



Bid Number/बोली क्रमांक (बिड संख्या) GEM/2024/B/5574624 Dated/दिनांक : 06-11-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण		
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-11-2024 18:00:00	
Bid Opening Date/Time/बिंड खुलने की तारीख/समय	27-11-2024 18:30:00	
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)	
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Health And Family Welfare	
Department Name/विभाग का नाम	Department Of Health Research	
Organisation Name/संगठन का नाम	Indian Council Of Medical Research (icmr)	
Office Name/कार्यालय का नाम	Icmr National Institute Of Epidemiology Chennai	
Printing and Photocopying Service - Photocopying; 1; With Operator; Paper to be provided by service A4 (21.0 x 29.7); 75-85; JK Copier; Monochrome, I and Photocopying Service - Photocopying; Onsite; Without Operator; Paper to be provided by service A4 (21.0 x 29.7); 75-85; JK Copier; Monochrome		
Contract Period/अनुबंध अवधि	1 Year(s)	
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)	
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)	
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes	
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छ्ट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes	
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छ्ट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes	

Bid Details/बिड विवरण		
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes	
Bid to RA enabled/बिंड से रिवर्स नीलामी सक्रिय किया No		
Type of Bid/बिंड का प्रकार	Two Packet Bid	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days	
Estimated Bid Value/अनुमानित बिड मूल्य 837600		
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation	
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes	
Arbitration Clause	No	
Mediation Clause	No	

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाईजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	41800

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director

ICMR National Institute Of Epidemiology Chennai, Department of Health Research, Indian Council of Medical Research (ICMR), Ministry of Health and Family Welfare (Director Nie)

MII Compliance/एमआईआई अन्पालन

MII Compliance/एमआईआई अनुपालन	Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes

- 1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- 2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- 3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- 4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
- 5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated online in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents. 6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and
- 7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March

based on competitive prices received in Bid / RA process.

prior to the bid opening): -

- 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
- 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
- 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Payment Terms: <u>1730892688.pdf</u>

Printing And Photocopying Service - Photocopying; Onsite; 5; 1; With Operator; Paper To Be Provided By Service Provider; A4 (21.0 X 29.7); 75-85; JK Copier; Monochrome (15000)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values		
Core			
Type of Service Required	Photocopying		
Installation of Machine	Onsite		
Number of Working Days in a week	5		
Shift for Operating Machine	1		
Operator	With Operator		
Paper	Paper to be provided by service provider		
Size of Paper(In CM)	A4 (21.0 x 29.7)		
Paper Thickness in GSM 75-85			
Brand of Paper	JK Copier		
Colour Type	Monochrome		
Capacity of the machine for dispensing the pages per day	500-1000		
Resolution (DPI)	150		
Age of Machine	1 year to 2 years		
Buyer will pay for Electricity Bill	Yes		
Cartridge	To be provided by Service Provider		
Addon(s)/एडऑन			
Spiral Binding Required	NA		

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती / रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Estimated Number of Pages per month	Additional Requirement/अतिरिक्त आवश्यकता
1	V CHANDRASEKAR	600077,ICMR-NIE, R-127, 3rd Avenue, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Near Ambattur, Chennai, Tamil Nadu 600077 DIRECTIONS: From Dunlop, Ambattur Turn left near Ambedkar Statue, Travel straight about 2 kms, take right near Annachi Lalackadai, take left near pillaiyar temple and travel to Ration Shop. (opp to Ration Shop and next to Narcotics Bureau is ICMR - NIE) Contact: Security No: 044-26136470	15000	Number of months within contract period : 12

Printing And Photocopying Service - Photocopying; Onsite; 5; 1; With Operator; Paper To Be Provided By Service Provider; A4 (21.0 X 29.7); 75-85; JK Copier; Monochrome (15000)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values		
Core			
Type of Service Required	Photocopying		
Installation of Machine	Onsite		
Number of Working Days in a week	5		
Shift for Operating Machine	1		
Operator	With Operator		
Paper	Paper to be provided by service provider		
Size of Paper(In CM)	A4 (21.0 x 29.7)		
Paper Thickness in GSM	75-85		
Brand of Paper	JK Copier		
Colour Type	Monochrome		
Capacity of the machine for dispensing the pages per day	500-1000		
Resolution (DPI)	150		
Age of Machine	1 year to 2 years		
Buyer will pay for Electricity Bill	Yes		
Cartridge	To be provided by Service Provider		

Specification	Values	
Addon(s)/एडऑन		
Spiral Binding Required	NA	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Estimated Number of Pages per month	Additional Requirement/अतिरिक्त आवश्यकता
1	V CHANDRASEKAR	600077,ICMR-NIE, R-127, 3rd Avenue, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Near Ambattur, Chennai, Tamil Nadu 600077 DIRECTIONS: From Dunlop, Ambattur Turn left near Ambedkar Statue, Travel straight about 2 kms, take right near Annachi Lalackadai, take left near pillaiyar temple and travel to Ration Shop. (opp to Ration Shop and next to Narcotics Bureau is ICMR - NIE) Contact: Security No: 044-26136470	15000	Number of months within contract period : 12

Printing And Photocopying Service - Photocopying; Onsite; 5; 1; Without Operator; Paper To Be Provided By Service Provider; A4 (21.0 X 29.7); 75-85; JK Copier; Monochrome (15000)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values		
Core			
Type of Service Required	Photocopying		
Installation of Machine Onsite			
Number of Working Days in a week	5		
Shift for Operating Machine	1		
Operator	Without Operator		
Paper to be provided by service prov			
Size of Paper(In CM)	A4 (21.0 x 29.7)		

Specification	Values		
Paper Thickness in GSM	75-85		
Brand of Paper	JK Copier		
Colour Type	Monochrome		
Capacity of the machine for dispensing the pages per day	500-1000		
Resolution (DPI)	150 1 year to 2 years Yes To be provided by Service Provider		
Age of Machine			
Buyer will pay for Electricity Bill			
Cartridge			
Addon(s)/एਤੁਮੱਕ Spiral Binding Required NA			

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती / रिपोर्टिंग अधिकारी	Address/पता	Estimated Number of Pages per month	Additional Requirement/अतिरिक्त आवश्यकता
1	V CHANDRASEKAR	600077,ICMR-NIE, R-127, 3rd Avenue, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Near Ambattur, Chennai, Tamil Nadu 600077 DIRECTIONS: From Dunlop, Ambattur Turn left near Ambedkar Statue, Travel straight about 2 kms, take right near Annachi Lalackadai, take left near pillaiyar temple and travel to Ration Shop. (opp to Ration Shop and next to Narcotics Bureau is ICMR - NIE) Contact: Security No: 044-26136470	15000	Number of months within contract period : 12

Printing And Photocopying Service - Photocopying; Onsite; 5; 1; Without Operator; Paper To Be Provided By Service Provider; A4 (21.0 X 29.7); 75-85; JK Copier; Monochrome (10000)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values		
е			
Type of Service Required	Photocopying Onsite 5		
Installation of Machine			
Number of Working Days in a week			
Shift for Operating Machine	1		
Operator	Without Operator		
Paper	Paper to be provided by service provider A4 (21.0 x 29.7) 75-85 JK Copier Monochrome 500-1000 150		
Size of Paper(In CM)			
Paper Thickness in GSM			
Brand of Paper			
Colour Type			
Capacity of the machine for dispensing the pages per day			
Resolution (DPI)			
Age of Machine	1 year to 2 years		
Buyer will pay for Electricity Bill	Yes		
Cartridge	To be provided by Service Provider		
Addon(s)/एडऑन Spiral Binding Required NA			

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं. Consignee Reporting/Office परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Estimated Number of Pages per month	Additional Requirement/अतिरिक्त आवश्यकता
--	-------------	--	--

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती / रिपोर्टिंग अधिकारी	Address/पता	Estimated Number of Pages per month	Additional Requirement/अतिरिक्त आवश्यकता
1	V CHANDRASEKAR	600077,ICMR-NIE, R-127, 3rd Avenue, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Near Ambattur, Chennai, Tamil Nadu 600077 DIRECTIONS: From Dunlop, Ambattur Turn left near Ambedkar Statue, Travel straight about 2 kms, take right near Annachi Lalackadai, take left near pillaiyar temple and travel to Ration Shop. (opp to Ration Shop and next to Narcotics Bureau is ICMR - NIE) Contact: Security No: 044-26136470	10000	Number of months within contract period : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director NIE payable at Chennai

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Director NIE payable at Chennai

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Director NIE
Account No.
0936201002864
IFSC Code
CNRB0000936
Bank Name
Canara Bank
Branch address
Ambattur Branch

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

- 8. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
- 9. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.

10. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

11. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

12. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

13. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Director NIE payable at Chennai

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

14. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director NIE. Chennai

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

15. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director NIE
Account No.
0936201002864
IFSC Code
CNRB0000936
Bank Name
Canara Bank
Branch address
Ambattur Branch

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

16. Generic

- 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- 2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

17. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

PRINTING AND PHOTOCOPYING SERVICE AT ICMR - NIE TERMS & CONDITIONS

- 1. The Photocopier Machines to be supplied by the firm should be digital only and should be of reputed make like Canon, Toshiba, Kyocera, Samsung, Epson, Sharp, Ricoh, etc.
- 2. The Photocopier Machine to be supplied should have facilities such as
 - RAM in MB 512 MB minimum
 - Zoom Range 25% to 400% (1% increment)

- Resolution minimum 150 DPI
- Speed Copying (No. of copies per min) minimum 35 ppm (B & W)
- A4 / Legal / A3 Size Printing
- Duplex Printing (Front and Back)
- Network Printer and Scanner feature
- With Touch Screen
- Digital Locking Facility with Password
- Provision for printing of documents, forms, certificates etc should be available
- Automatic document feeder
- 3. The Service Provider has to submit the invoices of all those photocopier machines which are to be installed to ensure the manufacturing and purchase date of the photocopier machines.
- 4. The Photocopier Machines to be supplied by the Service Provider should be installed at ICMR NI E, Chennai as per our requirements and the contractor shall have to supply lift off / shift from on e place to another / replace photocopier machine as and when required by the Office during the contract period.
- 5. The contract will be for a period of one year initially. NIE reserves the right to extend / curtail the contract without assigning any reason or giving prior notice.
- 6. The contract with the Service Provider be terminated if the services provided are not found satisf actory or if complaints are not attended in time bound manner. Refusal or inability or delay by the successful bidder to undertake the said work at the contracted rate may result in termination of the contract and disqualification of the bidder from participating in future tenders.
- 7. Service Provider should be registered with relevant authorities (Registration with Sales Tax, TIN Number, Service Tax Number, GST Number, etc) and should have filed Income Tax returns for the last three years (copies of both the documents should be attached).
- 8. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance . It may be specifically noted that unrealistic rates shall not be entertained and reasonability of r ates shall be ascertained according to the work.
- 9. The Service Provider has to abide by all the terms and conditions given in the bid documents an d scope of work.
- 10. <u>Maintenance</u>: Complaints lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day failing which a penalty **at pro-rata basis** per photocopier per machine will be recovered from hiring charges till the complaint is attended to and the photocopier machine made fully functional. In case, performance of a machine is found to be unsatisfactory i.e., it is giving frequent troubles, vendor will be required to provide suitable replacement of the machine immediately. During the currency of the contract period, it will be the responsibility of the contractor to keep the equipment in perfect working order.
- 11. While all endeavours will be made by the institute to ensure the Photocopiers of the contractor f ree from any physical damages, the responsibility of replacement of the same shall be of the contractor without any extra cost if it occurs in any unavoidable situations.
- 12. In case, any photocopier machine is to be taken out for repair by the firm, a standby machine of same/higher configuration shall be provided by the Service Provider free of cost.
- 13. The antecedents of person deployed for maintenance if any, should be properly verified and the ir details (name, address, photographs, phone numbers etc.) will have to be provided to this offic e.

- 14. Punctuality to duty and unauthorized absence will be viewed seriously.
- 15. Behaviour of personnel employed by the contractor shall in no way be detrimental to the administration. The contractor shall provide personnel of good character, physically fit, efficient, well behaved and skilful in their duties.
- 16. <u>Payment:</u> The payment of hiring charges for photocopier machines will be made on monthly bas is based on the performance certificates to be obtained from the users, which will be submitted a long with the tax invoice. In case of non-satisfactory performance, the amount as deemed appropriate will be deducted from the total bill as decided by the competent authority.
- 17. No advance payment shall be made in any case. Payment will be made 100% upon submission of invoice on monthly basis, in the following month.
- 18. Service Provider shall be solely responsible for payment of wages/salaries other benefits and all owances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc
- 19. The monthly bills of the contractor shall be computed based on the total copies executed in a m onth. The contractor / agency shall bear all the maintenance charges of the toner, consumables, spare parts, photocopy paper, stationery etc.
- 20. The Cost per additional page exceeding the Estimated No. of pages per month shall be paid at the rate as per the below calculation.
 - Cost per additional page exceeding the Estimated No. of pages per month Cost quoted for Printing & Photocopying Ser vice per 100 pages / 100

The minimum rate quoted for Printing & Photocopying Service shall only be considered for calcul ation of cost per additional page exceeding the estimated No. of pagers per month for all the Photocopier Machines.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- 4. Creating BoQ bid for single item.
- 5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- 6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- 7. Floating / creation of work contracts as Custom Bids in Services.
- 8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
- 9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.

- 10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 11. Creating bid for items from irrelevant categories.
- 12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 13. Reference of conditions published on any external site or reference to external documents/clauses.
- 14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
- 15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the <u>General Terms and Conditions/सामान्य</u> नियम <u>और शर्त</u>, conditions stipulated in Bid and <u>Service Level Agreement</u> specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्ते is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---