



क्षेत्रीय कार्यालय महाराष्ट्र  
कर्मचारी राज्य बीमा निगम  
पंचदीप भवन, 108एन. एम्. जोशी मार्ग लोअर परेल, मुंबई - 400013  
( आई. एस. ओ. 9001 : 2000 प्रमाणित )  
दूरभाषा सं. 022-612 09700/9 फैक्स सं. 022-249 21 701/612 09741

No. : 31-D/Xeros/Gen./Vol. III

Date : 25/02/2014

LAST DATE OF SUBMISSION OF BID	24 /03/2014 (3:00 PM)
BID OPENING DATE & TIME	24/03/2014 ( 4:00 PM)
BID OPENING PLACE	Regional Office Mumbai

**TENDER NOTICE**

**FOR HIRING PHOTOCOPIER MACHINE WITH OPERATOR ON RENTAL BASIS**

Sealed tender under two bid system are invited from the reputed contractors/agencies for hiring one photocopier machine with operator on rental basis as per the terms and condition specified below:-

**Eligibility Criteria:**

The bidder should have a similar experience with Central/State/PSU/ Private Company office for the past two years. **Documentary evidence of the above same should be attached by the bidder.**

Definition of Similar work: Hiring of copier to any central/state Govt. offices /PSU /private organization / units under a single order/ contract.

**SCOPE OF WORK:**

1. Providing the uninterrupted photo copy facility with operator well versed in operating the photocopy machine at “**ESIC, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai-400013**” as per requirement, from 9.30 am to 6.00 pm on all office working days and also on holiday/weekly offs, beyond office hours whenever required, at the office premises.
2. Estimate quantity (in**A-4 Black & White**) shall be approximately 20,000 to 30,000 Nos. per month.
3. The contractor/agency must ensure that sufficient stock of toner and other consumable items are available at all their own cost. It will be the responsibility of the contractor/agency to get the requisite papers photocopied from outside during the breakdown period at their own cost.
4. The contractor/agency shall bear all the maintenance charges of the photocopier machine, toner, consumables, spare parts, photocopy paper, stationery, operator salary, etc.
5. Space for installation of machine & electricity shall be provided by ESIC.

**PROCEDURE FOR SUBMISSION OF TENDER:**

Tender in one large envelope marked as “**Bid for Hiring Photocopier Machine on Rent**” containing two separate sealed envelopes.

1. Envelope 'A' marked with “**Technical Bid for Hiring Photocopier Machine on Rent**”.
2. Envelope 'B' marked with “**Financial Bid for Hiring Photocopier Machine on Rent**”.

and addressed to

**The Additional Commissioner,(General Branch-I),**  
Room No.509, 5<sup>th</sup> floor, E.S.I. Corporation, Panchdeep Bhavan,  
N.M.Joshi Marg,Lower Parel, Mumbai-400013.

**Note:** Financial Bids of only those tenders, who qualify in the technical bid, will be opened. Interested agencies must enclose the following credentials when with documentary proof in the

**Technical Bid, Marked as Cover 'A'**

1. Name, address & Contact No. of the concern:
2. Type of Machine/Brand/Model with other details/specifications etc.  
(Minimum of type Canon ir3300 or better)
3. Enclose information along-with documentary proof

**The photocopies of the all documents should be legible and self attested.**

Sl	Particulars	Reg. No & date	Proof submitted
1.	Reg. Of firm/Company/ Trade License		Yes/No
2.	Service Tax No.		Yes/No
3.	PAN No.		Yes/No

4. Requisite documents showing three years of market standing in the field of photocopy.
5. Annual turnover statements(s) for the last three years.
6. **EMD: Demand Draft / Pay Order of Rs. 1,000/-** (Rupees One Thousand Only refundable without any interest in case of not being selected) in favour of **ESI Fund A/c No. 1**. Payable at Mumbai or Direct deposit of cash in Branch Office, Lower Parel  
Located at **“Gr.Floor,E.S.I.Corporation,Panchdeep Bhavan, Lower Parel, Mubai-400 013 .**

**Financial Bid, Marked as Cover 'B':**

1. Rate should remain valid for a period of 6 months from the last date of submission of the tender.
2. Financial bid should be given in the format as below:-

Sl	Particulars	Bid Amount (Rupes)
1.	Fixed monthly charges for minimum of 20,000 photocopies	
2.	Rate per copy after 20,000 copies.	
3.	Taxes, if any	

**Note:**

- . Bidder should mention in clear terms that the amount quoted is inclusive or exclusive of Service Tax, if it's not mentioned, it should be treated as inclusive.
- . Rate quoted should be valid for **3 months** from the last date of submission of the bid.

**TERMS AND CONDITIONS**

**EARNEST MONEY DEPOSIT:**

1. Bidder shall have to deposit EMD of **Rs. 1,000/-** (Rupees One thousand only) in any one of the following two modes along with their tender:
  - a). **By D.D./Pay order** drawn in favour of **ESI Fund A/c. 1**. Payable at Mumbai
  - b). **By Cash:** EMD in cash may be deposited in our Branch Office, Lower Parel situated at “Fr. Floor, E.S.I. Corporation, Panchdeep Bhavan, N.M.Joshi Marg, Lower Parel, Mumbai-400 013” and receipt of the same should be enclosed alongwith tender.
2. Tender received without earnest money will not be entertained/ considered at all and rejected summarily.
3. Tender received along with EMD in the form of **Cheque/Cash/BG will no be accepted /considered and rejected.** No interest would be paid on the Earnest Money Deposit.

**FOFEITURE OF EMD:**

1. The earnest money deposit (EMD) will be forfeited if the bidder withdraws or amends, impairs and derogates from the tender in any respect within the period of validity of tender.
2. In case the successful bidder declines the offer of Contract, for whatsoever reasons(s),
3. Fails to furnish the Performance Security Deposit as mentioned below.

#### **REFUND OF EMD:**

1. EMD will be refunded to the unsuccessful bidder within thirty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.
2. EMD will be refunded to the successful bidder within thirty days from the date of finalization of tender or converted as Performance Security Deposit and no interest would be paid thereon.

#### **PERFORMANCE SECURITY:**

The Successful bidder shall deposit unconditional Performance Security, a sum equivalent to **10% of the total contract value**. The security shall be in the form of Bank Guarantee/ Demand Drafts / Pay Order **payable at Mumabi** in favour of **ESI fund A/c No. 1**. within twenty one days of the placement of order. No interest shall be payable on Security Deposit / Performance guarantee.

#### **REFUND OF PEROMANCE SECURITY DEPOSIT:**

The Performance Security Deposit will be returned to the contractor/agency after sixty day from the date of the completion of the contract period and no interest would be paid thereon.

#### **FORFEITURE OF SECURITY DEPOSIT**

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor/agency will be liable to be forfeited by ESIC besides Annulment of the contract.

#### **PAYMENT TERMS:**

Payment will be made on **monthly basis** after certification/verification of photocopies done.  
Payment will be released **through ECS** only within 15 days against the bill/invoice aise with full satisfaction of this office.

#### **AWARDING OF CONTRACT**

The contract will be awarded to the lowest bidder. **ESIC** reserves the right to accept/reject/relax in part or in full to any or all the quotation without assigning any reason thereof.

#### **PENALTY CLAUSE**

- Out work will not be carried out at the ESC premises.
- Penalty (to be decided by ESIC) will be deducted for the period for which Photocopier machine is not in working condition or in the absence of operator.
- If a machine is not working in beyond **2 days**, an immediate replacement should be done by putting another machine.

#### **TDS CLAUSE:**

TDS, and any other Govt. levies applicable on bill as per Govt. of India instructions issued time to time shall be deducted.

#### **REJECTION OF TENDERS(S)**

ESIC reserves the right to cancel/reject all or any tender in whole, or in part, without assigning any reason thereof.

## **VALIDITY OF CONTRACT:**

1. The contract shall be valid for **one year** from date of award which may be extended for another one year on the same terms and conditions on mutual consent at the discretion of ESIC. **ESIC will have exclusive right to terminate the contract** in case, if it is found that the quality of photocopying job is poor, paper used by the contractor is not up to the mark and also in case of not completing the work within the requisite time period or keeping the work pending, etc.
2. The party has to give 3 month's notice to **ESIC** before cancellation of the contract. Contravention of the same would lead to forfeiture of performance guarantee/security money along with all outstanding dues.

## **OTHERS**

1. ESIC is neither responsible nor liable to pay any compensation for injury / death caused to the contractor's operating staff in the event of any accident on ESIC duty.
2. Contractor will make his own arrangements to meet such eventualities as per existing Government rules / regulations.
3. ESIC will not be responsible to provide any residential accommodation to personnel deployed by the contractor.
4. None of the contractor's employees present or future will be entitled to claim any sort of employment in ESIC. Contractor is required to attach undertaking to this effect in his Quotation.
5. The Contractor shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and equipment and any breach thereof shall render the contract liable to cancellation. The contractor will have to ensure that all the obligations under the various applicable acts, rules and regulations viz. Contract labour, such as minimum wages act, payment of wage act, PF and ESIC act, payment of Bonus Act and other applicable laws, acts, regulations etc., as amended from time to time, for all his employees who shall be deployed by the contractor for rendering services to ESIC are to be fulfilled and complied by him.
6. Disputes, if any, subjected to the jurisdiction of the courts in Mumbai only.

**Please feel free to consult this office in case of any relevant query/details/information during office hours on all working day.**

Sd/-  
**(A.P. Premally)**  
**Asstt. Director**