



TENDER DOCUMENT

Sr. No.	BID-DATA SHEET	
01.	Name of Work	ANNUAL RATE CONTRACT (ARC) FOR XEROXING, SPIRAL BINDING, PRINTING AND LAMINATION FOR INFLIBNET CENTRE
02.	Tender Number	INF/PUR/XEROXING/ARC/2019-20
03.	Yearly AMC Estimated Cost of Tender	Rs.1,00,000/-
04.	Bid validity	90 days
05.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
06.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
07.	Earnest Money Deposit (EMD)	Earnest Money of Rs.3,000/- (Rupees three thousand only)
08.	Contact Person	Shri Harish Chanda, Administrative Officer (PA&F) Email: adminofficer@inflibnet.ac.in and devang@inflibnet.ac.in Tel : 079-23268220- 8121 Shri Shyam T Yadav, In-Charge (Purchase & Store) Email : shyam@inflibnet.ac.in Tel: 079-23268143
09.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of the Director, INFLIBNET Centre are invited in the form of single bid for **Annual Rate Contract (ARC) for Xeroxing, Spiral Binding, Printing and Lamination for INFLIBNET Centre, Gandhinagar, Gujarat** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.

Tender document and further amendments can be downloaded from the INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in and submit the same to INFLIBNET CENTRE on or before due date of tender.

OEM/Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. OEM/Bidder must submit the bid in prescribed format without ANY deviation.

IMPORTANT DATES

Publish Date	20.12.2019	16:00 Hrs.
Document Download / Sale start Date	20.12.2019	16:00 Hrs.
Document Download / Sale end Date	09.01.2020	17:00 Hrs.
Pre-Bid Meeting	30.12.2019	15:00 Hrs.
Bid Submission Start Date	31.12.2019	09:00 AM
Bid Submission End Date	09.01.2020	17:00 Hrs.
Bid Opening Date	10.01.2020	11:00 Hrs.

GENERAL INSTRUCTION FOR BIDDER

1.1 Eligibility (Pre-qualification) Criteria.

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet the criteria mentioned at Annexure – I before they apply for the bid. The bidding parties meeting the criteria must enclose the photocopies of their supporting documents as mentioned in Annexure – I along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.

1.2 Contract Period: The period of contract initially will be for one year from the date of written order to commence the work issued from INFLIBNET, which may be extended further for two years (one year at a time) on the same terms, conditions and rates of the original contract on mutual consents, if the performance/services of the bidder is found satisfactory in the discretion of INFLIBNET. The Centre reserves the right to curtail or extend the validity of the Contract.

1.3 Period of Validity of Offer: For the purpose of placing the order, the proposals shall remain valid till 90 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension for the period of validity and such a request shall be binding on OEM/Contractors/Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

1.4 Submission of Bid: The bids have been invited under single bid system. The interested OEM/Bidders/Contractor are advised to submit sealed envelopes super scribing "Bid for Annual Rate Contract (ARC) for Xeroxing, Spiral Binding, Printing and Lamination" containing the required documents and Annexure T-I to Annexure T-VII addressed to :
The In-charge (P&S),
INFLIBNET CENTRE,
INFOCITY,
GANDHINAGAR-382007
GUJARAT, INDIA

And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 09.01.2020 at 17:00 Hrs.

Bid may be submitted in the following manner:

- 1.4.1 The envelope shall indicate the name and address of the OEM/Bidder/Contractor along with the Contact Number to enable the bid to be returned, if required.
- 1.4.2 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- 1.4.3 Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the OEM/Bidder/Contractor and shall not be evaluated.
- 1.4.4 The bid shall be written in English only.
- 1.4.5 No other method/means of submission of bid except as stated above shall be acceptable.
- 1.4.6 All entries in the bid form should be legible and filled clearly. Otherwise the bid is likely to be rejected.
- 1.4.7 If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- 1.4.8 No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

- 1.4.9 Duly filled Tender for qualification shall be submitted in proper format and incomplete offers shall be liable for rejection. Copy of each required documents should be submitted with the Annexures for the assessment.
- 1.4.10 For the Bids of those OEM/Bidders/Contractors who have submitted all information, statistical details as required in the bid documents, if the employer desires any clarification/ verification for any ambiguity or difference found in the documents/statistical details submitted by the OEM/Bidder/Contractor the same shall be furnished within stipulated time otherwise further processing will be carried out in absence of above and the OEM/Bidders/Contractors shall be liable for any consequence.

1.5 Earnest Money Deposit (EMD):

- 1.5.1 The interested OEM/Bidders/Contractors may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.3,000/- (Three Thousand only) in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.
- 1.5.2 The bid securities of the unsuccessful OEM/Bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- 1.5.3 In exceptional circumstances, INFLIBNET may solicit OEM/Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A OEM/Bidder granting the request is not required nor permitted to modify the Bid.

1.5.4 Exemption in EMD will only be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.

1.6 Forfeiture of EMD: EMD made by OEM/Bidder/Contractor may be forfeited under the following conditions:

- 1.6.1 If OEM/Bidder/Contractor withdraw the proposal before the expiry of validity period. During the evaluation process, if an OEM/Bidder/Contractor indulges in any such activity that would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
- 1.6.2 If OEM/Bidder violates any of the provisions/terms and conditions of this proposal or indulges in any such activities that would jeopardize the work.
- 1.6.3 Does not accept the work order along with the terms and conditions.
- 1.6.4 In case of a successful OEM/Bidder/Contractor, if the OEM/Bidder/Contractor fails to submit the PBG in accordance with terms and conditions.
- 1.6.5 Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the OEM/Bidder will be deferred from participating in any job.
- 1.6.6 In the event of the successful OEM/Bidder/Contractor failing to comply with any provision of the contract.
- 1.6.7 The OEM/Bidder/Contractor shall not be allowed to withdraw or modify the offer on his own after the last date of submission of bid. If any OEM/Bidder/Contractor withdraws or makes any modifications or additions in the terms and conditions of his tender not acceptable to the INFLIBNET then the INFLIBNET shall without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money.

- 1.6.8 In case the OEM/Bidder/Contractor fails to commence the work specified in the tender documents within 15 days or such time period as mentioned in Purchase Order/Work Order/LOI, after the date on which INFLIBNET issues written orders to commence the work, whichever is later, INFLIBNET shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the earnest money absolutely.
- 1.6.9 In case of forfeiture of earnest money as prescribed as 1.6.1 to 1.6.8 above, the OEM/Bidder shall not be allowed to participate in the retendering process of the work, if carried out.

1.7 Pre-Bid Meeting: The Pre-Bid Meeting will be held on 30.12.2019 at 15:00 Hrs. at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. OEM/Bidder/Contractor can end their queries to:

For Technical query:

The Administrative Officer (PA&F)

Email: adminofficer[at]inplibnet[dot]ac[dot]in

and devang[at]inplibnet[dot]ac[dot]in

Tel : 079-23268121(During office hours 9.30am to 6.00pm (Mon-Fri))

For Commercial and general query:

Shri Shyam T Yadav, In-Charge (Purchase & Stores)

Email : shyam[at]inplibnet[dot]ac[dot]in

Tel: 079-23268143 (During office hours 9.30am to 6.00pm (Mon-Fri))

The OEM/Bidder/Contractor is expected to have visited the site before pre-bid meeting or submitting tender documents so as to have a fair idea of the *Annual Rate Contract (ARC) for Xeroxing, Spiral Binding, Printing and Lamination* at the Centre. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

The pre-bid meeting amendments as well as other amendments/corrigendum related to tender can be downloaded from the INFLIBNET website (www.inplibnet.ac.in) or from Central Public Procurement Portal (CPPP), Govt. of India website (www.eprocure.gov.in)

1.8 Performance Security Deposit: The successful OEM/Bidder/Contractor shall have to deposit a Performance Security Deposit of the 10% of the total amount of work order or estimated tender value within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations/warranty period. Bid security (EMD) shall be refunded to the successful OEM/Bidder/Contractor on receipt of performance security. The performance security will be renewed, if the contract is extended.

1.9 Terms of Payment:

- 1.9.1 The payment will be released in four installments/ after completion of every 3 months of service period. The payment will be made on quarterly basis by e-transfer through RTGS/ NIFT on submission of bill with slip signed by the user and scrutinized. No advance payment will be made. The Bidders should provide their bank details duly signed by authorized signatories.
- 1.9.2 Format of invoice is as per INFLIBNET (i.e. Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately). The terms of such invoice(s) is that they shall be payable as per the rates submitted, negotiated and agreed by both.

- 1.9.3 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor/Bidder/OEM or due to Admin delay for the reasons beyond the control of the Centre.
- 1.9.4 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the tenderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre. Necessary TDS certificate will be issued by the Centre.
- 1.9.5 During the ongoing Contract, no increase in rates will be allowed.
- 1.9.6 Subject to any deduction which INFLIBNET may be authorized to make under the contract, the Contractor/Bidder/OEM shall be entitled upon the certificate of the Scientist in charge to the effect hereinafter stated payments of Bills shall be made to the Contractor/Bidder/OEM. The payment shall be made subject to availability of Fund/Grant/Letter of Credit.
- 1.9.7 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre. Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any found paid excess.

1.10 Amendment of Bid Document: At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

1.11 Enforcement of Terms: The failure of either party to enforce at any time of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.12 INFLIBNET Right to reject any of all bids: The competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

- 1.12.1 The Director, INFLIBNET reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.
- 1.12.2 The competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
- 1.12.3 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the CAMC Services Provider at any time, in its discretion, before the last date submission of proposals.
- 1.12.4 By acceptance of this document, the recipient agree that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any time and without advance notice, to change the procedure for the selection of service provider.

1.12.5 The INFLIBNET reserves right to terminate the contract at any time after giving a one month's notice to the selected Service Provider with or without assigning any reason and shall be under no obligation whatsoever to continue the contract.

1.13 Termination of the Contract: INFLIBNET may without prejudice to any other remedy or right of claim for breach of contract by giving not less than one month written notice of default sent to the contractor, terminate the order in whole or in part. If the contractor materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by INFLIBNET in writing and fails to remedy its failure within a period of one month after receipt of default notice from INFLIBNET. In such case INFLIBNET will invoke the amount held back from the contractor as PBG.

1.14 Resolution of Disputes:

1.14.1 If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 day notice thereof to the other Party in writing.

1.14.2 In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

1.14.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.

1.14.4 The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.14.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.15 Price Bid: The price bid (Annexure – T-VII) shall be submitted in a single envelope along with all the required documents for technical eligibility mentioned at Annexure –I.

1.16 Relaxation of Terms and Conditions: The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

1.17 Disclaimer:

The relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Terms & Conditions

2.1 Terms & Conditions for Annual Rate Contract (ARC) for Xeroxing, Spiral Binding, Printing and Lamination.

- 2.1.1 All pages of tender document should be stamped and signed by authorized person/persons having the token of acceptance to all conditions of tender.
- 2.1.2 INFLIBNET is not responsible for non-receipt of quotation due to postal delay, loss in transit. etc.
- 2.1.3 In case of breach of any terms and conditions attached to this contract. The Performance Security deposit of the agency will be liable to be forfeited by this office besides annulment of the Contract.
- 2.1.4 The successful tenderer shall not engage any sub-Contractor/Bidder/OEM or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.5 INFLIBNET does not bind itself to accept the lowest or any Bid and reserves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rates quoted.
- 2.1.6 Canvassing in connection with the Bids is prohibited and the Bids submitted by the Contractor/Bidder/OEM who resort to canvassing are liable for rejection.
- 2.1.7 The Bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the Bidder in words and in figures or in the amount worked out by him, the rate quoted by the Bidder in words shall be considered.
- 2.1.8 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 2.1.9 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 2.1.10 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.11 In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 2.1.12 This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the CAMC Service Provider described herein.
- 2.1.13 Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
- 2.1.14 This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirement.
- 2.1.15 The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated times shall become the property of INFLIBNET and will not be returned.
- 2.1.16 The Service providers shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.1.17 The bidder will be bound by the details furnished by him/ her to INFLIBNET while submitting the tender or at subsequent stage. In case, any of such documents

furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

- 2.1.18 The Contractor/Bidder/OEMs/ agency's personnel shall follow and adhere to all procedures and processer as laid down by INFLIBNET.
- 2.1.19 The quarterly bills for the service shall be submitted by the Contractor/Bidder/OEMs before at the end of every month and the same will be settled by INFLIBNET after due scrutiny only.
- 2.1.20 Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Bids. Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the Bid except wherever needed after referring the details of the Bid and if asked for. Correction / overwriting should be countersigned by the Bidder.
- 2.1.21 The conditions beyond Contractor/Bidder/OEMs control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc, shall not be deemed a breach of the contract.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Eligibility (Pre-qualification) Criteria

Annexure T-I

Page number should mention mandatory

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached(Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary.	I. Certificate of Commencement of business (Certificate of incorporation) II. Certificate consequent to change of name, if applicable		
02.	They should be registered with Income Tax and Goods and Service	Attested copy of PAN/GIR Card Attested copy of GST registration certificate.		
03.	Earnest Money Deposit (EMD) of Rs.3,000/-	Attached with bid.		
04.	Annexure-T-II [On the letterhead of the Bidder]	Bidder's Details		
05.	Annexure-T-III [On the letterhead of the Bidder]	Bank details		
06.	Annexure-T-IV [On the letterhead of the Bidder]	Bid form		
07.	Annexure-T- V [On the letterhead of the Bidder]	Declaration		
08.	Annexure-T-VI [On the letterhead of the Bidder]	Declaration regarding blacklisting/ non blacklisting		
09.	Annexure-T-VII[On the letterhead of the Bidder]	Price bid		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the following documents along with their Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Information and Library Network Centre
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Annexure T-II

BIDDER'S DETAILS

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
3.	Communication Address:	
4.	Office Phone No: Mobile No: Fax: E-Mail ID:	
5.	GST registration Number: PAN Number:	
6.	Bank Holder's Name Bank Name: Branch Name: Account No: IFSC code: Other Bank details, if required:	
Particular Details of the Bidders Representative'		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

UNDERTAKING

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,**

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Information and Library Network Centre
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Annexure T-III

[On the original letterhead of the Bidder/OEM]

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/ UNSUCCESSFUL BIDDER/OEM

RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form

Sl. No	Particulars	Attached (Y/N)
1.	Name of the Bidder/OEM	
2.	Permanent Account No. (PAN)	
3.	Particulars of Bank Account	
	a) Name of Bank	
	b) Name of Branch	
	c) Branch code	
	d) NEFT/ IFSC Code	
	e) Account No.	
	f) RTGS Code	
	g) 9 digit MICR code appearing on the cheque book	
	h) Type of account	
	i) Address	
	j) City Name	
	k) Telephone No.	
4.	Email id of the Bidder/OEM	

Note:- Please attach original cancelled cheque along with the RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form

Date : _____

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Information and Library Network Centre
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Annexure T-IV

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: ARC of ***Xeroxing, Spiral Binding, Printing and Lamination*** at INFLIBNET CENTRE,
Gandhinagar

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/XEROXNG/ARC/2019-20, do hereby propose to execute the job as per specifications as set forth in your Bid document.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (Ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to five to ten percent (10%) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of.....20.....

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Information and Library Network Centre
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Annexure T - V

DECLARATION

I, _____ Son/ Daughter/
Wife of _____
Resident _____ of

_____ Proprietor / Director / Authorized Signatory of the Company /
Firm, mentioned above, is competent to sign this declaration and execute this tender
document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender
documents from Page No. _____ to _____ (including all documents like

annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall
abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all
been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender
document(s) in it's totally / entirely.

**In case any provision of this tender are found violated, then your
department/organization shall without prejudice to any other right or remedy be at
liberty to reject this tender/bid including the forfeiture of the full said earnest
money deposit absolutely.**

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that
the firm/ company namely M/S.
..... has not been blacklisted or debarred
in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S...hereby
declare that the firm/ company namely
M/S.....Was blacklisted or debarred by any
Government Department from taking part in Government tenders for a period of
.....years w.e.f..... The period over on And now the firm/ company is
entitled to take part in Government tender. In case the above information found false I / we
are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND
LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above
INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be
responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should be affixed.
--

Dated:
Bidder with seal.

Signature of

In case of proprietorship firm, certificate will be given by the proprietor, and in case of
partnership firm, certificate will be given by all the partners and in case of limited company
by all the Directors of the company or company secretary on behalf of all directors

Information and Library Network Centre
(Tender No.INF/PUR/XEROXING/ARC/2019-20)

Annexure T- VII

[On the original letterhead of the Bidder/OEM]

Price Bid

Sr No.	Particular	Rates
01.	Xeroxing on A4 Size Paper(single side) including cost of paper.	
02.	Xeroxing on A4 Size transparent sheet including cost of paper.	
03.	Xeroxing on A4 Size Paper(both side) including cost of paper.	
04.	Xeroxing on legal Size Paper(single side) including cost of paper.	
05.	Xeroxing on legal Size Paper(both side) including cost of paper.	
06.	Xeroxing on A3 Size Paper(single side) including cost of paper.	
07.	Xeroxing on A3 Size Paper(both side) including cost of paper multicolor.	
08.	Xeroxing on A4 size Paper Multicolor	
09.	Xeroxing on A4 size title card of best quality	70 GSM
		100 GSM
		250 GSM
		300 GSM
10.	Xeroxing on A4 size color Xerox paper including cost of sheet.(300 GSM)	
11.	Spiral binding with front transparent type and back colures plastic sheet including spiral ring for the binding up to 100 pages.	
12.	Spiral binding with front transparent type and back colures plastic sheet including spiral ring for the binding above 100	

	pages.		
13.	Lamination work(quote rate per inch)		
14.	B/W print on A3 size	70 GSM	
		100 GSM	
		250 GSM	
		300 GSM	
15.	Colour print on A3 size	70 GSM	
		100 GSM	
		250 GSM	
		300 GSM	
16.	Colour print on A4 size	70 GSM	
		100 GSM	
		250 GSM	
		300 GSM	
17.	B/W print on A4 size	70 GSM	
		100 GSM	
		250 GSM	
		300 GSM	

Note : Indicate whether rates are inclusive or exclusive of GST.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____