


बिहार सरकार
शिक्षा विभाग
(उच्च शिक्षा)

निविदा

शिक्षा विभाग (उच्च शिक्षा निदेशालय) में छायाप्रति का कार्य करने हेतु इच्छुक निविदादाता, जिसके पास अपना छायाप्रति मशीन हो, से A3 एवं A4 आकार के प्रति पृष्ठ छायाप्रति करने का दर अलग-अलग अंकित करते हुए दिनांक – **21.08.2019** को अपराह्न **03:00** बजे तक मुहरबन्द निविदा आमंत्रित की जाती है।

2. निविदादाता को छायाप्रति करने हेतु आवश्यक स्टेशनरी तथा टोनर, विभिन्न साइज का अच्छे क्वालिटी का कागज आदि स्वयं देना पड़ेगा तथा विभाग में निर्दिष्ट स्थान पर फोटोकॉपियर मशीन स्थापित करना पड़ेगा।
3. निविदा से संबंधित तकनीकी तथा वित्तीय निविदा अलग-अलग मुहरबन्द लिफाफे में प्राप्त की जायेगी।
4. निविदा मुहरबन्द लिफाफे में निदेशक (उच्च शिक्षा), शिक्षा विभाग, विकास भवन, नया सचिवालय, पटना को संबोधित होना चाहिए।
5. विभागीय क्रय समिति द्वारा निविदादाता या उनके द्वारा प्राधिकृत प्रतिनिधि के समक्ष दिनांक- **22.08.2019** को अपराह्न **04:00** बजे विभागीय सभागार में निविदा खोली जाएगी।
6. न्यूनतम बोली/दर वाले निविदादाता के साथ दो वर्षों के लिए इकरारनामा किया जाएगा, जिसे निविदादाता के संतोषप्रद कार्य संपादन की स्थिति में अगले एक वर्ष अवधि के लिए नवीकृत किया जा सकेगा।
7. प्राप्त सभी निविदा या किसी एक निविदा को रद्द करने की शक्ति अधोहस्ताक्षरी को होगी।

विस्तृत जानकारी एवं शर्तों के लिए वेबसाइट www.educationbihar.gov.in पर देखा जा सकता है।




(सतीश चन्द्र झा)
निदेशक, उच्च शिक्षा

EDUCATION DEPARTMENT
(HIGHER EDUCATION)
NOTICE INVITING TENDER

Sealed tenders are invited from tenderers having their own Photocopier Machine and willing to do the work of photocopy in Education Dept. (Directorate of Higher Education) quoting the rate for per page of photocopy separately for A3 & A4 size paper up to **03:00 PM** on date **21.08.2019**

2. The tenderer will have to supply essential stationery such as toner, paper of different sizes having good quality and will have to install the photocopier machine on directed place in the department.
3. The tenderer will have to submit technical and financial bid separately in different sealed cover.
4. The tender in sealed cover should be addressed to Director, Higher Education, Deptt. of Education, New Secretariat, Vikas Bhawan, Patna.
5. The tenders will be opened by the departmental purchase committee before the tenderers or their authorized representatives on **22.08.2019** at **04:00 PM** in the conference hall of the department.
6. An agreement will be made for 2 years with the tenderer for having the lowest rate, which may be renewed for one year, in case of satisfactory performance of work by the tenderer.
7. The undersigned shall have the right to cancel all or any of the tenders.

Detail information and conditions can be seen on the website www.educationbihar.gov.in


(Satish Chandra Jha)
Director, Higher Education

Govt. of Bihar
Education Department
Directorate of Higher Education

TENDER DOCUMENTS FOR PHOTOCOPIES' WORK WITH INSTALLATION OF HEAVY DUTY XEROX MACHINE OF THEIR OWN IN OFFICE OF EDUCATION DEPARTMENT

1. Sealed tenders are invited from eligible bidders for doing photocopy work in A3 and A4 size paper along with installation of their own Xerox Machine in the Office of Directorate of Higher Education, Education Department, Govt. of Bihar, Patna.
2. The brief scope of services are given below :-
 - i) To install their own Xerox Machine in the Office at the place as directed by the authority.
 - ii) To supply photo-papers of A3 and A4 size of good quality.
 - iii) To provide sufficient manpower to do photocopy work in A3 and A4 size paper with sincerity and honesty.
 - iv) To insure that person provided by bidder for doing photocopy work must be available with Machine during Office hour i.e. from 9:30 am to 6:00 pm. There will be lunch break as per office rule.
 - v) To insure that person responsible for doing photocopy work should retain in Office even after office hour in any urgent office work and must come on the holidays when Office is opened.
 - vi) The bidder must insure uninterrupted and smooth functioning of machine and photocopy work and for this, availability of photo-papers, toners, stationery, person responsible for photocopy work and any other accessories related to machine will be responsibility of the bidder.
 - vii) Office will provide only place and electricity connection for installing Xerox machine for photocopy work.
3. **FEATURES OF XEROX MACHINE AND PAPER**
 - i) Photocopier/Xerox Machine must be of High Resolution and must be Heavy Duty preferably of Cannon company.
 - ii) Xerox Machine must be of High Speed and it must have capacity to print at least 50 to 60 copies at a time and there must be duplex printing (double sided printing) feature in machine.
 - iii) Xerox Machine must be new and in good service condition. Any interruption in machine must be resolved shortly.
 - iv) There must be clear and visible print on Xerox paper and there should be no blur image.
 - v) Photocopy paper of A3 and A4 size must be of very good quality preferably of Century brand.
4. The brief instructions to bidders and terms and conditions for submitting tender are given hereunder :-
 - a) Availability of Tender Documents - The prescribed tender documents can be freely downloaded from the website www.educationbihar.gov.in

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b) Bidder's eligibility and qualification:-

- i) Bidder should be a firm registered under respective jurisdiction and Act.
- ii) Bidder should have executed/executing service contract of similar nature with one or multiple clients.

c) Earnest Money Deposit(EMD)/Bid Security :- The EMD of Rs.10000/- (Rupees Ten thousands) in form of DD issued by any schedule bank in favour of Under Secretary-cum-Drawing & Disbursing Officer(Higher Education), Education Department, Bihar, Patna payable at Patna should be submitted along with tender.

d) Preparation of Tender:-

- i) The tender should be typewritten and free from overwriting/cutting.
- ii) The following sealed envelope "A" and "B" to be further sealed in a common envelope addressed to Director, Higher Education, Education Dept., Govt. of Bihar, Patna and super- scribed with "Tender for Photocopy work with installation of Heavy Duty Xerox Machine".

ENVELOPE 'A' - Technical Bid containing all essential documents for Technical Bid , such documents to include the following :-

1. Earnest Money Deposit as per Para 4© above.
2. Self-attested copy of firm's registration.
3. Self-attested copy of PAN Registration.
4. Self-attested copy of GST Registration.
5. List of contracts executed/ executing during last three years giving name of client, date of issue of work order, scope of services in brief, duration of contract.

ENVELOPE 'B' - Financial Bid containing duly filled, stamped and signed in the format provided in Annexure 'A'. The rates of photocopy work must be quoted exclusive of all taxes.

iii) The sealed tenders as above should be submitted to Director, Higher Education, Education Department, Govt. of Bihar, New Secretariat, Vikas Bhawan, Patna-800015 latest by **3:00 PM** on **21.08.2019** by speed post/Registered post or hand to hand in the Dak Receiving Section of Education Department, Govt. of Bihar, New Secretariat, Patna. Late tenders shall not be accepted/opened. Bids previously received and not opened will not be taken into consideration.

iv) Opening of Tenders:-

- a) The tenders shall be opened on **22.08.2019** at **4:00 PM** by Departmental Purchase Committee of Education Department in the Conference Hall of the Department in the presence of bidders or their authorized representatives those wish to participate.
- b) During the tender opening as above, the envelope containing Technical Bid (Envelope – A) shall be opened first. Then the Envelope containing Financial Bid (Envelope – B) shall be opened of only those bidders who qualify in the Technical evaluation and conform to the terms and conditions of the Bid.
- c) The bidders or their authorized representatives may choose to attend the opening of Bids.



V) Evaluation and Award of Contract:-

- a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of Technical Bid are properly signed, all documents as stated on Para 3(C) & (D) are enclosed. The bids found deficient to EMD shall be summarily rejected at this stage.
- b) Subsequent to the above, eligibility and qualification of Bidders shall be examined and evaluated.
- c) The bidder found eligible and qualified shall be considered as Technically Responsive Bidders and shall be considered for opening of Financial Bid.
- d) The bidder offering Lowest Bid Amount for photocopy's work with required Xerox machine shall be considered for Award of Contract.

VI) Duration of Contract: - The contract shall be for a period of Two years from the date of signing of contract. The contract can be extended by the competent authority for the further period as based on satisfactory performance . The contract may be terminated by giving one month notice in case services are found unsatisfactory.

VII) Payment Term: - No advance shall be made. The payment will be released to service provider on monthly basis on submission of Invoice/Bill with satisfactory proof of photocopies done by him. Service provider will have to maintain a Register/Record on which signature must be put by the employee/officer concerned with number of photocopies done. Applicable taxes and duty will be deducted from the bills of the service provider.

VIII) Penalty Provision:- In case service request is not attended and resolved within time limit as per direction of competent authority and as per need of work, and are found careless and /or work is not found satisfactory, Directorate of Higher Education shall be at liberty to get the services performed by other source and cost so incurred by Directorate of Higher Education , Govt. of Bihar shall be recovered from the amount payable to the service provider.

IX) Education Department, Govt. of Bihar, Patna reserves the right to amend or reject any and /or all tenders even without giving reason thereof.



(Satish Chandra Jha)
Director, Higher Education

ANNEXURE -- A

1. Rate for photocopy in A3 Size paper (Rate per copy) - -----
exclusive of all taxes

2. Rate for photocopy in A4 Size paper (Rate per copy) - -----
exclusive of all taxes

3. We agree to provide service in accordance with the scope of services and Terms and conditions given in Tender Documents on monthly payment and as per rate quoted above and will not seek for any extra/higher wages for such work during the agreement period.

Signature and Seal of the Bidder