

NATIONAL POWER TRAINING INSTITUTE

(An ISO 9001:2000 Organization, Ministry of Power, Govt. of India)

Power Systems Training Institute

BANGALORE – 560 070



BID DOCUMENT FOR PHOTOCOPY WORK and SPIRAL BINDING

Open Tender No.1/Training Aid Equip/1/PSTI/Stores/2016

Dated: 25.05.2016

Cost: Rs.200/- (Non – refundable)

Earnest Money Deposit: Rs.12000/-

Sl. No. :

Issued to :

NATIONAL POWER TRAINING INSTITUTE

(An ISO 9001:2000 Organization, Under Ministry of Power, Govt. of India)

Power Systems Training Institute

BANGALORE – 560 070

Section – I

DOMESTIC COMPETITIVE BIDDING

(Through call of open Tenders)

Tender No.1/Training Aid Equip/1/PSTI/Stores/2016

Date: 25.05.2016

Name of Work	:	PHOTOCOPY WORK and SPIRAL BINDING
Estimated cost of the work	:	Rs 6.00Lakhs
Cost of Tender Form	:	Rs.200/- (Non-refundable)
Earnest Money Deposit	:	Rs.12,000/- by Demand Draft drawn in favour of 'Director, PSTI' payable at Bangalore
Period of Sale of Bid Document	:	30.05.16 to 21.06.16 up to 05.00 PM
Last Date & Time for receipt of Bid	:	22.06.16 at 12.00 hrs
Time & Date of Opening of Bid	:	22.06.16 at 16.00 hrs
Place of Opening of Bid	:	PD Chamber, PSTI, Bangalore
The tender documents can be obtained from:	:	Office of the Principal Director, PSTI, Bangalore
Tender documents can be submitted at	:	Tender box kept at the office of the Director, PSTI, Bangalore
Tenders addressed to	:	The Principal Director, National Power Training Institute, Power Systems Training Institute, Bangalore – 560 070

INVITATION FOR BID

Open Tender No.1/Training Aid Equip/1/PSTI/Stores/2016

Date: 25.05.2016

1. On behalf of Competent Authority of National Power Training Institute, the Principal Director, Power Systems Training Institute, Bangalore invites sealed bids through open Tenders from reputed dealers/ firms/ resourceful firms etc. satisfying the eligibility criteria for PHOTOCOPY WORK and SPIRAL BINDING as specified in the bid document. The scope of service and specifications for 'PHOTOCOPY WORK and SPIRAL BINDING' are mentioned at terms and conditions for the bids under "Section IV" of this bid document.

2. The bid document can be obtained on written request from the office of Deputy Director cum Training incharge, P.O. Box No. 8201, Subramanyapura Road, Banashankari II Stage, Bangalore – 560 070 from 30.05.16 to 21.06.16 up to 05.00 PM on working days on payment of Rs.200/- (Non-refundable) towards the cost of bid document, by means of Cash/ demand draft/ bankers cheque drawn in favour of "Director, PSTI". The tender forms can be downloaded from any one of the following websites:

- i. <https://www.kar.nic.in/psti> or
- ii. <https://www.npti.in>

The tender forms can also be had by mail from pstinpti@yahoo.com. In all such cases, the bidders shall enclose a demand draft for Rs.200/- towards cost of bid document along with their technical bid.

3. Sealed quotations along with Earnest Money Deposit (EMD) of Rs.12000/- shall be submitted at the tender box kept at the office of the Principal Director, PSTI, Bangalore latest by 22.06.2016 up to 12:00 Hrs. The tenders will be opened on 22.06.2016 at 16:00 hrs. on the same day at Principal Director's chamber, PSTI, Bangalore.

4. Successful Tenderer have to deposit 10% security amount of the contracted value of work after adjustment of EMD to PSTI, at the time of signing the agreement.

**Sd/-
Deputy Director
Training Incharge
PSTI, Bangalore**

INSTRUCTIONS TO BIDDERS

1. **Eligibility criteria is as follows:** Experience having successfully completed similar works with Central/ State Govt. Departments / Research institutions during the last five years ending last day of the previous month to the one in which applications are invited.

i. Three similar works each of value not less than Rs.2.40 lakhs i.e. 40% of the estimated cost put to tender

or

ii. Two similar works each of a value not less than Rs.3.6 lakhs i.e. 60% of the estimated cost put to tender

or

iii. One similar work of value not less than Rs.4.8 lakhs i.e. 80% of the estimated cost put to tender

and

iv. Proof of such work(s) must be provided in the Technical Bid.

1. The quotations may be sent by post or delivered at inward of our office premises.
2. Interested agencies are requested to submit their quotation/ tender in two parts in two separate sealed covers, one containing “Technical Bid” and the other containing “Price Bid”. Both these bids should be kept together in another sealed cover superscribed as “**Quotation for PHOTOCOPY WORK and SPIRAL BINDING**”. The format of the Technical Bid and Price Bids is enclosed as Annexure ‘A’ and Annexure ‘B’ respectively.

3.1 Check List for Technical Bid

- a. Cost of tender document
- b. E.M.D
- c. Signed copy of tender document
- d. Vendor details in Annexure – A
- e. Xerox copy of documents for eligibility mentioned in Annexure – A

3.2 Check List for Price Bids

- a. Signed copy of Price Bid as mentioned in Annexure ‘B’.

4. The quotation in sealed cover should be sent to this Office, addressed to the **Principal Director, Power Systems Training Institute, Subramanyapura Road, PB No.8201, Banashankari II Stage, Bangalore – 560 070.**

5. The quotation in the sealed cover containing the price bid and technical bid must reach the designated office on or before 22.06.2016 before 12.00 hours. Bids received after the due date/ time shall not be entertained.

6. The received bids shall be opened in this office on 22.06.2016 at 16.00 hours in the presence of the authorized representatives of the bidders. All the bidders are informed to be present in person or through an authorized representative on the afore mentioned time and date in this office.

7. Incomplete quotation or bids not accompanied with the required and supporting documents or quotation not contained in a sealed envelope or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
8. This office reserves the right to reject any bid without assigning any reason.
9. The validity of the quotation shall be for 3 months from the date of opening.
10. The rates quoted shall be valid for two years from the date of awarding the work of **PHOTOCOPY and SPIRAL BINDING** by the Power Systems Training Institute, Banashankari II Stage, Bangalore – 560 070.
11. The price bid must mention the rates to be charged by the agency as per the terms & conditions for bids furnished in Section IV.
12. **SECURITY DEPOSIT** shall be collected from the successful tenderer. The rate of security deposit is 10% of the contracted value for one year.
13. The security deposit shall be furnished before start of work by the contractor.
14. The security deposit shall not carry any interest.
15. Security deposit shall be refunded only after successful completion of the contract for PSTI's satisfaction.

Terms & Conditions for the Bids

1. The service provider shall agree to and sign the following terms & conditions:
2. The bidder must be a registered firm/ company and must have served at least one govt. organization during the last five years. Copies of the contractual agreement entered into with Govt. organizations/ PSU should be attached with the technical bids.
3. In the event of any unsatisfactory performance, either of the photo copy work or spiral binding and / or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.
4. In case of any dispute concerning the photo copy work and spiral binding by this office from the service provider the decision of the Principal Director, PSTI, Bangalore shall be final and binding. The Principal Director also reserves the right to secure the fulfillment of other conditions, not expressly mentioned herein which are otherwise consistent and necessary with the photo copy work and spiral binding.
5. Income Tax as applicable from time to time shall be deducted from each admitted bills.
6. Payment shall be made every month in respect of total quantity of work done in preceding month as per rate approved in the tender. Contractor shall submit running bills once in a month to the officer in charge of the work. Normally bills are paid within 30 days of the receipt of bill. The bill must be submitted in Duplicate.
7. The Contractor (Photo copier agency) shall not disclose any information or data to any party other than the authorised nominees of department and ensure maintenance of strict security and sanctity of the letters and documents photocopied.
8. The paper used for photocopies must be **75 GSM** of standard make and best quality like **‘Modi’/‘J.K.’ brand**. In the event of substandard or poor quality of paper, the competent authority NPTI/PSTI Bangalore reserves the right to reject the work or impose any penalty or forfeit the security as deemed fit and the firm may be blacklisted.
9. The NPTI/PSTI shall be final judge of the quality of the work. Incharge of the work has the right to reject the work done of poor or faded/blurred quantity as per the requirement of the work. **Copies must be neat, clean, clear & legible**. The photocopy of the papers given in sets has to be photocopied, stapled in a set as per requirement by the office. Incharge of the work may also prohibit the use of such operator whose behaviour is improper & unsustainable.
10. **The tender shall be valid for two years from the date of awarding the work. The period can be extended for further period of one year on the same terms and conditions by the competent authority.**
11. Pre-conditions with the tenders or any condition put forth after acceptance of tender shall not be accepted.
12. No rate revision will be allowed for any reasons during the period of contract/extended period.
13. The contractor (photo copy agency) shall not assign the work or any portion there of to any other company.
14. The competent authority NPTI/PSTI, Bangalore has right to accept/reject any tender/tenders without assigning any reason(s) what so ever.
15. The Notice Inviting Tender shall form part of the contract document. The successful tenderer or contractor on acceptance of his tender by accepting authority shall within 7 days from the stipulated date of start of the work sign the contract agreement consisting Tender document and general conditions of the contract as issued at the time of invitation of tender and acceptance thereof together with any correspondence thereto.

16. In case the contractor fails to provide the service within stipulated time period normally 24 hours NPTI/ PSTI reserves right to get such work done from the available sources at market rates and in such cases the difference in rates will be deducted from either the pending bills or security deposit lying with the department.
17. The competent authority of NPTI/PSTI, Bangalore reserves the right to cancel and terminate this contract at any time. If after commencement of work the contract is terminated for improper work and slow progress the full security deposit shall be forfeited to the NPTI/PSTI in addition to the recovery of penalty for delay.

B.VENKATA SUBBAIAH
Deputy Director
Training Incharge

VENDOR DETAILS

1	Full name of the firm (In Capital Letter)	
2	Full postal address	
3	Telephone/ Mobile No./FAX Nos.	
4	Is the firm Proprietary/ Partnership /Ltd. company	
5	In case of Proprietary Firm, Name of proprietor	
6	In case of a Partnership Firm, name of Partners (Attested copy of the Partnership deed is to be enclosed)	
7	KST/CST / Service Tax No wherever applicable of the Firm (Photocopy of the registration is to be enclosed)	
8	PAN No.	
10	*Details of experience in photo copying work	

* Attach relevant documents

It is certified that the above-mentioned particulars are true and correct to the best of my/our knowledge

“I have read the terms & conditions of the tender notice and agree to abide by them”.

Signature:

Name of Authorized Signatory:

Seal/ Stamp:

Date:

Price Bid

To
Deputy Director
Training Incharge
NPTI/PSTI, Bangalore

Sub- Bid for Photo copy work as per your NIT

Sir,

I have gone through your NIT with all terms & conditions thoroughly, and I offer my rates as under:

S.No	Description	Single side /Both side	Minimum No .of Pages	Rate Rs
1	Photo copy of laser quality on A4 size 75 GSM 'Modi'/'J.K.' brand paper	Single		
2	Photo copy of laser quality on A4 size 75 GSM 'Modi'/'J.K.' brand paper	Both		
3	Photo copy of laser quality on A3 size 75 GSM 'Modi'/'J.K.' brand paper	Single		
4	Photo copy of laser quality on A3 size 75 GSM 'Modi'/'J.K.' brand paper	Both		
5	Spiral Book Binding on A4 size book		Less than 100	
6	Spiral Book Binding on A4 size book		Greater than 100 and less than200	
7	Spiral Book Binding on A4 size book		Greater than 200	

“I have read the terms & conditions of the tender notice and agree to abide by them”.

Signature:

Name of Authorized Signatory:

Seal/ Stamp:

Date: