

E PROCUREMENT PORTAL

TENDER DETAILS

GENERAL DETAILS:

Tender Number	:	ADCOM/ENF/SZ/STN/CR.16/2011-12
Tender title	:	Photocopying service
Description	:	Photocopying service from the service providers on the basis of approved rate contract at the Commercial Tax Department, Vanijya Therige Karyalaya-2 Building Complex, Koramangala Bangalore-560047
Tender category	:	Services
Type of quotation	:	Lumpsum
Tender evaluation type	:	Single cover
Department	:	Commercial Tax Department
Bid validity period	:	30 days
Number of calls	:	One
Tender type	:	Open
Denomination type	:	Indian Rupees/paise

CONDITIONS

1. Bidders/service providers shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka.
2. The tender is to be submitted through e-procurement portal. The tenderer is required to ensure browser compatibility of the computer well in advance to the last date and time for receipt of tenders. The Department shall not be responsible for non accessibility of e-procurement portal due to internet connectivity issues and technical glitches,
3. Tender documents may be downloaded from Government of Karnataka e-procurement website www.eproc.kar.gov.in Aspiring bidders who have not registered in e-procurement should register immediately before participating through the website <http://eproc.karnataka.gov.in>.
4. Bidders/service providers should attach all the scanned copies of PAN number, service tax registration and professional tax registration failing to which the bid will not be considered.
5. EMD payment through e-payment mode shall be made as one single transaction and payments made in part are liable for rejection.
6. EMD amount of unsuccessful service provider will be refunded through e-procurement portal
7. The tender inviting authority reserves the right to accept or reject the tender without assigning any reason. Approved photocopying service provider shall execute photo copying work as per the directions of the Addl. Commissioner of Commercial Taxes (Enforcement)-South Zone, Bangalore.
8. The average photocopies are estimated around 35,000 to 45,000 per month. However these figures are likely to vary depending upon quantum of office work.
9. The rate quoted in the tender should be clearly mentioned both in figures and in words. If any discrimination is found in figures and words, the bid will be disqualified.
10. Corrigendum/modifications/corrections, if any will be published in the website.

11. For the photocopying service the place is provided at the 2nd Floor, A Block, VTK-2 Building complex, working schedule from 9.30 AM to 6.30 PM.. The place of photocopying service may likely to be shifted to a suitable place in this building complex which had to be agreed by service provider.
12. The service provider should install two good quality and fast running photocopying machines. There should be clarity in the letters of photocopy. There should not be any black marks on the photocopy. Payment will not be made for defective copies.
13. Expenditure towards repairs of photocopying machines, consumable, toner powder, paper etc. should be borne by the service provider. If the photo copying machine is out of order, immediately it should be got repaired and service to be provide uninterruptedly.
14. The service provider shall make all arrangements to have sufficient photocopying materials required by the department well in advance. Should ensure that he has to provide service in exigencies other than official timings.
15. The service provider should not absent himself for his service without prior permission from the Addl. Commissioner of Commercial Taxes (enf)-SZ,. Bangalore. Doors of the service place should not be closed on working days.
16. The service provider should not give room for delay in attending Officers/official who are coming for photocopying of their letters. The service provider should behave properly with the Officers/officials coming for obtaining photocopying.
17. The service provider shall provide the photocopying job work to the satisfaction of the department without any complaints whatsoever. If complaints are received against the service, the agreement will be cancelled automatically.
18. The service provider should ensure his photocopying service at approved rates to all Commercial Tax Offices situated in this building complex (Block-A and Block-B).
19. The duration of the contract agreement for one year. If the service is satisfied, it may be extended to a maximum of 3 years only.
20. The successful tenderer shall enter into a contract agreement on a non judicial stamp paper with conditions as per the format specified by the Addl. Commissioner of Commercial Taxes(Enforcement)-South Zone, Bangalore.

21. The bill towards service of photocopying is to be submitted on or before 5th of each month and it should contain the electric meter reading number and the number of units consumed, date and time. An amount of Rs.8-00 per unit will be deducted towards electric charges from the monthly photocopying bills. The current electricity rate is subject to the revision as and when there is any increase in tariff.
22. The service provider should maintain a register to record the name of the Officer/official/date/number of copies and to obtain their signature for having delivered the photocopies.

DOCUMENTS/EVIDENCE REQUIRED FROM THE SERVICE PROVIDER/BIDDER

Sl.No.	Document Name	Document type	Optional
1	Profession Tax Registration Certificate	Technical Bid	NO
2	Service Tax Registration Certificate	Technical Bid	No
3	Copy of PAN card	Technical Bid	No
4	PRICE BID FORMAT(SERVICE ITEM)	Technical Bid	No

SERVICE ITEM

Item Name	Description	Rupees	Paise
Rate for A-4 size photocopy per paper one side	In figures		
	In words		

Contact Information:

Contact person name : Srinivas Reddy
Office Telephone Number : 080-25704819
Mobile Number : 91-9481200835
Tender amount details:
Amount of Earnest Money Deposit (INR) : Rs.5,000-00
Tender processing fee : Rs.550-00
Tender schedule/dates : 13-03-2012
NIT published date : 13-03-2012
Last date & time for tender queries/clarification: :
Last date & time for receipt of tenders : 12-04-2012 :
Date & time for opening of Technical & financial bid : 16-04-2012 :


**Addl. Commissioner of Commercial
Taxes (Enforcement), South Zone,
Bangalore.**