



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

**'DR. AMBEDKAR BHAVAN' 12, LB BLOCK, SECTOR – III
SALT LAKE CITY, KOLKATA – 700098.
PHONE NO: 2335 0534/7379/0765, 2569-4700 Fax: 23357422/0511**

TENDER FORM

**Offer expires at 16.00 hrs.
On 25.11.2019**

**Tender Notice No. PHC/02/2019
No.: NUJS/Service/
Date: 01.10.2019**

Date of opening of Tender : 04.12.2019 at 14.30 hrs.

The bids should be submitted duly gala sealed and addressed to the Registrar, The West Bengal National University of Juridical Sciences, 12 L.B. Block, Sector – III, Kolkata 700 098 and sent by Registered post or delivered in person at Room No. 001 or at the Security Desk in the Main Gate, NUJS Campus, so as to reach the office on or before 16.00 hrs of 25/11/2019 to the above mentioned address. The envelope containing the bid shall be superscribed the name of the work/service.

The West Bengal National University of Juridical Sciences invites tenders, from reputed bonafide **Photocopiers** as per requirements detailed in the enclosed list.

Offers are invited from reputed firms/individuals with their credentials for selection as Photocopiers who are capable to provide efficient photocopying services to the University for various photocopying jobs as well as Spiral Binding job of Study Material of the University.

The following points will have to be adhered to:

1. Rates should be quoted per unit as shown against each item. Rates must be quoted both in words and figures. Overwriting / Corrections if any are to be duly authenticated. Unauthorised corrections / overwriting are liable to be rejected.
2. The Rate quoted shall remain valid for 1 year from the date of contract and shall include all duties & taxes except service tax which will be paid extra in concerned cases. No change in price will be entertained later. Rates once quoted cannot be changed / revised without the written consent of the university. Rates once quoted cannot be higher on changed / revised.
3. Services are to be rendered at the University premises without any transportation/delivery/packaging charges.
4. The firm/individual will pay to the University towards use of space and electricity charges @ **Rs. 0.10** per copy of photocopying done.
5. The quality of photocopying being done will be subject to constant monitoring by the university authorities. If at any time, it is found to be of poor quality in the opinion of the university or not as per expected standard, the university will have the right to terminate the contract prematurely and forfeit the EMD of the photocopier/tenderer.
6. Following documents are to be enclosed along with the tender form: -
 - a) Copy of current Trade Licence.
 - b) Copy of the current Central Excise Registration for Service Tax.

- c) Current Income Tax Clearance Certificate & Current Sales Clearance Tax Certificate.
- d) List of important clients currently being catered to.
- e) Earnest money of Rs. 10,000/- (refundable) pledged by means of Account Payee Bank Draft in favour of 'NUJS', payable at Kolkata.
- f) Copy of Last Financial Year's Balance Sheet.
- g) Copy of PAN

7. The contract shall be initially for a period of 1 (one) year from the date of contract, renewable on mutual consent of both the parties and subject to satisfactory performance. The University holds the right to terminate the contract pre-maturely for violation of any of the terms of agreement or for any act of the firm/individual detrimental to the interest of the University.

8. The paper on which photocopying should be done must be of 75 GSM or higher.

9. Authorised representatives of the University may visit the premises of tenderers. They should be extended full cooperation and supplied with such further information as may be called for.

10. The University is not bound to accept the lowest tender and reserves the right to accept any tender or reject any or all tenders without assigning any reason whatsoever and no correspondence in this behalf shall be entertained. The decision of the University authorities in the matter of selection shall be final and binding to all.

11. Incomplete tender forms are liable to be rejected.

Security Deposit:

The successful tenderers will furnish 'Security Deposit' of a sum of Rs. 10,000/- either in the form of demand draft or a bank guarantee which shall be released only on termination of contract, after adjustment of dues, if any.

If any firm fails or refuses to render service of the photocopy to the university at the approved rate after empanelment, the university authority reserves the right to forfeit the security deposit either wholly or partly to the extent it deems fit and proper.

The University has an approximate average monthly photocopying consumption of 60,000 copies.

Cost of Tender Form is **Rs. 1000.00** to be paid by Demand Draft in the name of WBNUJS. Last date of receipt of the tender papers is upto 4.00 p.m. Tender papers shall be opened on at 11.00 a.m. in presence of the authorised representatives of the tenderer present at that time. No interim queries shall be entertained.

Completed tender documents along with all supporting documents may be submitted in gala sealed envelopes addressing to the Registrar in tender box (Room no. 001) at WBNUJS campus clearly marked "**Tender for Photocopy & Spiral Binding job**".

In order to be eligible to submit bid, the intending bidder will have to submitted photocopy of the following documents

- (1) Valid & relevant Trade License
- (2) GST Registration Certificate
- (3) PAN/TAN
- (4) Last Five Year IT Acknowledgement ending on 31st March 2018
- (5) Last Five Year P/L and Balance Sheets ending on 31st March 2018
- (6) Last Five Year Payment Certificates ending on 31st March 2018.
- (7) Financial Statement showing annual financial turnover during the last 5 years ending 31st March 2018

Financial Year	Turnover	Profit	Net worth
2013-14			
2014-15			
2015-16			
2016-17			
2017-18			

- (8) Job Completion certificates
- (9) List of important clients
- (10) A list of works which are in hand at the time of submitting the offer.

Work Experience

Bidder Should have worked with PSU's/State Governments/Central Governments/Reputed Companies in last 05 years ending on latest due date of submission of offer.

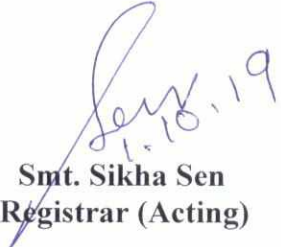
The bidder shall submit evidence that the bidder has successfully executed similar work as per following:

- a) At least 2 similar works each worth not less than INR 8.5 lakhs over a period of last 5 years ending on 31.03.2018
OR
- b) At least 1 similar works each worth not less than INR 9 lakhs over a period of last 5 years ending on 31.03.2018

“Similar works” mean providing logistic support in connection with photocopying and allied works by providing man/machine/stationeries ect. To Govt./PSU/Local Bodies/Autonomous Bodies/Private Institutions etc.

Financial Capability

- a) Average annual financial turnover during the above mentioned period must be at least INR 15 Lakhs
- b) Average annual Profit during the above mentioned period must be at least INR 4 Lakhs
- c) Average annual Net Worth during the above mentioned period must be at least INR 10 Lakhs


Smt. Sikha Sen
Registrar (Acting)

SCHEDULE OF QUOTE

NAME OF FIRM/INDIVIDUAL: _____

P.A.N. : _____

AUTHORISED SIGNATORY:
(NAME AND DESIGNATION) _____

ADDRESS FOR COMMUNICATION: _____

CONTACT TELEPHONE / MOBILE NOS./EMAIL-ID: _____

EARNEST MONEY:
Rs. 10,000/-Draft No.:
Bank :

Date: _____

A) PHOTOCOPYING/PRINTING SERVICE

SIZE	RATE (Per Page) – SINGLE SIDE – Rs.		RATE (Per Page) – BOTH SIDES – Rs.	
	B/W	Colour	B/W	Colour
A3				
A4				
A5				
Legal Size				

B) FOR BULK PHOTOCOPYING (ABOVE 500 COPIES):

SIZE	RATE (Per Page) – SINGLE SIDE – Rs.		RATE (Per Page) – BOTH SIDES – Rs.	
	B/W	Colour	B/W	Colour
A3				
A4				
A5				
Legal Size				

C) SPIRAL BINDING JOB**Rate Per Book (Rs.)**

- i) Study Material (A4 size), Upto 250 pages :
ii) Study Material (A4 size), Above 250 pages :

D) HARD BINDING JOB**Rate Per Book (Rs.)**

- i) Study Material (A4 size), Upto 250 pages :
ii) Study Material (A4 size), Above 250 pages :

E) SCANNING SERVICE

<u>SIZE</u>	<u>RATE (Per Page) – SINGLE SIDE – Rs.</u>		<u>RATE (Per Page) – BOTH SIDES – Rs.</u>	
	B/W	Colour	B/W	Colour
A3				
A4				
A5				
Legal Size				

F) FOR BULK SCANNING SERVICE (ABOVE 500 COPIES):

<u>SIZE</u>	<u>RATE (Per Page) – SINGLE SIDE – Rs.</u>		<u>RATE (Per Page) – BOTH SIDES – Rs.</u>	
	B/W	Colour	B/W	Colour
A3				
A4				
A5				
Legal Size				

G) LAMINATION BINDING JOB

Rate Per Inches (Rs.)

<u>SIZE</u>
A3
A4
A5
Legal Size

I accept all conditions stipulated in the tender documents and agree to abide by the norms and procedures as prescribed by the WBNUJS.

DATE:

SIGNATURE OF THE AUTHORISED SIGNATORY