

F.No.18015/3/2019-GA
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan
Jorbagh Road,
New Delhi-110003

Dated: 18.12.2019

Subject: E-Tender for providing services of Reprography work of documents on outsourcing basis for the **Ministry of Environment, Forest and Climate Change**.

Tender No. MoEF&CC/Reprography/2019-20
Closing date : 03.00 PM on 17.01.2020

Online/ e-Tenders are invited for providing services of reprography work of documents on outsourcing basis for the **Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi-110003**, as per terms and conditions detailed out in the following paragraphs, from interested firms having requisite experience.

a.	Availability of tender document on website http://envfor.nic.in/ and https://moefcc.euniwizarde.com	
b.	Last date of sale/ downloading of tender document	17.01.2020 at 15:00 PM
c.	Last date of submission of tender	17.01.2020 at 15:00 PM
d.	Technical bid online submission start date.	18.12.2019 at 17:00 PM
e.	Technical bid online submission end date.	17.01.2020 at 15:00 PM
f.	Date and time for opening online technical bids	17.01.2020 at 15:30 PM
g.	Date and time for opening online financial bids for technically qualified bidders.	
i.	Estimated Value of the Contract	60,00,000/-
j.	Registration Charges for One Year	Rs.2360/-(GST Included)
k.	Tender Processing Fee	Rs. 4956/-(GST Included)

Instructions for Online Bid Submission:

Following are the instruction for online bid submission as per the term and conditions of service provider i.e. ITI Limited, a Public Sector undertaking under the Ministry of Information Technology and Communications, Government of India.

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizarde.com> with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by Controller of Certifying Authority (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Technical Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com Mr. Birendra – 9205898228.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders have selected the tenders in which they are interested, they can pay the processing fee Rs. 4956/- GST Included (NOT REFUNDABLE) by net-banking / Debit / Credit card. Thereafter, they may download the required documents / tender schedules, Bid documents etc. Once bidders pay both fee (Registration Fee and Tender Processing Fees), tenders will be moved to the respective “Register” Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

1. **Qualifying Criteria/ Technical Bid**

Only registered and bonafide firms having experience of at least five years in the relevant field of providing Reprography service on outsourcing basis to Government Ministries/Departments/Government organizations/PSUs/Corporate Sector etc need apply. While submitting the tender, the intending tenderer shall have to furnish/ upload to the MOEF & CC self attested copies of following certificates/documents:

- (i) Proof of executing order of Reprography work of 50 lakh pages per year during last three financial years i.e. Year 2016-2017, 2017-18 and 2018-2019. The experience certificates should be issued by officers at the level of Section Officer and above.
- (ii) Annual turnover certificate certified by Chartered Accountant for an amount of Rs.1.00 Crores (Rupees one crore only) or more during the last three financial years, i.e. Financial Year 2016-2017, 2017-18 and 2018-2019.
- (iii) Copies of Valid Registration of PAN, ITR of last three years and GSTN as applicable.
- (iv) The firm should be registered with ESI/ EPF, proof of registration with six months return should be enclosed with technical bid failing which, tender will be disqualify and no further communication will be entertained.
- (v) A copy of details of the firm/ company in case of Partnership Firm, duly attested by notary.
- (vi) An undertaking that the firm has not blacklisted by any Ministry/ Deptt./Govt. Agency/ PSU/ Autonomous Institutions etc.

2. **Financial Bids**

- (i) Only online financial bids of the technical qualified bidders will be considered.

- (ii) Financial bid should include:- The rates against each items separately as per items indicated in annexure- I& II.
- (iii) No documents/ explanation shall be accepted after closing date & time of Financial bid

3. Settlement of Disputes:

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Ministry of Environment, Forest and Climate Change (MoEF&CC) or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of MoEF&CC or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a MoEF&CC employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification re-enactment thereof or any rules made thereof.

The venue of Arbitration proceeding shall be office of MoEF&CC at New Delhi or such other place as the arbitrator may decide.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1986 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The courts of Delhi only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

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

- (a) The firm/service provider is required to install heavy duty new Reprography machines of reputed brands having minimum speed of 60 copies per minute and all facilities for set making, back to back reprography, 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 03 (three) such machines to be installed at specified locations of the building of MoEF&CC, depending upon the work load, the number of requirement of machines may be varied. The firm/service provider shall have to provide three Reprography Machines, three operators, all consumables, all other materials, service and spares as may be required to keep the machines in perfect working condition to provide copies on 75 gsm branded photocopy papers. The MoEF&CC shall provide only the space to keep the Reprography machines and the power supply.
- (b) The reprography of the documents etc shall have to be made available on requisition in time as per the exigency of work. Any delay in the matter will be

considered as breach of contract and will be dealt with accordingly. All the machines shall be kept in working condition on all working days and the personnel manning the machine will be available for services during office hours & till the closure of the office. In case any machine remains non-functional for a day (8 working hours) an amount of Rs. 1000/- per day per machine will be deducted.

- (c) The Reprography work is likely to be performed even during non-parliament days. However, if more than 100 copies are required, the facility of the Reprography/Duplication shall be used.
- (d) **Annual cost of the tender is Rs. 60,00,000/-(Rupees Sixty lakhs only) Approximately.**
- (e) Those interested to bid shall furnish an earnest money of **Rs. 1,50,000/-(Rupees One lakh fifty thousand only) through a demand draft of any Scheduled bank in Delhi/Delhi NCR drawn in favour of Pay and Accounts Officers, Ministry of Environment, Forest & Climate Change, Government of India, New Delhi** along with the quotation (Technical bid). **Quotation received without earnest money shall not be considered. The earnest money in original shall be submitted in GA Section of this Ministry latest by 01.00.PM on 17.01.2020**
- (f) The performance security for an amount of Rs.5,00,000/- (Rupee Five lakh only) shall be deposited by the successful bidder within 7 days of award of contract in the form of bank guarantee.
- (g) TDS and other taxes as applicable shall be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like Sales Tax, PF, ESI etc.
- (h) The rates quoted shall be valid for a period of 180 days.
- (i) For reprography work the rate per copy should be quoted excluding taxes.
- (j) Tender application without complete documents/information shall not be considered and liable to be rejected.
- (k) The lower bidder for the purpose of contract shall be decided on the basis of total cost of the tender.
- (l) No negotiation shall be undertaken with any tenderer except lowest qualified bidder.
- (m) 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.
- (n) Validity of the contract for providing Reprography service on outsourcing basis in the MOEF & CC shall be one year extendable by two more years subject to satisfactory performance of the work by firm/service provider.
- (o) 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 tender in the MOEF & CC. Beside the security deposit shall also be forfeited.

- (p) The technical information and price quotation should be mentioned in the prescribed format only.
- (q) The contractor shall make sets of documents reprographies as requisitioned by users and shall quote rate separately for the same.
- (r) Vendor must have experience of minimum Rs. 70 Lakhs in last three financial years of reprography work with Ministries, Govt. Deptt/ PSUs.

Tendering Process

- (i) **The tender is invited on a twin bid basis i.e. Technical bid and the Financial bid.** The tender form Technical bids and Financial bid prescribed at **Annexure-I and II (Attached)** complete in all respect shall be submitted on online website <https://moefcc.euniwizarde.com> and <http://envfor.nic.in/> “Technical Bid-Providing services of Reprography work of documents on outsourcing basis to the Ministry of Environment, Forest and Climate Change” and “Financial Bid- Providing services of Reprography work of documents on outsourcing basis to the Ministry of Environment, Forest and Climate Change”. Both the bids are submitted online on website <http://envfor.nic.in> and <https://moefcc.euniwizarde.com> “Tender for Reprography work at Ministry of Environment, Forest and Climate Change, New Delhi” addressed to the Under Secretary (GA), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi. The bank draft of Rs.1,50,000/- towards EMD payable to the Pay and Accounts Officer, Ministry of Environment, Forest and Climate Change at Delhi shall be kept in the Sealed cover superscribed “Technical Bid-Providing Services of Reprography work of documents on outsourcing basis to the Ministry of Environment, Forest and Climate Change”.
- (ii) The tender should be submitted online through portal <https://moefcc.euniwizarde.com> or before the closing date i.e. **by_03.00 PM on 17.01.2020**. Incomplete bid documents will be rejected. **The Technical bids will be opened at 03:30 PM on_17.01.2020** in presence of the bidders or their authorized representatives. The bids will be Scrutinized by the MoEF & CC to shortlist the eligible bidders. The financial bids of the eligible bidders only will be opened subsequently. The date and time of opening financial bids shall be intimated to the eligible bidders on phone, Negotiations, if any, will be held with the lowest Technical bidder only.
- (iii) 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.

(C.S. Thakur)
Under Secretary to the Government of India
24695358

**Ministry of Environment, Forest and Climate Change
Tender for Reprography work
Technical Bid Document**

1. Name of the Company/Firm.
2. Address with Telephone No., Fax No., E-Mail
3. Contact Person's Name, Phone Number and Mobile Number
4. **Essential Details (Self Attested copies to be submitted).**
 - (i) Proof of executing order of Reprography 50 lakh pages per year during last three financial years, i.e. 2016-2017, 2017-18 and 2018-2019. The experience Certificates shall be issued by officers of the level of Section Officer and above.
 - (ii) Turnover certificate certified by Chartered Accountant for an amount of Rs.1.00 cores (Rupees one crore only) in the last three financial years, i.e. years 2016-2017, 2017-18 and 2018-2019
 - (iii) Valid certificates of Income Tax Clearance, Service Tax and any other tax as applicable for the last three financial years i.e. years 2016-2017, 2017-18 and 2018-2019.
 - (iv) Details of the firm/Company in case of Partnership Firm.
 - (v) Certificate of registration with the Registrar of Companies, if applicable and with the Delhi Sales Tax Department etc.
 - (vi) Certificate to the effect that there is no litigation pending against the firm and the firm has not blacklisted by the any Ministries/ Deptt.
 - (vii) Details of GSTN No.
5. Details of Manpower (Category wise)
Total Strength, qualification, Length of average Service
6. Address of the service Provider with area of premises.
7. Whether owned/rented
8. Name of Banker

Declaration

I hereby certify that the information furnished above is complete and correct to the best of our knowledge. We understand that in case any deviation in the above statement at any stage, the company shall be blacklisted and shall not have any dealing with the MOEF& CC in future.

(Name and signature of authorized signatory with stamp)

**Ministry of Environment, Forest and Climate Change
Tender for Reprography work**

Financial Bid Document

Tender No. MoEF&CC/Reprography/2019-20

Name of the Company alongwith Address & Telephone No.

Financial Bid for providing services of Reprography work of documents on outsourcing basis for the Ministry of Environment, Forest and Climate Change.

S.No.	Item of Work	Rate Per Page in Rs#
1.	Reprography (one side) on A4 75 gsm branded reprography paper	
2.	Reprography (back to back) on A4 75 gsm branded reprography paper	
3.	Reprography (one side) on A3 75 gsm branded reprography paper	
4	Reprography (back to back) on A3 75 gsm branded reprography paper	
5	Scanning of documents of A3 and A4 size	
6	Binding/ set making	
7	Discount for wastage	

Rates are exclusive 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 tender.

(Name and signature of authorized signatory with stamp)