



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस. 2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ०प्र०)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner

Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

F. No. NSEZA/21/2013

Dated:21.02.2019

NOTICE INVITING e-QUOTATIONS

Subject: e-Quotation for outsourcing of photocopying work regarding.

e-quotations are invited from reputed and financially sound(having turnover of 15 lakh per year) firms for photocopying work on outsource basis in the Office of Development Commissioner, NSEZ, Noida Dadri Road, Phase-II, Noida initially for a period of one year from the date of award of contract on the terms & conditions enumerated in the following paragraphs. The tender document can be down-loaded from the website-www.nsez.gov.in. The schedule of receipt/opening of bids is as under: -

Last date & Time for receipt of bids **07.03.2019 up to 3:30 PM.**

Date & time for opening of bids: **07.03.2019 up to 04:00 PM**

2. The tender is required to be submitted under two bid system i.e. Technical Bid and Financial Bid. Interested firm/individual should submit their e-quotations through e-tendering module available on the NSEZ website www.nsez.gov.in
3. The Bids will be opened on the same day at 04:00 P.M. in the Conference hall, Service Centre building, NSEZ. Bidders or their representatives are requested to remain present during the opening of the bids. Applications of Technical Bid & Financial Bid are at Annexure-I and Annexure-II respectively.
4. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items and contract will be awarded on common lowest rates.
5. The contract will initially be awarded for a period of one year which can be extended further on same rates, terms & conditions subject to satisfactory services by the firm.
6. The CEO & Chairman, NSEZ Authority has the right to terminate the contract in case of performance and the service rendered by the contractor/ firm is found to be unsatisfactory,by giving a notice of 7 days.



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General Conditions-

1. The firm may require to install at least two photocopier machine or more, if required.
2. The firm should depute one experienced operator cum engineer and he should report to Estate Officer, NSEZ Authority from 9.00 AM to 6.00 PM on all working days. For Sundays/closed holidays, services may be required on demand. However, this is subject to change without prior notice at the convenience of the NSEZ Authority. The firm shall have to provide services beyond the prescribed timings, as and when needed.
3. Space and electricity will be provided by the NSEZ Authority whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm.
4. All the consumables required like toner, drum, spare parts and paper (not less than 75 GSM photocopy of reputed brand) will be provided by the firm.
5. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items and contract will be awarded on common lowest rates.
6. The contractual value of the contract will be paid to the firm on monthly basis on the basis of demand slips and satisfactory performance of the firm during respective period. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the officers concerned, after completion of every month.
7. EMD of the unsuccessful tenderers will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, only after the firm has submitted Performance Security with this office.
8. The EMD shall stand forfeited if a bidder withdraws or amends the bid/ tender or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
9. In case, any prospective bidder has any objection to any of the terms and conditions of this tender, the same may be communicated to the undersigned before the scheduled date and time of opening of the tender. Objection raised after opening of the bids shall not accepted/ considered at all.
10. The CEO & Chairman, NSEZ Authority reserves the right to accept or reject any tender, in whole or in part thereof, without assigning /specifying any reason thereof.

(R.P. Verma)
Secretary



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TECHNICAL REQUIREMENTS FOR OUTSOURCING OF PHOTOCOPYING WORK

The Technical bid should include the following details:

1. Name of the firm
2. Business address of the firm with address proof.
3. Copy of registration (GSTIN No.)
4. The firm should not be blacklisted, terminated & debarred in the past and firm must submit declaration for the same on stamp paper duly notarized.
5. Details of past experience, if any should be attached.
6. Earnest money Deposit of Rs. 20,000/- in form of Demand Draft in favour of "NSEZ Authority" payable at Noida with technical bid.
7. The firm should submit declaration that they are agreed to install two new heavy duty photocopier machine of latest models with duplex facilities, sorting and collating facilities having minimum speed of 55 copies per minutes which is having a facility of printing, photocopying, color scanning.



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ANNEXURE-1

TECHNICAL-BID

PERFORMA FOR SUBMISSION OF TECHNICAL BID FOR PHOTOCOPYING WORK

S. No.	Description	Please indicate the requisite information	Please indicate the page nos of the attached proof/ documents
1.	Name, address of the firm/ Agency		
2.	Name of the proprietor/Partners of the Agency/ Firm		
3.	Copy of registration (GSTIN No.), if any.		
4.	Declaration that the firm is not blacklisted, terminate & debarred in the past and firm must submit declaration for the same on stamp paper duly notarized.		
5.	The firm should submit declaration that they are agreed to install two new brand photocopier machine of 55 CPM which is having a facility of printing, photocopying, color scanning & Lan networking and give declaration for the same		
6.	Details of EMD		

NOTE:

1. If any of the details submitted by bidder are found to be incorrect/false then the firm will be blacklisted with the name of proprietor with wide circulation.
2. All documentary proofs to be enclosed for above items failing which, tender document will be rejected forthwith.
3. I hereby agree to abide by all the terms & conditions of the tender document.

Name & designation
Authorized signatory
(With seal of the Age affixed)



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ANNEXURE-II

PROFORMA FOR QUOTING RATES

S. No	Scope of Work	Rate for paper not less than 75 GSM
1.	Photocopying of A4 size Document	
2.	Photocopying of Legal size Document	

NOTE

1. L1 firm, subject to fulfilling conditions of eligibility, will be decided on the basis of lowest rates for majority of items.
2. In case, same /equal rates are received from more than one firm, the contract will be awarded to the firms having more experience in the field.
3. In the event of matching experience, the award of contract will be decided by the TEC (Tender Evaluation Committee) and the decision of TEC shall be final and binding on all.

I hereby undertaken to accept and abide all the terms & conditions of the tender document.

Signature:.....

Name.....

Seal of the firm:.....