

File No.01/35/2018-SR  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training  
STAFF SELECTION COMMISSION  
(Southern Region)

2nd Floor, EVK Sampath Building,  
DPI Campus, College Road,  
Chennai-600 006  
Dated the 8<sup>th</sup> November, 2018.

**Notice Inviting Tender**

To

Sir,

Sub: Tender for Hiring of Copier (Xerox Machine), with printing option, for Staff Selection Commission (Southern Region), Chennai – reg

Staff Selection Commission (Southern Region), Chennai, Department of Personnel and Training, invites tenders towards hiring of Photocopier (Machine), with printing option at SSC(SR), Chennai under single bid system as per the terms and conditions specified below. The duly completed tender with relevant enclosures in a sealed cover as detailed in the procedure should be submitted on or before date: **26.11.2018 by 3.00 PM**. The tender will be opened by 4.00 PM on the same day. Bidders or their authorized representative may be present at the time of opening

**1. SCOPE OF WORK:**

The scope of work involves the following:

- a) Providing photocopier machine preferably new or which is not older than one year in proper working condition at SSC(SR), Chennai.
- b) No. of copies will be approximately minimum 5,000 and maximum 15,000 Nos. per month.
- c) Printing capacity shall not be less than 35 pages per minute.
- d) The photocopier machine should also be a network printer with Ethernet port connectivity.
- e) The photocopier machine shall have USB port to print from pen drive.

**2. SUBMISSION OF BIDS:**

- (a) The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc. All the documents submitted (whether original or photocopy) in the bid must be legible & self-attested. Bidders are advised to inspect, examine the site and its surrounding and satisfy themselves before submitting their tenders.
- (b) Bids should be kept in one sealed cover and super-scribed as “Tender No: File no.1/35/2018-SR , dated: 08.11.2018 & Name of Tender “Hiring of Photo Copier machine , with printing option at SSC(SR),Chennai” and addressed to

The Deputy Director  
Staff Selection Commission (SR),  
2<sup>nd</sup> Floor, EVK Sampath Building,  
College Road, Nungambakkam,  
Chennai – 600 006

- (c) If the cover is not sealed and marked properly as above, SSC(SR) will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box of the SSC(SR) at Reception in the above address latest by 3.00 PM on 26.11.2018.
- (d) The bidder shall give the total composite price inclusive of all levies and taxes other than GST (GST will be paid as applicable). The offer shall be in Indian Rupees only. Rates shall be quoted in words and figures.

### **3. GENERAL TERMS & CONDITIONS:**

- 1) The contract period shall be one year initially, may be extended by the user department on exigencies by two more years on yearly basis.
- 2) Bidder may enclose the following:
  - (a) Copy certificate of Registration of the company,
  - (b) Copy of PAN card
  - (c) Copy of service tax GST/ VAT registration
  - (d) Copy of the IT return, P&L account and balance sheet.
- 3) The rate of Service Tax / VAT etc, prevalent on the date of tender, should be clearly indicated in the tender itself, if it's not mentioned; it will be treated as inclusive.
- 4) Bid validity shall be for 120 days.
- 5) Tenders should be free from correction and erasures. Corrections, if any, should be attested.
- 6) Incomplete tender will be summarily rejected.
- 7) More than one bid shall not be accepted from one party.
- 8) Conditional bids will not be accepted.
- 9) Any damage caused to SSC(SR) property or its personnel, due to the service provider's negligence, mishandling etc. shall be borne by the Service provider.
- 10) Maintenance of the machines during the contract period shall be the responsibility of the service provider.

### **4. OPENING OF BIDS:**

Bids will be opened on 26.11.2018 at 4.00 PM in our Office located at 2<sup>nd</sup> Floor, EVK Sampath Building, College Road, Nungambakkam, Chennai – 600 006. All the bidders may be present for the bid opening. Bid Opening Register will be maintained and the bidders who are present need to sign the register.

### **5. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action. Any deviations / irrelevant specifications in this tender will not be accepted. Final decision of accepting or rejecting any/all bid(s) will be at the sole discretion of SSC(SR).

### **6. CLARIFICATION OF BID DOCUMENTS BY SSC(SR):**

To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

## 7. PLACEMENT OF ORDER:

The Purchaser shall consider placement of order on the bidder whose offer has been found technically qualifying and commercially least. SSC(SR) has full rights to place order on fully or partially.

## 8. DELIVERY TERMS:

The date of commencement of work will be mentioned in the Work Order.

## 9. PAYMENT TERMS:

- 1) No advance payment will be made. Payment will be released within 15 days against the bill/invoice raised after the completion of each month.
- 2) GST/TDS, if applicable, will be applied/deducted at the prevailing rate

## 10. LIQUIDITY DAMAGES:

SSC(SR) has the right to impose fine and recover from the contractor for noncompliance of requirements. Decision of Regional Director, SSC(SR) will be final and binding. If the system is not working for more than 1 day, recovery of Rs.100/- per day per system will be made till the system is rectified.

## 11. CANCELLATION OF PURCHASE ORDER/CONTRACT:

SSC(SR),Chennai reserves the right for cancellation of purchase order / work order with one month notice without assigning reasons thereof or if the products / service are found unsatisfactory.

## 12. SETTELEMENT OF DISPUTES CLAUSE:

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under The International Centre For Alternative Dispute Resolution (Working Under The Aegis Of Supreme Court Of India) ICADR arbitration rule, 1996. The venue of the arbitration shall be at Chennai. The language of the arbitration proceedings shall be in English.

## 13. DETAILS OF THE FIRM /COMPANY:

- a) Name, address & Contact No. Of the Company:
- b) The firm must register the following (please enclosed the copies of the same):

SI. No.	Particulars	Reg. No & Date	Proof submitted
	1 Mention the registration numbers of: a) Certificate of Reg. No b) Service Tax c) PAN No		Yes/No Yes/No Yes/No

**14. BILL OF QUANTITIES:**

The Rate shall include all the taxes and charges, if any and exclude applicable GST.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty in Nos</b>	<b>Unit rate</b>	<b>Total Amount in Rs..</b>
1	Rental charges for Photo Copier Machine with printing option including 5,000 no. of free copies per month			
2	Rate for Extra copies			
	Total			

(Rupees \_\_\_\_\_ only)

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Seal: \_\_\_\_\_

Date:

Place: