



Govt. of Bihar
Deptt. Of Health & Family Welfare
State Health Society, Bihar
PariwarKalyanBhawan, Sheikhpura, Patna-14



बिहार सरकार

Tender Notice for Outsourcing of Photocopy Services

Sealed tenders are invited from eligible bidders for Outsourcing of Photocopy Services in the office of State Health Society Bihar (SHSB). The successful bidder needs to install a heavy duty Photocopy machine in the office of SHSB within 30 days of award of contract, depute an operator during normal office hours and bear the cost of toner, cartridge, and maintenance of the machine. SHSB will provide paper for photo copy. Bidders should quote cost per page. Interested bidders can download the tender documents from website www.statehealthsocietybihar.org. Completed tenders can be submitted by Speed post / Reg. Post up to 3:00 PM on 11.08.15. The tenders shall be opened on same day at 4:00 PM.

Add. Executive Director



बिहार सरकार

Govt. of Bihar
Deptt. Of Health & Family Welfare
State Health Society, Bihar
PariwarKalyanBhawan, Sheikhpura, Patna-14



Tender Document for Outsourcing of Photocopy Services

- 1) Sealed tenders are invited from eligible bidders for Outsourcing of Photocopy Services in the office of State Health Society Bihar (SHSB), Patna.
- 2) The successful bidder (Agency) needs to install a heavy duty Photocopy machine in the office of SHSB within 30 days of award of contract, depute an operator during normal office hours (9:30 AM to 6:00 PM) and bear the cost of toner ,cartridge and maintenance of the machine.SHSB will provide paper for photo copy. case required, the Agency may be requested to extend the facility beyond normal office hours and Holidays. Minimum guaranteed uptime of the Machine should be 95%. The Photocopy Machine installed by the Agency should be in good working condition and should be able to give clear photocopy.
- 3) SHSB shall provide space for installation of Photocopy machine and bear the cost of electricity.
- 4) The bidders are required to submit rate per page as per the format given in **Annexure-A**.
- 5) The brief Instructions to bidders and terms and conditions are given hereunder:
 - a) **Availability of Tender Documents:** The prescribed Tender Documents can be freely downloaded from the website www.statehealthsocietybihar.org.
 - b) **Bidder's Eligibility:**
 - i. The bidder should be in the business of photocopying / office stationary supplies / general order supplies / printing.
 - ii. The bidder / firm should be registered under respective jurisdiction for more than 3 years as on date of submission of bids.
 - c) **Earnest Money Deposit (EMD) / Bid Security:** The EMD of Rs. 5,000/- (Rupees five thousand only) in form of DD/FDR issued by any schedule bank in favour of Executive Director, State Health Society, Bihar payable at Patna should be submitted along with tender. In case bidder submits FRD, its maturity date should be minimum 90 days from due date of submission of tenders. The EMD shall be returned to unsuccessful bidders within 15 days of award of contract to a successful bidder. The EMD of successful bidder shall be returned after 15 days of signing of contract and submission/deposit of Performance security.
 - d) **Preparation of Tender:-**
 - (i) The tender should be typewritten and free from over writing/cutting. Correcting fluid should not be used in any case. Alterations, unless legibly attested by the bidder, shall disqualify the tender. All the documents should be serially numbered and signed by the bidder.

- (ii) The following sealed envelopes “A” and “B” to be further sealed in a common envelop addressed to Executive Director, State Health Society, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14 Bihar and super-scribed with “Tender Document for Outsourcing of Photocopy Services” and “Not to be opened before 4:00 PM. on 11.08.15”(due time and date of submission of tenders).

Envelop A- Technical Bid containing all essential documents for Technical bid. Such documents to include the following:

1. Earnest Money Deposit as per para 5) c) above
2. Self attested copy of firm’s registration
3. Self attested copy of PAN Registration
4. List of contracts (photocopying / office stationary supplies / general order supplies / printing) executed during last three years (as on date of submission of bids) giving name of client, date of issue of work order, scope of services in brief, and contract value.

Envelop B- Financial Bid containing duly filled, stamped and signed in the format provided in **Appendix-B**.

- (iii) **Submission of tenders:** The sealed tenders as above should be submitted in the office of Executive Director, State Health Society, Bihar up to 3 PM on 11.08.15. Late tenders shall not be accepted.

(iv) **Opening of Tenders:**

- a) The Tenders shall be opened at 4:00 PM. on 11.08.15 by the committee constituted by Executive Director, State Health Society, Bihar. The Bidder’s representative may attend the tender opening.
- b) In the event, the date of tender opening as above is declared Govt. Holiday, the tenders shall be opened at the same time on the next working day.
- c) During the tender opening as above, the envelopes containing Technical Bid (Envelope-A) shall be opened. The envelopes containing Financial Bid (Envelope-B) shall be signed by all committee members and kept unopened for opening at later stage.
- d) The date and time of opening of financial bids shall be informed to all such bidders who qualify in technical evaluation. The bidder’s representative may choose to attend the opening of financial bids.

(v) **Evaluation and Award of Contract:**

- a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of Technical Bid are properly signed, all documents as stated in para d) (ii) are enclosed. The bids found deficient of EMD shall be summarily rejected at this stage.
- b) Subsequent to the above, eligibility of bidders shall be examined and evaluated.

- c) The bidders found eligible shall be considered as Technically Responsive Bidders and shall be considered for opening of Financial Bid.
 - d) The bidder offering lowest photocopy rate per page as per the format given in **Annexure-A** shall be considered for award of contract.
- (vi) **Duration of Contract:** The contract shall be for a period of 2 year from the date of signing of contract. The contract can be extended for the further period of 1 year based on satisfactory performance and mutually agreed terms and conditions. The contract may be terminated by giving one month notice in case services are found unsatisfactory.
- (vii) **Payment Terms:** The payment shall be released on monthly basis within 15 days of submission of Invoice along with photocopy counter reading for the claim period.
- (viii) **Performance Security**
- a) The Service Provider shall deposit with the SHSB performance security of Rs. 10,000/- (Rupees ten thousand only) within 7 days of signing of contract.
 - b) The performance security should be in form of FDR / irrevocable Bank Guarantee issued from a Nationalised/Scheduled Bank and shall be valid for three months beyond the expiry of the contract.
 - c) The State Health Society, Bihar shall have the right to forfeit the performance security in the event of any gross negligence of the services.
 - d) The State Health Society, Bihar shall release the bank guarantee for full amount or balance amount, as the case may be, on termination or expiry of this contract.
 - e) If the agency denied/withdraw/refuse to accept the work order after its selection as successful bidder, then the EMD deposited by Agency will be forfeited. In the same manner if refuse to carry out the work so allotted after signing the Agreement, the Performance Security will also be forfeited.
- (ix) **Penalty:- If minimum guaranteed up time of the machine will not be 95% then 10% of the bill Amount will be deducted.**
- (x) The Executive Director, State Health Society, Bihar reserves the right to reject any and/or all tenders without giving reasons thereof.

Add. Executive Director
State Health Society, Bihar

FORMAT OF FINANCIAL BID

Description	Rate Inclusive of all taxes	
	(In Figures)	(In Words)
Rate for each photocopy including installation of a heavy duty Photocopy machine in the office of SHSB, deputing an operator and the cost of toner cartridge, and maintenance of the machine.		

We agree to provide services in accordance with the Terms and Conditions given in Tender Document and the rate quoted above.

Signature and seal of the Bidder
Name and designation of authorized signatory of the Bidder