST return data of last 3 months.
4. Cancelled cheque of shop/firm along with Bank Account details for the purpose of EMD refund after awarding the e-tender.
5. **Annexure-IV (Undertaking)**

**(12) THE FINANCIAL BID SUBMISSION (ONLINE ONLY):-**

Financial Bid is not to be submitted in physical form as it has to be filled up online only on (n)procure portal <https://mega.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid in Proforma prescribed in tender document as 'Online financial proposal' in **Annexure II**.

**Help Desk Link for E-Tendering:-**

**In case bidders need any clarifications or if training is required to participate in online tenders, they can contact (n) Procure Support team:-**

**(n)Code Solutions-A division of GNFC Ltd.,**

(n)Procure Cell

403, GNFC Infotower, S.G. Road,

Bodakdev, Ahmedabad – 380054 (Gujarat)

**Contact Details**

**Fax** : +91-79-40007533

**E-mail** : [nprocure@ncode.in](mailto:nprocure@ncode.in)

**TOLL FREE NUMBER : 1800-419-4632**

**Operating System & System Requirements:-**

**Opening Website in Internet Explorer (IE) 8/9/10** - Open IE ->Menu Bar -> Tools-> Compatibility View Settings -> Add website in compatibility view ->Select below option only "Display all **Opening Website in IE 11**. - Open IE ->Menu Bar -> Tools-> Compatibility View Settings -> Add website in compatibility view ->Select below option only "Display Intranet Sites in Compatibility View". Don't Close IE. And open the website.

**New DSC Purchase & Renewal L: 079 – 66743289/ 66743300 / 200**

Email Id :	<a href="mailto:dscsupport@ncode.in">dscsupport@ncode.in</a>
	<a href="mailto:dscsales@ncode.in">dscsales@ncode.in</a>

**DSC Support Toll Free Number: 1800 - 419 - 4455**

(12.1) The financial bid submitted by bidder shall remain valid and open for acceptance **for a period of six months from the date of bid submission.**

(12.2) Bid Prices:

Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Bid Offer covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Providing Photocopy(Xerox) and related Services at MEGA. This includes all the liabilities of the Bidder to deliver items at MEGA's offices in Gandhinagar and Ahmedabad.

- **All the bids must be including GST (In case of substantial revision in GST slabs during the contract period, difference will be considered by MEGA and shall be reimbursed to the successful bidder accordingly)**

(12.3) Bidders are advised to visit and assess the scope and requirements under the tender consciously. Rates so offered by a bidder shall be assumed to have been quoted after comprehensive assessment of the scope, quality and quantity of the work. The terms, conditions and notes under this chapter are guiding and thus bidder/s are advised to make its own assessment and after then to quote.

(12.4) Quantity shown in column “A” of financial bid (Annexure-II) is approximate quantity per year which is purely indicative and derived from last one year experience. This quantity may **increase or decrease significantly during the contract period as the requirement of MEGA may vary time to time which shall be abiding to bidder, however the unit price quoted by bidder will remain same.**

### **(13) BID OPENING AND EVALUATION:**

(13.1) The tender committee of MEGA will open the Technical / Financial Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

(13.2) The bid of any bidder who has not complied with one or more of the conditions prescribed in the tender document will be summarily rejected.

(13.3) Conditional Bids will also be summarily rejected.

(13.4) Financial bids of only the technically qualified bidders will be opened online.

(13.5) **Overall L1 will be calculated as mentioned below with reference to Annexure-II, where**

**“A” = Approximate quantity, purely indicative for the one year**

**“B” = Rate submitted by Bidder per Unit of Measurement (UoM)**

**“C” = “A” \* “B” (Multiplication of Approximate quantity and per unit rate submitted by bidder)**

**To derive overall Lowest 1 (L1), “D” will be considered where “D” is total of “C”**

(13.6) The successful L1 bidder of the financial bid will be called for the presentation on its vendor capabilities for providing the services at MEGA Co. Ltd.

### **(14) ISSUANCE OF LETTER OF ACCEPTANCE (LOA) AND AWARD OF CONTRACT:**

(14.1) Prior to the expiration of the bid period, MEGA will notify the successful bidder in writing by issuing Letter Of Acceptance (LOA) through e-mail that its bid has been accepted.

(14.2) The issuance of Letter of Acceptance (LOA) shall constitute the intention of MEGA to enter into an agreement with the successful bidder.

(14.3) Upon issuance of LOA, the successful bidder shall submit Performance Guarantee of Rs.62,500/- in conformity with the bid documents, in stipulated time period which is within 7

(Seven) days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed between the successful bidder and MEGA on suitable stamp and after that EMD will be released.

**(15) CANCELLATION OF LETTER OF ACCEPTANCE:**

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in stipulated time (within seven days of issuance of LOA) shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case MEGA may make the offer to any other bidder at its only discretion or may call for new bids.

**(16) POST BID CLARIFICATION:**

No post bid clarification at the initiative of the bidders shall be entertained. Any effort by the bidders to influence the MEGA in its bid evaluation, bid comparison or award of the contract shall be resulted into rejection of the entire bid.

**(17) MISCELLANEOUS:**

(17.1) The bidder is expected to examine all the instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result into rejection of the bid.

(17.2) MEGA may terminate the contract if it is found that the contractor/agency is black listed on previous occasions by any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc. If the work completion certificate submitted by the bidder contains any negative/adverse remark, in that case the bidder will not qualify for the technical evaluation and the bid will be summarily rejected.

(17.3) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

(17.4) The bidder shall check all the pages of tender document and in the event of discovery of any discrepancy or missing pages, the bidder shall inform MEGA and shall ensure to get all the details on time.

(17.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at [smadmin@gujaratmetrorail.com](mailto:smadmin@gujaratmetrorail.com) within 10 days from the date of issuance of the tender. The clarifications and amendments, if needed will be issued within 5 days from the last date of query submission date. Queries after the stipulated time period i.e.10 days from the date of issuance shall not be considered in any case.

(17.6) The decision taken by MEGA will be final and abiding to all the bidders in any aspect of the mentioned tender and the bidder shall have no claim in any form against MEGA Co. Ltd.

## **TERMS & CONDITIONS OF CONTRACT:**

(Hereinafter **successful bidder is referred to as agency or service provider**)

### **1. Responsibility and Scope of Agency**

1. Photocopy (Xerox), Printing, Rubber Stamps and other items must be provided of standard quality only by agency as mentioned in item description of Annexure-II of online financial bid. MEGA reserves the rights to assess and to decide the quality of paper, photocopy, stamps, binding, printing etcetera. Inferior quality if found by MEGA officials shall be rejected and all the expenses will be borne by agency only.

### **1. Responsibility and Scope of Agency**

1. Photocopy (Xerox), Printing, Rubber Stamps and other items must be provided of standard quality only by agency as mentioned in item description of Annexure-II of online financial bid. MEGA reserves the rights to assess and to decide the quality of paper, photocopy, stamps, binding, printing etcetera. If any of the delivered items is found to be of inferior quality, MEGA officials shall reject such items and all the expenses towards the same will be borne by agency only.

2. Agency shall deliver all the required items to offices of MEGA at free of cost, No extra charges will be paid towards the delivery.

3. During the contract period, the agency has to ensure delivery of items within stipulated time and period including on Sundays and public holidays, if required by MEGA. The agency will be responsible for providing the required services by doing alternate arrangement or by outsourcing services in case of the sudden breakdown of its photocopy/printing machines or non-availability of materials/manpower or any other situations whenever agency is not able to provide services in stipulated time period as per MEGA's requirements. The outsourcing of work shall be done in exigent situation only where there is no other option/solution. No extra payment will be given towards alternate or outsourced services provided by agency.

4. All the liabilities which may arise under the prevailing government acts related to these services will have to be fulfilled by the agency. MEGA and The Agency undertake that all the disputes, differences or questions at any time between the parties shall be resolved amicably by discussion between Chief Administrative Officer and the owner of agency.

### **2. Payment of Monthly Bills**

Payments shall be made on monthly basis within 15 working days after submission of comprehensive bills in the succeeding months. The Agency shall submit the bills before 5th of every month along with below documents duly signed by agency.

- Signed and stamped copy of delivery challans.
- Invoice duly signed by authorized person of agency in duplicate

### **3. Penalties**

Any lapses in the providing photocopy and related services will invite penalties as it will be considered as nonfulfillment of contractual obligations. Quantum of penalty will be decided in individual cases and the decision of MEGA will be final and abiding to bidder. Few of penalty conditions are tabulated below.

1. In case of failure to supply/provide photocopies, stamps or other materials asked by MEGA in stipulated time period, Rs.1,000/- per instance penalty will be imposed to the agency and the same shall be deducted from The Agency's monthly bill.
2. In case of any complaint is received from MEGA officials attributable to quality of printing, papers, stamps, binding, laminations etcetera and is assessed as true by MEGA administration, **a penalty of Rs. 1,000/- (Rupees One Thousand Only)** for each such incident shall be levied and the same shall be deducted from The Agency's bill and on repetition of the same MEGA may terminate the contract.
3. If as a result of post payment audit any overpayment is detected in respect of any invoices of services provided by the agency or alleged to provide services by the agency under the contract, it shall be recovered by MEGA from the agency from subsequent bills without consent of the agency at MEGA's discretion.

### **4. Period of Contract:**

The initial Contract shall be valid for a period of One Year (From 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019) which is further extendable to one year subject to review and satisfactory performance of the Agency.

### **5. Performance Guarantee:**

The Agency shall deposit Performance Guarantee of Rs. 62,500/- (Rupees Sixty Two Thousand and Five Hundred Only) in the form of DD, PO, Bank Guarantee or Fixed Deposit from nationalized bank within 7 calendar days from the date of Letter of Acceptance (LOA). Performance Guarantee must be valid up to a period of **Ninety Days** after the date of completion of contract, In case of extension of contract period the Bank Guarantee is to be extended further as per the requirement of MEGA Company Ltd. This Performance Guarantee shall be released only after 90 Days from the date of expiry of the contract.

### **6. Sub-Contracting:**

The Agency shall not sub-contract any part or whole part of the rate contract or any activity mentioned in the tender to any sub-contractor.

## **7. Change in Terms and Conditions/Contract:**

MEGA shall reserve all rights to make changes in the terms and condition or variation in the mentioned contract/tender by a notice in writing to the agency. The agency will be abiding to the same and no representation in the said manner will be allowed / entertained.

## **8. Termination:**

(8.1) If The Agency fails to supply items or to provide services satisfactory as prescribed by MEGA, MEGA reserves the right to terminate the contract with agency at any point of time. In no event shall the agency be entitled to any prospective profits or consequential losses because of such termination.

(8.2) The Contract shall be considered as terminated in the event of the death of the owner of the agency and their legal heir will not have any right/claim towards the same. However, the legal heirs of the owner of the agency may continue working as per contract specifications for next three months. MEGA has to complete process to appoint the new agency during the mentioned period.

(8.3) If Agency does not desire to continue the contract, in such case, it has to give three months' notice in advance to the Company and its performance guarantee will be seized.

(8.4) In addition to the any provision of this contract, MEGA can terminate the contract without providing any reason to the agency by giving notice in one month in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.

(8.5) Failure by The Agency to comply with any statutory requirements and terms and conditions of this tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by MEGA. In such a case, the performance guarantee will also be forfeited.

(8.6) Any repetition of penalty may be resulted into termination of contract as mentioned in penalty terms and conditions.

## **9. Statutory Compliance with Laws, Regulations and Orders:**

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorized agencies of any government in India and maintain valid record for verification of the statutory authorities as well MEGA Co Ltd as and when required.

## **10. Applicable Law:**

The contract and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India and parties hereby agree to submit that the court at Gandhinagar, Gujarat shall have the exclusive jurisdiction to dispute if any arising between the parties to the Contract.

## ANNEXURE- I

### Guidelines for Technical Bid Submission

**Below mentioned Documents to be submitted in Technical Bid along with covering page of below check list**

<u>Sr No.</u>	<u>Documents to be Submitted</u>	<u>Yes or No</u>
1	Signed & stamped copy of <b>PAN card of the Agency/Firm/Company</b> under Income Tax Act.	
2	Signed & stamped copy of valid <b>Registration certificate</b> of Agency under Shop & Establishment Act.	
3	Signed & stamped copy of GST registration number and GST return data of last 3 months.	
4	Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of all Directors/Partners as mentioned in <b>Annexure-III</b> .	
5	Annexure-IV (Undertaking)	

### Annexure – II (ONLINE FINANCIAL BID)

#### **List of Items for XEROX & Other Related Work Rates to be quoted including GST**

Sr.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity Per Year	Price to be quoted in INR	A*B
			"A"	"B"	"C"
1	A4 B/W Xerox (On 75 GSM paper)	Page	195000		Calculated by system
2	A4 B/W Xerox (On 100 GSM Paper)	Page	1380		Calculated by system



3	A4 B/W Xerox (On 100 GSM Colour Paper)	Page	<b>1248</b>		Calculated by system
4	A3 B/W Xerox (On 75 GSM paper)	Page	<b>1572</b>		Calculated by system
5	A3 B/W Xerox (On 100 GSM Paper)	Page	<b>1332</b>		Calculated by system
6	A3 B/W Xerox (On 100 GSM Colour Paper)	Page	<b>972</b>		Calculated by system
7	A4 Colour Xerox (On 75 GSM paper)	Page	<b>600</b>		Calculated by system
8	A4 Colour Xerox (On 100 GSM Paper)	Page	<b>852</b>		Calculated by system
9	A4 Colour Xerox (On 250 GSM Paper)	Page	<b>970</b>		Calculated by system
10	A3 Colour Xerox (On 75 GSM paper)	Page	<b>764</b>		Calculated by system
11	A3 Colour Xerox (On 100 GSM Paper)	Page	<b>924</b>		Calculated by system
12	A3 Colour Xerox (On 250 GSM Paper)	Page	<b>112</b>		Calculated by system
13	A4 B/W Print (On 75 GSM paper)	Page	<b>370025</b>		Calculated by system
14	A4 B/W Print (On 100 GSM Paper)	Page	<b>2004</b>		Calculated by system
15	A4 B/W Print (On 100 GSM Colour Paper)	Page	<b>2268</b>		Calculated by system
16	A3 B/W Print (On 75 GSM Paper)	Page	<b>1000</b>		Calculated by system
17	A3 B/W Print (On 100 GSM Paper)	Page	<b>376</b>		Calculated by system
18	A3 B/W Print (On 100 GSM Colour Paper)	Page	<b>468</b>		Calculated by system
19	A4 Colour Print (On 75 GSM Paper)	Page	<b>58000</b>		Calculated by system
20	A4 Colour Print (On 100 GSM Paper)	Page	<b>984</b>		Calculated by system
21	A4 Colour Print (On 250 GSM Paper)	Page	<b>4944</b>		Calculated by system
22	A3 Colour Print (On 75 GSM Paper)	Page	<b>6000</b>		Calculated by system
23	A3 Colour Print (On 100 GSM Paper)	Page	<b>450</b>		Calculated by system
24	A3 Colour Print ( On 250 GSM Paper)	Page	<b>180</b>		Calculated by system
25	Colour Plotting Print	SQ. FT.	<b>232</b>		Calculated by system
26	12 X 18 Colour Print (On 25 0 GSM Paper)	Page	<b>204</b>		Calculated by system
27	A4 B/W Scan	Page	<b>24580</b>		Calculated by system
28	F.S B/W Scan	Page	<b>670</b>		Calculated by system
29	A3 B/W Scan	Page	<b>1476</b>		Calculated by system

30	A4 Colour Scan	Page	<b>9870</b>		Calculated by system
31	A3 Colour Scan	Page	<b>2849</b>		Calculated by system
32	B/W Roller Scan	SQ.FT.	<b>400</b>		Calculated by system
33	Colour Plotting Scan	SQ.FT.	<b>367</b>		Calculated by system
34	CD Writing	Each	<b>25</b>		Calculated by system
35	DVD Writing	Each	<b>25</b>		Calculated by system
36	A4 Lamination 125 GSM	Page	<b>300</b>		Calculated by system
37	A3 Lamination 125 GSM	Page	<b>144</b>		Calculated by system
38	A4 Lamination 250 GSM	Page	<b>480</b>		Calculated by system
39	A3 Lamination 250 GSM	Page	<b>216</b>		Calculated by system
40	12 X 18 Lamination	Page	<b>50</b>		Calculated by system
41	Plan Lamination	SQ. INCH	<b>1000</b>		Calculated by system
42	Roll to Roll Lamination	SQ. INCH	<b>1000</b>		Calculated by system
43	2 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
44	3 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
45	4 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
46	5 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
47	6 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
48	7 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
49	8 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
50	9 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
51	10 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
52	11– Line Rubber Stamp	Each	<b>20</b>		Calculated by system
53	12 – Line Rubber Stamp	Each	<b>20</b>		Calculated by system
54	13– Line Rubber Stamp	Each	<b>20</b>		Calculated by system
55	Auto Ink Stamp (1 to 3 line)	Each	<b>20</b>		Calculated by system
56	Auto Ink Stamp (4 to 6 line)	Each	<b>20</b>		Calculated by system
57	Auto Ink Stamp (7 to 10 line)	Each	<b>20</b>		Calculated by system

58	Auto Ink Stamp Refilling	Each	50		Calculated by system
59	A4 Spiral Binding (1 – 100 Pages)	Each	120		Calculated by system
60	A4 Spiral Binding ( 100 – 300 Pages) Jumbo	Each	350		Calculated by system
61	A4 Spiral Binding ( 300 –500 Pages) Jumbo	Each	250		Calculated by system
62	A3 Spiral Binding (1 – 100 Pages)	Each	60		Calculated by system
63	A3 Spiral Binding ( 100 – 300 Pages) Jumbo	Each	50		Calculated by system
64	A4 Comb Binding ( 1 – 100 Pages)	Each	80		Calculated by system
65	A4 Wiro Binding (1 – 100 Pages)	Each	30		Calculated by system
66	A4 Book Binding	Each	96		Calculated by system
67	A3 Book Binding	Each	72		Calculated by system
68	Colour Plotting (On Thick Paper)	SQ. FT.	25		Calculated by system
69	Colour Plotting ( On Photo Paper)	SQ. FT.	25		Calculated by system
70	Digital Plan Xerox	SQ. FT.	25		Calculated by system
71	Digital Plan Xerox ( On Tracing Paper)	SQ. FT.	25		Calculated by system
72	Digital Plan Print	SQ. FT.	25		Calculated by system
<b>“D” = Total of “C”</b>					Calculated by system

### **Rates to be quoted including GST**

Quantity shown in column “A” of above financial bid (Annexure-II) is approximate quantity per year which is purely indicative and derived from last one year experience. This quantity may increase or decrease significantly during the contract period as the requirement of MEGA may vary time to time which shall be abiding to bidder, however the unit price quoted by bidder will remain same.

### **ANNEXURE – III**

1	Name & Address of Shop/Firm	
	Telephone No. of Owner/Authorized Person of Agency	
2	Registration No. of the Shop/Firm/Agency	
3	Name, Designation, Address and Telephone No. of Authorized Person (Dedicated resource for MEGA) of Shop / Firm / Agency to deal or coordinate with)	
4	Please specify as to whether Bidder is sole proprietor / Partnership Firm. Name, Address and Telephone No. of all Director / Partners should specify.	
5	PAN Card Number issued by Income Tax Department	
6	<b>Details of Tender Fees</b>	
	a) Amount	
	b) Pay order or DD No.	
	c) Date of Issue	
	d) Name of Issuing Authority	
	<b>Details of EMD</b>	
	a) Amount	
	b) FDR No. or DD No. or Pay order No. or Bank Guarantee No.	
	c) Date of Issue	
	d) Name of Issuing Authority	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder) Name, Designation and Address with seal**

## **ANNEXURE- IV**

### **UNDERTAKING**

**(ON NON JUDICIAL STAMP PAPER OF Rs. 100/-)**

To,  
The Chief Administrative Officer,  
MEGA Company Limited,  
Block No. 1, 1<sup>st</sup> Floor, Karmayogi Bhavan,  
Sector-10 A, Gandhinagar – 382 010

Name of the Firm / Agency \_\_\_\_\_

Dear Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of prevailing shop & establishment Act, and any other applicable laws for providing photocopy and related services to your esteemed organization.
4. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that our agency doesn't have any existing litigation, never blacklisted and terminated by any client in India.
5. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies.

**(Signature of the bidder)**

**(Name, Designation and Address With seal)**