

**TERMS AND CONDITION FOR OUTSOURCING OF JOB OF
PHOTOCOPYING & SPIRAL BINDING**

- 1 **Place of work :** Kendriya Vidyalaya Sangathan, Head Quarter, 18 ,Institutional Area ,Shaheed Jeet Singh Marg, New Delhi-110016.
- 2 **Nature of Job** Installation of Photocopy Machine (High Speed Model) and arrangement for Spiral Binding .
- 3 **Facilities to be provided by the Agency** (a) Operator (b) Xerox Machine (Minimum two) (c) Photostate paper (as per sample/requirement) (d) Toner
- 4 **Facilities to be provided by KVS** Suitable space will be provided by KVS within office premises on the Conditions that (a) the rent will be charged by KVS @ Rs 3000/- (Three thousand only) and (b) the electricity charges will be charged as per separate sub-meter reading.
- 5 **Tender Form** : The Tender Form, can be obtained from Room No 213, KVS, Headquarter, New Delhi on any working day during office time from the date of publication to 12.30 PM of closing date i.e 07.01.2013 by paying Rs 500/- either by Cash, or DD in favour of KVS, HQ, New Delhi payable at Delhi. The form can be downloaded from website. In that case DD of Rs 500/- in favour of KVS (HQ) should be attached alongwith Tender form otherwise the tender will be rejected.
- 6 **Earnest Money** : Rs 20,000/- (Twenty thousand only) should be sent alongwith Tender form in the form of DD in favour of KVS (HQ) failing which the tender will not be considered. The Earnest Money will be refunded to unsuccessful bidder within three month or finalization of tender whichever is earlier. In case of successful bidder the Earnest Money will be refunded as soon as the firms deposit the Security Deposit as per terms and conditions of tender.
- 7 **Security Deposit/Performance Deposit** : The successful bidder will have to deposit an amount of Rs 40,000/- (Rupees forty thousand only) towards Security/Performance security through Demand Draft in favour of KVS (HQ) New Delhi , within 15 days of awarding the job, which will be refunded to firm after completion of contract. Any dues to the Sangathan will be recovered from Security Deposit.
- 8 **Period of Contract** : The contract will be awarded initially for one year which may be renewed for three months subject to the Satisfactory performance of contractor and purely at the discretion of the Sangathan.
- 9 **Payment** : The payment will be made to the firm monthly on production of bill alongwith verified requisitions slips.
- 10 **Others Conditions of tender:-** The tenders from only those firms will be considered who fulfill the following conditions and attached documentary proof alongwith tender form
 - A) The firms should be registered office in Delhi or NCR
 - B) The firms should have valid registration at least for one year
 - C) The firms should have VAT/TIN/Sales Tax Number
 - D) The firms should have PAN number
 - E) Minimum three years experience in photocopy job

Signature with seal of Proprietor/Authorised person of firm

11 Conditions should be complied by firm for satisfactory performance

- i) The machine should be kept in good functional condition along with sufficient quantity of papers during all working days
- ii) The Agency shall provide an operator who should be available on all working hours between 9 AM to 6 PM . The photocopy work will be completed on the same day. In case of emergency, the operator will work beyond office hours or on holidays without any extra charges.
- iii) The arrangement can be terminated with one month's notice by the KVS
- iv) No rent for the photocopier machine installed in KVS or repair charges will be paid to the Firm
- v) In case Agency fails to undertake the job, the same will be got done from the open market at the cost of agency and excess expenditure on this account will be recovered from the agency
- vi) The firm will have to make own arrangement for keeping the records of photocopied documents which includes i.e File numbers, Section etc.
- vii) The firms should comply the orders of EPF/ESI and the extention of the facility to their employee.
- viii) the operator should be well versed with the job of photocopy and having good behavior and should obey the directions of Section Officers (S & S).

12 Average Monthly work – Photocopies- One lac

Spiral Binding –Three hundred

- 13 Closing date and opening date :** The sealed tenders duly filled in all respects Superscribed as Tenders for Outsourcing of photocopy job can be dropped till 1 PM of 07.01.2013. The Tender will be opened at 3 PM on 07.01.2013 in Room No 213, in the presence of representative of firms and committee members.

Signature with seal of Propertor/Authorised person of firm

KENDRIYA VIDYALAYA SANGATHAN
TENDER FORM

1. Name of Firm -----
2. Address of Firm -----

3. Type of Establishment :-Sole/Partnership/Govt/NGO/Semi-Govt -----

4. Pan No (with attested copy for evidence)-----
5. Registration No. under shop &Estt Act-----
6. Sales Tax/VAT/Tin No -----
7. Details of clients /experience

Sl No	Name of firm/organization	Job assigned	Period From	To	Approximate Annual value

- 8 Present assignment in hand :-

Sl No	Name of firm/organization	Job assigned	Period From	To	Approximate Annual value

- 09 Rates for photocopy charges inclusive cost of paper (sample enclosed):

Sl No	Paper Size	Rates (on one side of paper)	Rates (on both side of paper)
1	A-4 per copy		
2	F/S per copy		
3	B-4 per copy		
4	A-3 per copy		

- 10 Rates for Spiral binding Size number

Sl No	Size	Rate
1	10	
2	12	
3	15	
4	18	
5	20	

- 11 Documents required to be attached alongwith Tender form

- a) DD against cost of tender form DD no Date Bank
- b) DD against EMD DD no Date Bank
- c) Registration certificate
- d) Sales TAC/VAT/Tin, PAN Number
- e) Address Proof /Estt Act

To best of my knowledge all the above information is correct, and I accept all the terms and