



INVITATION OF BIDS FOR SETTING UP A PHOTOCOPY CENTER AT SAU

Tender No. SAU/SP/PCS/2023/03

South Asian University
(A university established by SAARC nations)
Rajpur Raod, Maidan Garhi
New Delhi-110068

www.sau.int

Invitation to Bidders

The South Asian University (SAU) is an International University sponsored by the eight Member States of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The SAU is proposing to set up a Photocopying Facility within its premises at Maidan Garhi. Accordingly, proposals are invited from well experienced and qualified service providers/contractors of repute capable of providing photocopying & related services at the South Asian University.

Terms & Conditions for Submission of Bids

1. The Bid must be made in a duly sealed and signed cover with the Contract Name and Tender Number at the top left corner of the envelope and submitted to the Assistant Registrar Stores & Procurement Section, Room No. ES-203, LSES Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 or submitted at the Reception of South Asian University. The university assumes no responsibility in respect of a bid not made and/or not submitted as required.
2. The Bid must reach the university no later than **3:00 PM** on **13.03.2023**. South Asian University (the purchaser) may reject any late submitted bid. All timely-received bids are scheduled to be opened on the same day at **3:30 PM**.
3. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
4. Bids shall remain valid for a period of sixty (60) days after the bid submission deadline date.
5. The bidder is required to submit an Earnest Money Deposit, refundable without interest, of **Rs. 10000.00 (Rupees Ten Thousand only)** in the form of demand draft/Pay order drawn on any scheduled banks in favour of "South Asian University" payable at New Delhi. NSIC & other exemption certificate will not be accepted as EMD. Bids will be summarily rejected if not accompanied with the required EMD.
6. Earnest money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.
7. All bidders are required to read these conditions carefully and while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and

accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.

8. The Bid shall be typed or written in English with indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. Official Stamp should be placed after the signature.
9. The Bidder is expected to examine all instructions, forms, terms, etc. in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
10. The bid proposal must be properly indexed and bound and all the pages shall be signed and stamped. Any loose document submitted by bidders will be rejected.
11. Price of each item should be indicated in the format of price schedule given in Annexure I. The applicable tax/ duty shall be indicated separately. Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupees.
12. Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account.
13. Alternative offers/partial offers shall not be considered. The vendors are advised not to quote different options for the same item but, furnish the most competitive among the options available to the bidder. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
14. The University reserves the right to verify/seek confirmation of all original documentary evidence submitted by the vendor's in support of tender, specification, etc. in case any information furnished by the vendor is found false/incorrect the tender of the vendor will be rejected.
15. The vendor shall have to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of trademark or trade name, trade secret, copyright or other protected right in any country resulting from any sale, use or manufacture of any material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fee (including the University) associated herewith. The University reserves the right to be represented in any such action by its own counsel at its own expense.
16. At any time prior to the due date for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment which will be displayed at University's website.
17. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on

grounds of moral turpitude or for violation of laws in force shall not be eligible. A self-declaration to this effect shall be furnished by the bidder.

18. The University has the right to reject any Bid, and to annul the process and reject all Bids at any time prior to acceptance, without thereby incurring any liability to bidders and without assigning any reason.
19. The University will accept the Bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
20. Any effort by a Bidder to influence the University in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.
21. To assist in the examination, evaluation, comparison and post qualification of the bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder, at the discretion of the purchaser. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the University shall not be considered.
22. Performance guarantee of **Rs. 10,000.00** in the form of DD, FDR may be deposited within 7 days of the work order in favour of South Asian University. The EMD of the successful bidder may be converted in to Performance Guarantee upon request of the bidder.
 - (a) The Performance Guarantee should be valid for a minimum period of 14 months.
 - (b) Performance Guarantee shall be released after two months on the satisfactory completion of the contract. No interest will be payable by SAU on the Performance Guarantee.
23. Rates quoted for different items at the photocopying facility should be exclusive of all taxes and statutory levies, if any.
24. The payment for any service requested for by the University administration will be made within 30 days of billing.
25. In case any machine remains non-functional for a day (8 working hours), a penalty @ Rs.500/- per day per machine shall be imposed on the service provider.

26. Photocopying & Other arrangements

- (a) The service provider/ contractor shall provide, inter-alia, the following services of photocopying in the Campus on an on-going basis:
 - (i) Rate List of the facilities provided by the contractor will be displayed in the notice board at the place provided for the purpose. The University would constantly monitor quality and price of the services provided.

- (ii) The service provider/contractor will use the print material/paper/ink/cartridge of acceptable standard and quality.
- (iii) The service provider/contractor will maintain proper standard of cleanliness in and around the photocopy units.
- (iv) The service provider/contractor shall keep adequate number of machines/equipment to bear the routine burden of the work at the photocopy units and would be responsible for their proper maintenance and upkeep.
- (v) All the machines shall be kept in working condition on all working days and the personnel manning the machines will be available for services during office hours or till the closure of administrative offices.
- (vi) The service provider/contractor will install a network printer with facility to do user-based accounting for purposes of billing.
- (vii) **License fee of Rs. 2500 on a monthly basis will have to be paid by the service provider.**
- (viii) The service provider/contractor or his employees will not reside in the campus after the stipulated working hours.
- (ix) The service provider/contractor shall engage sufficient manpower required for smooth functioning of the photocopying facility.

27. Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the President of SAU, whose decision shall be binding and final.

28. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: 0717UN000175UNQ

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;
- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);
- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;
- Total value of supply of goods or services or both;

- Taxable value of supply of goods or services or both considering discount or abatement, if any;
- Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative.

29. Other terms and conditions will be in line with Store & Purchase Rule of South Asian University.

**Assistant Registrar
Stores & Procurement**

FINANCIAL BID FORM

Prices for setting up of a photocopy center at the South Asian University, as specified in the bidding document.

To,

Assistant Registrar (S&P)
South Asian University
Rajpur Road, Maidan Garhi, New Delhi-110 068

Charges for setting up & provisioning photocopying & related services in the University campus

1. Kindly quote rates of each category/Size stated below.

Item Description	Rate in INR (in figures)
Photocopying	
<u>Black</u>	
A4 single side	
A4 back-to-back (per side)	
A3 single side	
A3 back-to-back (per side)	
Legal single side	
Legal back-to-back (per side)	
<u>Colour</u>	
A4 single side	
A4 back-to-back (per side)	
A3 single side	
A3 back-to-back (per side)	
Legal single side	
Legal back-to-back (per side)	
Laser Printing	
<u>Black</u>	
A4 single side	
A4 back-to-back (per side)	
A3 single side	

A3 back-to-back (per side) Legal single side Legal back-to-back (per side) <u>Colour</u> A4 single side A4 back-to-back (per side) A3 single side A3 back-to-back (per side) Legal single side Legal back-to-back (per side)	
Lamination A4 A3 Legal	
Binding Spiral (upto 250 Pages) -A4 Soft -A4 Hard -A4 Spiral (upto 250 Pages) -A3 Soft -A3 Hard -A3	
Scanning A4 per side A3 per side	

2. Tax, if any, may be mentioned in separately here:

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.

2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the University.

Full name of the Bidder:

Signature of the Bidder: Date:

Official Seal

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____

Check list for submission of bid

1. Earnest Money Deposit – DD/FDR dully released of Rs. 10,000.00
2. Company Registration Number and Shop Act Registration Number (SAR) as applicable (attach attested copy of certificate).
3. GST Registration (attach attested copy).
4. Permanent Account Number (attached attested copy).
5. Self-declaration to the effect that the company has not been black listed.
6. Bid documents duly completed, signed and stamped as per instructions.
7. Bid enclosed in a sealed cover super scribed with the tender no. and name.