

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-07-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-07-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Environment Forest And Climate Change
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Indira Paryavaran Bhawan, Jorbagh Road, Lodhi Road, New Delhi 110003
वस्तु श्रेणी /Item Category	Paper-based Printing Services - RESOGRAPHY; RESOGRAPHY; RESO , Paper-based Printing Services - RESOGRAPHY; RESOGRAPHY; SET MAKING
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	24 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1600000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	40000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	32

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। 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।/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.

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

#### लाभार्थी /Beneficiary :

PAO

Indira Paryavaran Bhawan, Jorbagh Road, Lodhi Road, New Delhi 110003, NA, N/A, Ministry of Environment Forest and Climate Change

(Pay And Accounts Officer Moefcc)

#### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
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 on-line 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 based on competitive prices received in Bid / RA process.

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 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.

8. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

### **Paper-based Printing Services - RESOGRAPHY; RESOGRAPHY; RESO ( 100000 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Printing	RESOGRAPHY
Category of Printing	RESOGRAPHY
Mode of Printing	RESO
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Photocopier Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	71-75 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi
<b>एडऑन /Addon(s)</b>	

#### **अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	100000	<ul style="list-style-type: none"> <li>Number of pages per Item : 1</li> </ul>

**Paper-based Printing Services - RESOGRAPHY; RESOGRAPHY; RESO ( 600000 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Printing	RESOGRAPHY
Category of Printing	RESOGRAPHY
Mode of Printing	RESO
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Photocopier Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	71-75 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi
<b>एडऑन /Addon(s)</b>	

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	600000	<ul style="list-style-type: none"> <li>Number of pages per Item : 1</li> </ul>

## Paper-based Printing Services - RESOGRAPHY; RESOGRAPHY; SET MAKING ( 550000 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Printing	RESOGRAPHY
Category of Printing	RESOGRAPHY
Mode of Printing	SET MAKING
Single/ Double Sided	SET MAKING
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Photocopier Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	71-75 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi
<b>एडऑन /Addon(s)</b>	

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Mishra	110003,2nd Floor, Jal Block, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi	550000	<ul style="list-style-type: none"> <li>Number of pages per Item : 1</li> </ul>

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

### 1. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

### 3. 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.

## अस्वीकरण/Disclaimer

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:-

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- 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)
- Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from irrelevant categories.
- Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---



**No. 18012/3/2023-GA**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**  
**GA Section**

**Indira Paryavaran Bhawan,  
Jor Bagh Road,  
New Delhi - 110003**

**Dated: 4<sup>th</sup> July 2024**

**Notice for inviting BiD on GeM**

**Subject: E-tender for Photocopying & Set Making of Parliament Questions and Answers/other important documents in the Ministry of Environment, Forest and Climate Change (MoEF&CC), Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi.**

**General Terms & Conditions:-** Online GeM Bid, containing, both technical and financial bids, are invited from the Firms interested in Annual Contract for Photocopying & Set Making of Parliament Questions and Answers/other important documents on outsourcing basis in the Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003.

1.1 The bid shall consist of two parts-

(i) Technical Bid

(ii) Financial Bid

1.2 The Financial bids of only technically qualified Bidders shall be opened and no request shall be considered for an extension of the date for opening of Bid.

1.3 The Bid Evaluation Committee shall evaluate the bid documents based on Technical parameters, i.e. per-qualification documents as per Bid conditions. Based on the evaluation, Bidders shall be short-listed and the contract shall be awarded to the firm quoting lowest rates on the composite basis, fulfilling the terms and conditions of the Bid. No documents shall be accepted after the closing date & time of bid.

1.4 The contract shall initially be for a period of two years. The contract can be increased after 2 years as per the GeM provisions, subject to satisfactory performance and on the same terms and conditions. The Ministry also reserves the right to terminate the contract if services are found to be non-satisfactory.

**2. Technical Qualifying Criteria: -**

Only firms with a minimum of three years' experience in providing Photocopy/Scanning/Set making services on an outsourcing basis to Government Departments, PSUs, or the Corporate Sector are eligible to apply. Bidders must submit copies of relevant certificates/documents along with their bid.

2.1 Proof of executing the order of Photocopy/Scanning/Set making work during the last three Financial Years i.e. Years 2021-2022, 2022-2023, and 2023-2024.

2. Bidders must provide proof of having executed Photocopy/Scanning/Set making work related to Parliament Questions and Answers, including set making, amounting to approximately 5 lakh pages per year during the last three financial years (2021-2022, 2022-2023, and 2023-2024).

2.3 The firm must have an annual turnover of ₹24 lakh or more in each of the last three financial years (2021-2022, 2022-2023, and 2023-2024), supported by a certificate issued by a Chartered Accountant

2.4 Copies of Valid Registration of PAN, ITR of last three years, and GSTN as applicable.

2.5 The firm should be registered with ESI/ EPF etc. as per the statutory requirements, wherever applicable, and proof of registration should be enclosed with the technical bid.

2.6 The firm should have not been blacklisted by any Government Ministry/ Department. An undertaking to this effect, duly signed by the concerned person, should be submitted along with the tender documents. This statement, if found to be incorrect in any manner or part thereof, at any stage and even after award of contract, shall result in forfeiture of Earnest Money Deposit (EMD)/ Performance Security Guarantee, and the contract will also be terminated immediately.

2.7 Estimated Tender cost of the Bid is Rs. 16,00,000/- (Rupees sixteen Lakhs only) for two years.

2.8 An EMD of Rs. 40,000/-(Rupees forty thousand only) in favour of Pay and Accounts Officer, MoEF&CC in the form of a demand draft has to be submitted before the last date of submission of the bid, failing which, bid shall be rejected. A copy of the same may be uploaded along with the bid and shall be submitted in GA Section of this Ministry latest by 03:00 PM on **14.07.2025**.

2.9 All the requisite supporting documents are essentially required to be uploaded on GeM portal with copy of bid document.

2.10 The Bidder must thoroughly review all clauses, instructions, terms and conditions, scope of work, specifications, and other relevant details outlined in the Bid Document before submitting their rates on the letterhead, indicating acceptance of these terms and conditions.

2.11 All Bids shall be submitted in accordance with the instructions contained in the Bid Document. Non-compliance of any of the instructions contained in the Bid Document is liable to be rejected.

2.12 Incomplete tenders or tenders without the EMD shall be rejected. MoEF&CC reserves the right to reject any or all quotations without assigning any reason.

### **3. Financial BID :-**

3.1 Online financial Bids of the technically qualified Bidders will be considered.

3.2 Rates shall be quoted inclusive of GST for each item separately in the format prescribed in the Annexure - I.

3.3 The Lowest Bidder (L-1) shall be determined on the basis of the grand total of rates quoted multiplied by quantity for all items.

3.4 Any one or more of the following actions are likely to cause summary rejection of bid:

- i. If the EMD is not found in order or a copy of the EMD is not attached to the Technical Bid.
- ii. Any bid in which rates have not been quoted in accordance with the specified format/details as specified in the Bid Document.

iii. Any effort by a bidder to influence the Ministry in the Bid evaluation, bid comparison or contract award decision.

iv. If all requisite documents are not uploaded along with the Bid.

**4. The brief terms and conditions shall be as follows:-**

4.1 The firm/service provider shall install 3 good quality heavy duty Resography/Digital Duplicator/set making machines of reputed brands having all facilities for set making, back to back Resography, scanning etc, at their own cost in the Ministry of Environment, Forest and Climate Change at Indira Paryavaran Bhawan, Jorbagh Road, New Delhi. The initial requirement is for three such machines to be installed within 7 days from the date of the award of contract/receipt of formal order. The number of requirement of machines may be varied depending upon the workload. The firm/service provider shall provide the Resography machines, manpower/operator, all consumables, all other materials and spares as may be required and to provide copies on 75 gsm branded photocopy papers.

4.2 After preparing resographed copies of the answers of the Parliament Questions, the firm/service provider shall arrange the Parliament Questions and Answers in the order of question numbers as per the list and bind them in booklet form immediately. Ordinarily, 25 sets containing about 100-150 sheets of paper per booklet shall be prepared for each question day of the MOEF & CC. The number of sheets per booklet and number of booklets may, however, vary depending on number of questions for the day. Exact number of booklets shall be intimated by Parliament Section on day to day basis to the representative of the service provider.

4.3 The firm/service provider shall be dealing with answers to Parliament Questions, publication of which in any media before the answers are given on the floor of the House amounts to violation of Rule 53 of Conduct of Business in Lok Sabha. The firm/service provider shall take utmost care in deputing/ nominating an operator/ mechanics and shall ensure that not a single paper is taken/ sent out of the Photocopy room/ area unauthorizedly or contents of answers to the Parliament Questions are not disclosed by any means to any person. Sets of answers and other documents shall be handed over to the staff members of Parliament Section only, as soon as the work is complete and waste papers shall be destroyed by paper shredder machines. The firm/ service provider shall be fully responsible for maintaining total secrecy of works done by them or the operators/technicians engaged by them.

4.4 The firm/service provider shall have to provide a minimum of 02(two) operators, all consumables, all other materials, service and spares as may be required to keep the machines in perfect working condition. The MoEF&CC shall provide only the space to keep the Photocopy machines and the power supply.

4.5 As the Parliament work is of time bound nature, the entire operation of Resography shall be completed within the stipulated time and the desired number of copies/sets will be provided to Parliament Unit in time. However, during the Parliament Session, the firm shall have to provide its services beyond the prescribed office timings and even on Saturday/ Sunday/ or any other Holiday, as and when needed. The firm shall also provide functional Mobile Phone number of its personnel/worker for urgent communications. Any delay will be considered as breach of contract and penalty will be imposed as per clause 4.25. All the machines shall be kept in working condition on all working days and the personnel manning the machine would be available for services during office hours or as per the requirement.

- 4.6 The successful bidder shall have to deposit Performance Security at 5% of the contract value in the form of a Bank guarantee from a commercial bank within 15 days of the award of contract, failing which the contract shall be treated as null and void, and in that case, the EMD shall be forfeited. The Performance Security in the form of a Bank guarantee will be released after 60 days of successful completion of the contract and after adjustment of dues, if any, against the contractor.
- 4.7 TDS and other taxes as applicable shall be deducted from each bill. The documents like PF, ESI etc., as per the extant statutory requirements, have to be submitted in time.
- 4.8 Validity of bid shall be 180 days for finalization of awarding the contract.
- 4.9 For Photocopy/Scanning/Set making work the rate per copy should be quoted, including taxes.
- 4.10 The contractor shall enter into an agreement with the MOEF&CC in non-judicial stamp paper of Rs.100/- for providing the service after conveying the decision of award of the contract.
- 4.11 Failure by the firm/service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future Bid(s) in the MOEF & CC. Besides, the performance security deposited by the contractor shall also be forfeited.
- 4.12 The contractor shall make sets of documents as requisitioned by the competent authority and shall raise monthly bill accordingly.
- 4.13 The contract can be terminated at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this connection, the decision of the Ministry will be final and binding on the firm.
- 4.14 The operators deputed should be soft-spoken, neatly dressed, well-behaved and also have adequate knowledge of Hindi/English.
- 4.15 Persons engaged as operator by the contractor shall be the employees of the contractor for all purposes and shall have no claim / right on Ministry whatsoever.
- 4.16 All statutory payments for the operators of photocopy machines, including salary, EPF, ESI etc. shall be the sole responsibility of the Contractor.
- 4.17 In case of any accident due to any reason with the operator of the machine during discharge of his duties, the responsibility towards the same shall be of the contractor only. Ministry shall not be responsible for such accident in any manner.
- 4.18 The Contractor should have the sufficient stock of papers and consumables with the operator.
- 4.19 All records for photocopying the official documents i.e indent etc. will be maintained by the Contractor and submitted along with the bill as documentary evidence.
- 4.20 In case of breakdown of the photocopying machine. The Contractor will be responsible to provide an alternative machine immediately, failing which the Ministry will be within its right to make alternative arrangements and cost thereof will be adjusted in the next bill.
- 4.21 The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract.

4.22 Contract Agreement and Commencement of Work: Within 15 days from the Date of Issue of Letter of Acceptance, the Successful Bidder will be required to execute the Contract Agreement. However, Contract Agreement can only be signed after submitting the Performance Bank Guarantee. The Successful Bidder shall commence the work within Seven(7) days of the award of the contract.

4.23 The Bidder shall ensure compliance with all relevant Central/State laws and rules as applicable such as Labour Laws and Insurance laws etc. with regard to the contract and shall be solely responsible for the same and shall keep the the Ministry fully indemnified against the liability of any Taxes, interest, penalty etc. if any arising out of any connection with the contract.

4.24 Payment Terms:-

(i) Payment shall be made on a monthly basis for which the contractor shall submit monthly bill/invoice.

(ii) No advance payment shall be made.

(iii) The contractor shall provide all the necessary details as required by the Ministry for passing of Bill/Invoice.

#### **4.25 PENALTY:**

4.25.1 The machines should be operational continuously. In case if any machine becomes defective, the contractor will ensure that the same is repaired immediately/ an alternative arrangement is made immediately of its being defective. If the contractor fails to comply the above, he will have to pay a penalty of Rs.2000/- per machine per day. In case of regular default on this account, the contract may be terminated. Clause 4.20 will also be applicable.

4.25.2 The contractor will ensure the availability of operators continuously. In case if the operator becomes absent, the contractor will provide an alternative arrangement, failing which the contractor will have to pay a penalty of Rs.1000/- per operator per day. In case of regular default on this account the contract may be terminated and firm may be blacklisted. Clause 4.20 will also be applicable.

#### **5. Forfeiture of EMD amount:**

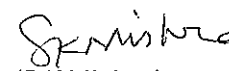
5.1 If the bidder withdraws his bid during the Bid evaluation process; or

5.2 In the case of a successful bidder if the bidder:

(i) Fails to sign the contract,

(ii) Fails or refuses to honour his own quoted price for the work at the specified premises

(iii) In both of the above i.e. para 5.1 & 5.2, the bidder shall not be eligible to participate in any of the future bids issued by MoEF&CC. The decision of the Competent Authority shall be final & binding on the Bidder/ Firm.

  
(S K Mishra)

Under Secretary to the Government of India

### Documents for Submission of Technical Bid

S.No.	Component	Page No.
1	Name & Address of the firm (including Telephone Numbers) in Delhi/NCR	
2	Name & Address of the contact person	
3	Turnover for the last 3 years (Please attach a certificate from CA or audited statement of last 3 years)	
4	Income tax return for the last 3 years	
5	Proof of executing order of Photocopy/Scanning/Set making work during last three Financial Years i.e. Years 2021-2022, 2022-2023, and 2023-2024.	
6	Proof of satisfactory executing order of Photocopy/Scanning/Set making work pertaining to Parliament Question and set making etc of 5 lakh pages per year during last three financial years i.e. Year 2021-2022, 2022-2023, and 2023-2024	
7	Details about the required infrastructure and manpower to undertake the proposed work	
8	Undertaking that the firm has not been blacklisted by any Govt. Department or PSU	
9	GST Registration Number	
10	PAN Card	
11	EMD's DD/Cheque Number, Date and Name of the bank	
12	Registration with ESI/EPF	
13	Any other details which the firm may like to add	

**Ministry of Environment, Forest and Climate Change**  
**Bid for Photocopy/Scanning/Set making work Bid Document**

**Name of the Company along with Address & Telephone No.**

Financial Bid for providing services of Photocopying & Set Making of Parliament questions/other Important documents on an outsourcing basis for the Ministry of Environment, Forest and Climate Change.

(in Rs.)

S.No.	Item of Work	Qty (A)	Rate per copy (Rs.) (B)	Total (A * B)
1.	Photocopy (one side) on A4 size on 75 gsm Branded photocopy paper (Rate Per Page)	1,00,000		
2.	Photocopy (back to back) on A4 size on 75 gsm branded Photocopy paper (Rate Per Page)	6,00,000		
5	Per sheet rate of set making	5,50,000		
	<b>Total cost of bid</b>			

Rates are inclusive of taxes.

Note: The L-1 bidder for the purpose of award of contract will be decided on the basis of total cost of the Bid & as per the feasibility of rates.

I agree with the Terms and conditions of the Bid document.

(Name and signature of authorized signatory with stamp

