

Malaviya National Institute of Technology Jaipur

NOTICE INVITING QUOTATIONS

RFQ Notice No. MNIT/DSW/2011

SCHEDULE AND SPECIFICATIONS

Sealed quotations are invited for providing the following services at MNIT Jaipur

Name of service:	Rate contract for hiring of printing and photocopying services
Cost of Tender Document:	Nil
Sale of Tender Document:	To be downloaded from the Institute website
Contract Period:	01 Year, extendable by one year at a time, maximum up to 03 Years
Date & Time of receiving tenders:	Time up to 3.00 P.M. Date: 22.12.2011
Date & Time of Opening tenders:	4.00 P.M. Date: 22.12.2011
Place of receiving and opening tender:	Assistant Registrar (Stores) MNIT Jaipur

Schedule – H

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR **Terms and Conditions of contract**

1. MNIT Jaipur intends to come into contract with service providers on a non-exclusive basis to provide photocopying, printing, binding and allied services for the benefit of their students residing in the campus. The institute would provide space for the same at nominal cost. The complete machinery, manpower, accounting management and material have to be provided by the service provider.
2. The tenderer shall have to clearly mention in bold letters the name of the service on the top of the sealed envelope containing tender document. The tender should preferably be submitted in the printed envelope of the tenderer otherwise he shall have to print his rubber seal stamp on the envelope. The tender document shall be submitted by the tenderer along with his printed covering letter of the firm.
3. The attested copies of the following documents must be submitted by the tenderer along with his tender document:
 - (A) Sales Tax clearance certificate upto 2011 with TIN number
 - (B) Income Tax return for last three years 2008-09, 2009-10 and 2010-11
 - (C) Tenderer should have preferably worked with government organisations/ education institutes of higher learning. List of major works of similar nature having completed satisfactorily during last three years with supporting documents should be submitted.
 - (D) The total turnover of the tenderer for the last three financial years should be Rs. 10 lacs atleast each year for similar works.
 - (E) Permanent Account Number of the Tenderer.
4. Earnest money **Rs. 10,000/-**, in the form of D.D. in favour of Registrar, MNIT, Jaipur should be enclosed with tender submitted to the institute. Tenders submitted without earnest money shall not be entertained.
5. Conditional tenders shall not be considered.
6. The tenderers are advised to first inspect the site of work and fully understand very carefully about the conditions of site and nature of the work, so as to give superior quality work to institute before submitting tender. The services shall have to be carried out to the entire satisfaction of MNIT Jaipur.
7. The service shall have to be started within ten days from the date of issue of work order. In case, if the work is not started within above period, the earnest money shall be forfeited.
8. The service provider shall adopt all safety measures, which are essential for providing the said services. The Institute shall not be responsible for any mis-happening, if occurred while providing the said services; this may please be noted very carefully. The service provider is advised to have the insurance of his staff / workers against any mis-happening while providing the said services at his own level.
9. All legal proceedings, if necessity arises to institute may be any of the parties (Institute or Contractor) shall have to be lodged in the courts situated at Jaipur and not elsewhere.
10. The undersigned is not bound to accept the lowest tender and may reject any tender or any part of the tender giving justification for such an action.

11. The quoted rates should be valid for 60 days atleast from the date of opening of the tender.
12. The rates must be quoted item-wise by giving Serial No. of our enquiry letter.
13. The quotations should preferably be sent duly typed.
14. Successful bidder will have to furnish a Performance security of Rs. One Lac, valid for the period of contract plus three months in the form of Bank's Guarantee, from a Nationalized Bank, in favour of Registrar, MNIT Jaipur.
15. MNIT reserve the right to club or divide work and/or accept or reject summarily any or all tenders in whole or in part without assigning any reason whatsoever.
16. The rates quoted by the tenderer for various services shall be on yearly basis, inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.
17. Services have to be provided on non-exclusive basis, i.e. MNIT Jaipur reserves the right to get services from other service providers also, if it feels the necessity for the same.
18. Additional Services as felt necessary by MNIT Jaipur may be requested on a non-exclusive basis.
19. MNIT Jaipur would charge a nominal rate of Rs. 500/- per month as rent for space provided.
20. The institute would provide them with building and water supply. The electricity connection has to be obtained by the service provider at his own cost and shall be charged as per the Institute rules.
21. Paper used in printing and photocopying should not be below 70 G.S.M.
22. Paper used for plotting should not be less than 80 G.S.M.
23. Printing and photocopying on transparency sheets has to be provided at same rates, excluding the cost of transparency sheets.
24. The usual timings would be 8 AM to 11 PM, with necessary breaks (Maximum 2 hours). The contractor has to work on all days, except national holidays. Any changes in timings would be mutually agreed upon.
25. MNIT Jaipur would not be responsible for any bad debts.
26. The Penalty Clause is as under :-
 - (a) Should the service provider fails to provide the said services for a specific period, the Institute may, at its discretion, impose a penalty, for period of delay as stated below:
 - Delay up to 05 hours: no penalty
 - Delay exceeding 05 hours, but not exceeding 24 hours: Rs. 100 per working hour
 - Delay exceeding 24 hours : Rs. 200 per working hour
 - (b) In case of failure to provide services above five working days, the institute shall be free to cancel the contract and
 - (c) If the quality of services is not found satisfactory, the services shall be got done from another agency / service provider at the risk & cost of the service provider.
27. The agreement can be terminated only by written notice of not less than one month by either party. However, if the services provided by the service provider are not found to be satisfactory, the contract can be terminated by MNIT Jaipur with seven days notice. In such

an eventuality, the security deposit submitted to MNIT Jaipur by the service provider will be forfeited.

28. (a) The service provider shall be responsible for the proper behavior of the persons deployed by him and exercise control over them. He shall also be bound to prohibit and prevent his employees for taking any direct or indirect interest and/ or support, assist, maintain or help any person or persons engaged in any anti-social activities, demonstrations, riots or agitations which may in any way be detrimental or prejudicial to the interest of MNIT Jaipur, community or of the proprietors or occupiers of land / properties in the neighborhood. In the event of any such action, service provider shall keep MNIT Jaipur harmless and indemnified from an consequential claims, actions, suits, proceedings, losses or damages on any ground whatsoever.
- (b) Any person deployed by the service provider for carrying out the contractual obligation under this contract on entering the office premises shall be properly dressed and carry Identify Card.
- (c) In case of MNIT Jaipur considers any person deployed by the contractor for discharge of his contractual obligations under this Contract as undesirable, it shall inform the service provider who in turn should withdraw such person immediately and make alternative arrangements.
- (d) Any failure on the part of the service provider at any time to enforce the strict observance of the performance of any of the terms and conditions of this Contract or nonexercise of any right mentioned in the Contract shall not constitute a waiver of such terms, conditions of rights and shall not effect or deprive MNIT Jaipur to exercise the same at any later date.

29. **Labour Law Compliance**

- a) Any person engaged by the service provider to discharge his contractual obligations shall be on his pay roll and be paid by him and MNIT Jaipur shall have no liability whatsoever in this regard. The service provider shall make regular and full payment of wages & salaries to the persons engaged by him as required under law. The service provider should ensure payment of minimum wages and revise the same as and when amended by the authorities.
- b) The service provider shall not deploy any person less than 18 years of age for discharge of his contractual obligations and shall not pay less than what is prescribed under law.
- c) The service provider shall indemnify MNIT Jaipur against all losses or damages, if any, caused to it on account of acts of the personnel deployed by him.
- d) It shall be the sole liability of the service provider to obtain and to abide by all necessary licenses/permissions from the concerned authorities as provided under the various labour legislation including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act,1970.
- e) The service provider shall discharges obligations as provided under various applicable statutory enactment including the Employees Provident Fund &
- f) Miscellaneous Provisions Act,1952, the Employees State Insurance (ESI) Act,1948, the Contract Labour (Regulation and Abolition) Act,1970, the Interstate Migrant workmen (Regulation of employment & conditions of service) Act,1979, the Minimum Wages Act,1948, the Payment of Wages Act,1936, the Workmen's Compensation Act,1923 and other relevant Acts, Rules and Regulations enforced

- from time to time.
- g) The service provider shall be responsible for required contributions towards P.F., Pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service and shall deposit these amounts on or before the prescribed dates. The service provider shall submit the proof of depositing the employees' and employer's contributions.
 - h) The service provider shall regularly submit all relevant records/documents to MNIT Jaipur for verification and upon such satisfaction only, MNIT Jaipur will allow continuation of services at its permises.
 - i) The service provider shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the subsequent month.
 - j) The service provider shall be directly responsible and indemnify MNIT Jaipur against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by the service provider.
 - k) The service provider shall indemnify MNIT Jaipur against all losses or damages, if any, caused to it on account of acts of the personnel deployed by the service provider.
 - l) The service provider shall ensure regular and effective supervision and control of the personnel deployed by him and give suitable direction for undertaking the contractual obligations.
30. The service provider shall provide an undertaking for easement without any claim to MNIT at the time of award of the contract. The services shall be monitored through the office of Dean (SW) for effective compliance of regulations and quality of services.

The service provider shall provide undertaking for agreeing the above clauses of compliance.

31. At the time of bidding provide the following documents (Checklist)

31.1 Sales Tax clearance certificate with TIN Number

31.2 Copy of balance sheet showing he turnover as per

31.2 Copy of IT returns with PAN Number

31.3 EMD by DD for Rs.10000/=

31.4 Copy of similar Service Order

31.5 Undertaking of compliance requirement as per the RFQ terms and conditions above

32. The contract will initially be for a period of one year, extendible only for two more years (year by year basis), one year at a time subject to condition that both the parties compulsorily for extending the terms resign the contract.

If the Bid document is incomplete and requisite documents are not attached then NIT shall remain liable to be rejected.

PROFORMA FOR QUOTING RATES FOR VARIOUS SERVICES (Price Bid)

(With Operator, Machine and Material)

(A) Printing of documents:

S. No.		Black and White	Colour
1.	Per page side onto A4 size		
2.	Per page side onto A3 size		
3.	Discount for Duplex printing		

(B) Photocopy of paper documents:

S. No.		Black and White
1.	Per page side onto A4 size	
2.	Per page side onto A3 size	
3.	Discount for Duplex photocopy	

(C) Digital Scanning of documents and providing a soft copy (By mail):

S. No.		Colour / Black and White
1.	Per page side from A4 size	
2.	Per page side from A3 size	

(D) Plotting of Large Format Documents on paper:

S. No.		Colour	Black and White
1.	Per page side onto A0 size		
2.	Per page side onto A1 size		

(E) Lamination:

S. No.		
1.	Per page A4 size	

(F) Binding:

S. No.		Upto 100 pages	100-300 pages	Above 100 pages
1.	Spiral Binding Per book A4 size			
2.	Hard Binding Per book A4 size			