

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A grant – in - aid institute under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in, e-mail- anavkarsa@tmc.gov.in
022-27405000 Ext-5141

NOTICE INVITING E-TENDER

Providing Photocopying Services for the period of one year from 01st April, 2020 to 31st March, 2021 (Extendable for one year subject to satisfactory performance)



Sr. No.	Particular	Amount
01	Tender processing fees payable to M/s. ITI Ltd. by online mode through Debit/Credit Card/Net banking	As per the guidelines on the website plus Goods and Services Tax
02	EMD by Demand Draft to be drawn in favour of Director ACTREC or TMC ACTREC	15,000/-

Notes:-

1. Tender Notification and Documents are available on website:- www.tenderwizard.com/DAE
2. Interested agencies /firms may visit this website for registration
3. Contact for assistance /clarification at Help Desk contact of ITI Ltd.@9969395522 email ID twhelpdesk231@gmail.com(Shri Rudresh K. Shabadi)
4. Pre-bid meeting for above work will be held on 18/02/2020 at 15:30 hrs. in Room no. 334 (Meeting Room), 3rd Floor, Paymaster Shodhika, ACTREC, Sec-22, Kharghar, Navi Mumbai-410210
5. Date of availability of tender Documents for view and download 11/02/2020
6. Last date & time of closing online submission of tenders 02/03/2020 up to 17:30 hrs.
7. Date and time of online Technical Bid Opening 03/03/2020 at 15.00 hrs.

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai-410210

No. ACTREC/Photocopy Services/E-Tender/558 /2020

11th February, 2020

Sealed E-tenders are invited from reputed contractors/photocopy service providers for the provision of photocopy services in the campus of **ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**, Sector-22, Kharghar, Navi Mumbai – 410210.

Sr. No.	Name of Work	Approx. cost (Rs.) per annum	EMD (Rs.) Refundable
1	Providing photocopy services in the campus of ACTREC, Sector-22, Kharghar navi Mumbai-410210	7,50,000/-	15,000/-

Tender documents may be downloaded from website: www.actrec.gov.in and EMD of Rs. 15,000/- be paid by Demand Draft drawn in favour of “TMC-ACTREC”.

Critical date sheet

Published Date	11 th February, 2020
Bid Document Download/Sale Start date	11 th February, 2020 from 17:30 hrs.
Pre-bid Meeting	18 th February, 2020 at 15:30 hrs.
Bid Online Submission Last Date & Time	02 nd March, 2020 upto 17.30 hrs.
Last Date & Time of Submission of Hard Copy of Tender Documents.	03 rd March, 2020 upto 13.00 hrs.
Technical Bid Opening Date	03 rd March, 2020 upto 15.00 hrs.
Hard copy of Tender Document Submission Place and End Date & Time	Room no. 318 office of Administration 3 rd Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210

Incomplete or tenders submitted after the due date & time would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

(S. A. Anavkar)
Asst. Administrative Officer

**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai-410210**

TENDER DOCUMENTS

1. Notice for invitation of E-Tender
2. Tender acceptance undertaking (to be filled by Tenderer)
3. Instructions to the Tenderer
4. Technical Bid : Tender Application Form
5. General & Special Terms and Conditions
6. Part – I : Technical Bid (to be filled and signed by the Tenderer in excel sheet)
7. Part – II: Financial Bid in excel sheet: Rates in Schedule of quantities to be filled in by Tenderer and kept in sealed cover.
8. All pages with seal and signature (to be filled in by Tenderer)
9. Indemnity bond/ Agreement to be executed by the tenderer

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai-410210

TENDER ACCEPTANCE UNDERTAKING

Date: _____

To,
The Director,
Advanced Centre for Treatment, Research & Education in Cancer
Tata Memorial Centre
Kharghar, Navi Mumbai - 410210.

Tender Ref No.: No ACTREC/Photocopy Services/E-Tender/558 /2020 11th February, 2020

Nature of Services /work: Providing Photocopying Services for the period of one year from 01st April, 2020 to 31st March, 2021 (Extendable for one year on yearly basis) subject to satisfactory services and rates mutually agreed.

Sir,

I / We read the conditions from the tender including general / special conditions and hereby agree to abide by the said conditions. I / We also agree to keep this tender open for acceptance for a period of 90 (ninety days) days from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT /EMD "to Tata Memorial Centre, ACTREC, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are also bound to undertake work within a week time from the date of issue of letter of award.

A sum of Rs.15,000/- (Rupees Fifteen Thousand Only) is forwarded herewith as Earnest Money Deposit in the form of DD / Bank's PO / Cash through Receipt No._____ dated_____.

The full value of the Earnest Money Deposit shall stand forfeited if – I / We do not undertake and commence the work within the specified time on receipt of the letter or failed to execute the work as required.

Signature of tenderer with stamp

Name

Address

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Sector-22, Kharghar, Navi Mumbai-410210

TENDER APPLICATION FORM

No. ACTREC/Photocopy Services/E-Tender/558 /2020

11th February, 2020

Name of the Services/Work	Providing Photocopying services
Due Date of the submission of the tender	11/02/2020 by 17.30 hrs.
Demand Draft for EMD Amount, Date and drawn at	
Name / Title of the Bidder	
Full Address	
	E-Mail
	Tel. No & Mobile No.
	Fax
Legal entity of the bidder whether Firm / Society / Company / Other entity	
a) Registration No.	b) Authority with whom registered
Name & Address of the Bankers of the bidders	
PAN No.	
Registration No. for Goods and Services Tax	

No. of manpower employed by the bidder in its office	
Experience of the bidder in dealing with the tendered services (attach copies of work orders)	
Whether provided services to TMC / ACTREC in past; if yes indicate the Work order No. & Date	
Any other relevant information wish to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same.

Signature

Name of authorized person for bidder with seal

Date:

INFORMATION AND INSTRUCTIONS TO BIDDERS FOR e-TENDERING
PART A: GUIDELINES FOR e-TENDERING:-

1. The intending bidders must read the terms and conditions of the tender documents. He should only submit bids if he considers himself eligible and he is in possession of all documents required.
2. The information and instruction for bidders along with Technical bid, Financial bids etc. posted on website shall form part of the bid document.
3. The documents as uploaded can be viewed and downloaded free of cost by any one including the intending bidder. However for participating tendering process the intending bidder must download the documents after confirmation of tender processing fees from e-tendering portal only, within time and date of down loading, otherwise it will not be possible for them to upload the documents on the e-tendering portal.

Notes:

i) Downloading the tender documents without confirmation of payment details towards tender processing fees on web site: **www.tenderwizard.com/DAE** shall not be valid.

ii) The excel sheets accompanied with technical bid and financial bid shall be filled up uploaded within due date of submission.

iii) The PDF document available in website are part of tender document and can't be uploaded on the e-tendering portal in its present form. However the bidders may download the specific forms / data sheets etc. filled up, scanned and upload the same as required.

iv) The tender shall be submitted on the website www.tenderwizard.com in electronic form only and hard copy needs to be submitted manually to ACTREC. The tender documents submitted manually and E tender process.

v) The agency must ensure downloading of excel sheets in which the columns meant for filling up data / rates appears in yellow colour and the movement the data / rates are entered , it turns sky blue. The agencies have to fill and upload the filled up form on the website www.tenderwizard.com.

4. It is mandatory for all the applicants to have **digital signature certificate** from any of the licensed Certifying Agency to participate in e-tendering.
5. In order to participate in online e-tendering process, it is mandatory for the applicants to have user **ID & password** to get access to the website **www.tenderwizard.com/DAE**. The applicants have to get registered their firm / company with the service provider, **M/s ITI Limited for user ID & password**. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in website. Validity of online registration is for one year from date of its issuance and be subsequently renewed. For assistance/clarifications, please contact on mobile 09969395522, e-mail : twhelpdesk231@gmail.com / daehelpdesk@tenderwizard.co.in

6. The applicants, who have already obtained such valid user ID and password from M/s. ITI Limited, for any other project of TMC / DAE, need not obtain fresh user ID and password for the purpose of participation in the present tender.
7. The services for e-tendering in TMC / DAE is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, B-1/5A, 2ndFloor, Main Nazafgarh Road, Near Janakpuri Metro Station (East) Janakpuri, New Delhi-110058, Fax No: 91-11-25618721 Ph No : 011-49424365, or Mumbai helpdesk Rudresh KS C/o Shri Rakesh Ranjan, Room No 7, 3rd floor, V.S.Bhavan, Anushakti Nagar, Mumbai 400094, 022-25487363, 09969395522, 09969313460, 09969313423, e-mail : daehelpdesk@etenderwizard.co.in
8. The excel sheets comprising of technical bid and financial bid and other documents shall be uploaded online in the prescribed format (Excel for Technical & Financial Bids, JPG or PDF for credentials) before the date and time as mentioned in e-tender portal. No other mode of submission is acceptable.
9. The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.
10. After submission of the bid / document the bidder can re-submit revised bid / document any number of times but before last date and time of submission of bid/document as notified.
11. If the agency found ineligible, after opening of technical bid his tender shall become invalid and processing fees shall not be refunded.
12. Tenderers are advised to upload their documents well in advance, to avoid last minutes rush on the server or complications in uploading. TMC, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.
13. Submission of the tender documents after the due date and time (including extended period) shall not be permitted. Time being displayed on e-tendering portal of TMC shall be final and binding on bidders.
14. In case of any problem with the submission of the tender, the tenderers may take the assistance of help desk or use the help manual given on the said website or mobile and e-mail mentioned above.
15. The tenderers are advised to submit the hard copies towards processing fees (if not paid online), EMD and other documents etc. well in advance to the Tender Inviting Authority, so that it should reach on or before the due date and time. Delay in receipt of hard copies due to security restriction, postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith.

FINANCIAL BID

Sr. No.	Name of Service	Specifications	Charges /Rates	Remarks
1.	Installation of own photocopying machine with manpower	For first 30,000 (Thirty Thousand) copies on paper (i) A4/Legal/A3		Paper should be 75/80 gms of Modi Xerox, Paper craft, Copy Power etc.
		Per copy (after 30,000 copies) on paper (i) A4 (ii) Legal (iii) A3		
		Per copy on A3 size paper of specified quality		
3.	Spiral binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 50 pages		
		Book containing 51 to 100 pages		
		Book containing 101 to 150 pages		
		Book containing 151 to 200 pages		
		Book containing 201 to 250 pages		
		Book containing 251 to 300 pages		
4.	Spiral binding without OHP sheets	Book containing 1 to 50 pages		
		Book containing 51 to 100 pages		
		Book containing 101 to 150 pages		
		Book containing 151 to 200 pages		
		Book containing 201 to 250 pages		
		Book containing 251 to 300 pages		
5.	Lamination	1/6 th size (small letter head)		
		A 4 size		
		Foolscap size		
		A 3 size		
		Visiting / Identity card size		
4.	Supply of stationary items like Ball pen refills, pens, pencils, erasers, typing papers of specified quality, OHP sheets, CD's etc.	Please mention the discount to be offered in percentage on MRP prize.		

All the rates shall be inclusive of all Government taxes

Signature of Tenderer with Seal

Terms and Conditions of the Tender

Eligibility Criteria

- 1 The contract will be initially for one year for the period from 01st April, 2020 to 31st March, 2021 on satisfactory performance & execution of the contract it can be renewed up to 01 year on same rates, terms and conditions.
- 2 The rates must be quoted in Indian rupees which is inclusive of all taxes. Completed tender along with all the documents.
- 3 Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully in time, the ACTREC shall have the absolute right to take up the work at Contractor's cost and risk and recover any and all such expenses from the amount due to the Contractor including Security Deposit. The Centre shall have right to impose a penalty commensurate with the fault and if any, shall be deducted from the bill.
- 4 The furniture like almirah/table etc. shall be provided and installed as per requirement of the machine, photocopying machines of different sizes required for the use of manpower / operator deployed by the contractor.
- 5 The average photocopies is estimated to be around 30000- to 40000 approx. per month. However these figures may vary depending on the work. Institute shall not extend or raise any guarantee for the volume of sale of business for any of the services mentioned above in any way.
- 6 The requirement /order placed by the centre through authorized officer shall be fulfilled / satisfied by the contractor without any limitation of time and cost thereof at the charges accepted by the centre through process of this tender.
- 7 The persons deployed by the contractor shall have to observe the conduct rules as have been made applicable to the staff of the centre.
- 8 The services availed by the centre for official purposes at the prescribed rate will be billed by the contractor on monthly basis for payment in the first week of every month.
- 9 The charges approved through the process of tendered shall be the final rate to be charged by the contractor from the patient and their relatives also. Charging beyond the approved rates from any of the individual will construed the act of misconduct and the contract can be liable for termination merely on this ground without issuing any show cause / prior notice.
- 10 The contractor shall pay Rs.675/- per sq meter per month as license fees towards usage of space. The allotted space is approximate 90 Sqft = 8.36 Sqm. The total license fees is Rs. 5,643/- per month. The contractor has to pay license fees of Rs. 5,643/- per month to ACTREC in advance. The license fees shall be revised if any revision is prescribed by the Govt. and you unconditionally agreeing for this. The water & Electricity will not be charged and the vendor has to keep this in mind. However in case of misuse of these facilities a fine of Rs.500/- per occasion can be levied. The license fees can be paid either in cash or Demand draft in favour of TMC-ACTREC every month in advance or by any other means as agreed by the Institute & rate may be revise as per government norms.
- 11 The photocopying work, if not accepted, by the indenting officer in respect of quality of the ink/toner & paper approved brand, such work shall not be paid. Similarly the quality and quantity of Xeroxed will also not be compromised in any way.
- 12 Insufficiency in providing service and unsatisfactory services can also render the contractor liable for termination of the arrangement under the contract without prior notice or compensation in lieu thereof. The ACTREC reserves the right to terminate the contract without assigning any reason by giving a notice of one month. This decision will

not be challengeable in any court of law. The Contractor will have to give a notice of 3 months, if he wishes to discontinue the contract.

- 13 The paper, stationery, spare parts, cartridges etc will be kept in the stock in the almirah under lock and key. The centre shall not be held responsible for any loss, breakages or theft of Contractor's material.
- 14 That the functionality of the machine will be the responsibility of the contractor for 100% uptime and the down time for working days will be on proportionate basis of working days in a month. The non functioning of machine can attract a penalty of Rs.200/ per day. Therefore contractor will have to advise to undertake the servicing/overhauling etc of the machines during non-working days/ non-working hours.
- 15 **Bidder should have at least 3 years satisfactory experience of providing photocopy services in reputed research centers /institutes/PSUs/Central/state government departments/organizations (Please enclose proof).**
- 16 **Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSME, Govt. of India are entitled for exemption from payment of earnest money and security deposit for performance upto monetary limits specified in the NSIC certificate subject to Registration certificate being valid as on date of quotation & GST Registration Certificate. Bidder must enclose copy and proof thereof.**
- 17 **Bidder must have at least one staff, proficient in managing the provision of photocopy service.**
- 18 The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time and shall indemnify the ACTREC from any claims in this regard and shall submit a indemnity bond thereof.
- 19 The Institute will not be responsible for supply or bear the cost of spare parts, including cartridges which will be exclusively borne and arranged by the contractor at his cost and responsibility thereof to ensure each and every machine remains functional during all working days for carrying out Xeroxing/photocopying work.
- 20 The contractor or their agent or worker deployed by contractor will have no right to continue with the activity if Director or his representative/authorized officer issues the eviction order. Such eviction order shall be executed by the Incharge Security or his authorized officer to ensure the compliance to send the contractor or his representative out of the campus.
- 21 The successful bidder has to submit a bank guarantee of @ **7.5% of estimated cost of Rs. 56,250/-** in favour of Director ACTREC with absolute right. EMD will be refunded to the successful bidder after receipt of original bank guarantee.

I have read and noted the above terms and conditions and quoted the charges of each of the service keeping the said terms and conditions in mind and I will not ask for any relaxation in any case for settlement of the service charges for the services as may be rendered by the tenderer.

Signature of Tenderer with Seal

Date:

FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE

(To be furnished in Stamp paper as per Stamp Act)

(At presents not less than Rs. 100/- stamp paper)

This deed of Indemnity executed byhereinafter referred to as 'Indemnifier ' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Centre (ACTREC), hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has awarded to the Contractor herein a contract for Tata Memorial Centre ACTREC (Tata Memorial Centre), on terms and conditions set out inter alia in the NIT/work order contract/Award of contract no..... for a contract valued at Rs. (Rupeesonly) and whereas, clause _____ of the above mentioned contract/Award provides for an indemnity bond to be given to the Indemnified.

The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liabilities arising out of conducting the contract towards the employees of the contractor assigned for carrying out the job of running the laundry from time to time at ACTREC, including the quantum and payment of salaries, allowances, statutory liabilities and any other payments to the contractors employees or on behalf of the contractor's employees or on behalf of the Indemnifier shall be the sole responsibility of the Indemnifier.

The indemnifier further irrevocably agrees to indemnify the indemnified against any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of two years after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier :

Designation :

Name and address of the contractor :

WITNESSES

1.

2.

AGREEMENT

This deed of agreement is made on this _____ day of _____ 2020 between _____ having its registered office _____ which expression shall include its successors / assignees hereinafter called the supplier of the one part AND The Tata Memorial Centre (TMC) and ACTREC is part of TMC which is a society incorporated under the Societies Registration Act 1860 having its registered office Parel, Mumbai and branch at Sector-22, Kharghar, Navi Mumbai represented by the Director on the authority of the Society on the second part.

WHEREAS, the second party published notice inviting tenders for providing photocopying services at ACTREC, Kharghar, Navi Mumbai;

AND whereas, the first party applied and offered its offer in response of the notice of invitation for tender and the offer whereas, found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier on first part;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender for the transport services to commence the as awarded with effect from the given date and time.

That the technical Bid containing technical specifications of the techniques to be used for maintaining the work schedule will be ensured by the first party and will be acceptable to the second party.

That the upward price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.

The maintenance of the vehicles / tools during currency period of the contract shall be the sole responsibility of the contractor. The alternative vehicles shall be provided by the contractor in case of failure of any of the vehicles required for maintaining the awarded jobs.

That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.

That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.

That the first party shall be liable for the liquidated damages to be paid to the second party for the defaults on the part of the contractor for commissioning and maintenance is delayed and the second party will be free to recover such liquidated damages as may be determined in the terms of the work order conditions from the due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.

That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at ACTREC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital and recover the cost together with damages as may be occurred on actual basis.

In WITNESS whereof, the first party - contractor and through its authorized representative has hereinto set his hands and authorized representative for and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party

Second Party

Witness: 1. _____

Witness: 1.

2. _____

2.