

NATIONAL HORTICULTURE BOARD

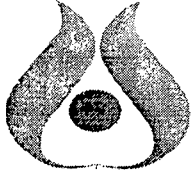
Ministry of Agriculture & Farmers Welfare, Govt. Of India
Plot No. 85, Sector-18, Institutional Area
Gurgaon-122015 (Haryana)
Ph: 0124-2342992 Fax: 2342991
Website:

TENDER NOTICE

**Tender Notice for hiring of Photocopy service for 03 years w.e.f. 01.01.2020 in
National Horticulture Board, Plot No. 85, Sector-18, Institutional Area,
Gurugram – 122 015 (HR)**

Sealed Tenders are invited from reputed firms for providing photocopy service on hired basis in the office complex of National Horticulture Board. Detailed Tender document can be Downloaded from Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on NHB's website also at www.nhb.gov.in The Board reserves the right to accept or reject any or all bids without assigning any reason thereof.

sd/
Managing Director



राष्ट्रीय बागवानी बोर्ड
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
प्लॉट सं. 85, सेक्टर-18, इंस्टीट्यूशनल एरिया,
गुरुग्राम-122015 (हरियाणा)
दूरभाष.: 0124-2342992 फ़ैक्स 2342991
वेबसाइट: www.nhb.gov.in

निविदा सूचना

राष्ट्रीय बागवानी बोर्ड, प्लॉट सं. 85, सेक्टर-18, संस्थानिक क्षेत्र, गुरुग्राम-122015 (हरियाणा) में 01-01-2020 से 03 वर्षों के लिए फोटोकॉपी सेवा हायर करने के लिए निविदा सूचना

राष्ट्रीय बागवानी बोर्ड के कार्यालय परिसर में किराए के आधार पर फोटोकॉपी सेवा प्रदान करने के लिए प्रतिष्ठित फर्मों से सीलबंद निविदाएं आमंत्रित की जाती हैं। विस्तृत निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल (सीपीपीपी) की वेबसाइट www.eprocure.gov.in और एनएचबी की वेबसाइट www.nhb.gov.in से भी डाउनलोड किए जा सकते हैं। बोर्ड को कोई कारण बताए बिना किसी भी या सभी बोलियों को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित है।

ह0/—
प्रबंध निदेशक

National Horticulture Board
Ministry of Agriculture, Government of India,
Plot No. 85 Sector 18, Institutional Area,
Gurgaon – 122015 (Haryana)
Phone No. 0124-2342992, 24342990
Website:

Tender document for hiring of Photocopy work

The Board intends to hire the services of one photocopy Agency from January 2020 to December 2023 for a period of three years starting with effect from January 01, 2020. The Photocopy machine are to be installed at Plot No. 85, Sector -18, Institutional Area, Gurgaon.

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|----|---|--|
| 1. | Date of Commencement of Bidding Process | 11.11.2019 |
| 2. | Last date and time for receipt of Clarifications
Queries from vendors for Clarifications | 18.11.2019 |
| 3. | Last date and time of submission of Technical and
Financial bids | 21.11.2019 (3.00 P.M.) |
| 4. | Date and Time of Opening of Technical Bids | 21.11.2019 (3.15 P.M.) |
| 5. | Date and Time of Opening of Financial Bids | 22.11.2019 (3.00 P.M.) |
| 6. | Place of Opening of Bids | NHB, Plot No. 85 Sector 18
Institutional Area, Gurugram |
| 7. | Address for communication | -----As above----- |
| 8. | EMD | Rs.50000.00 (Rs. Fifty thousand only)
in the form of Demand Draft in favor of
National Horticulture board, payable at
Gurgaon |
| 9. | Cost of Tender | Rs.250/- in the form of Demand Draft
in favor of National Horticulture Board,
payable at Gurgaon (non Refundable) |

NATIONAL HORTICULTURE BOARD, PLOT NO.85, SECTOR -18 INSTITUTIONAL AREA GURUGRAM

TENDER DOCUMENTS

INVITING TENDER for hiring of Photocopy service for a period of 03 one years starting with effect from 1st January 2020 invites sealed tender in two part from bonafide & resourceful owners and provider of photocopy services with three photocopy machines with operator, as per requirement of the Board.

DEFINITION

1. Contract means the documents forming the tender and the acceptance thereof and the formal agreement executed between the national Horticulture Board and the Contractor together with the documents referred therein inkling these conditions, the specifications and instruction issued from time to time by the Board and all these documents taken together shall be deemed to form one contract and shall be complementary to one another
2. The bidder firm should have successfully and satisfactorily executed minimum of two works per year of providing of Photocopy work on hiring basis during last 3 years ending 31st of March'2016 of Central / State Government / Public Sector Undertaking, Banks or reputed Public Ltd./Pvt. Ltd. Companies. The supported documents should accompany with the bid.
3. The bidding firm should have turnover of minimum of 10 Lacs for the year ended 31.03.2019. The Balance Sheet, Trading and Profit & Loss Account for period ended 31.03.2019 and income tax return for Assessment Year 2018-2019 be submitted along with the bid.
4. The bidder should have been allotted GST/services Tax/VAT number by the Govt Authorities and same shall be enclosed with the bid.
5. The Contractor shall means the individual or firm or company whether incorporate or not undertaking the work and shall include legal personal representative of such individual or the composing the firm company and the permitted assigns of such individuals or firm of company . The expression work or work shall means the permanent or temporary work described in the Scope of work and /or to be executed in accordance with the contract and includes materials apparatus, equipment, fitting and things of all kind to be provided the obligation of the contractor hereunder and work to be done by the contractor under the contract.

The Charges for rendering the services payable by the Board to the Agency shall be as per the rates in the Annexure II

IMPORTANT INSTRUCTIONS FOR BIDDERS:-

1. Tender Document is non-transferable.
2. Tender without Earnest Money Deposit (EMD) will be rejected out rightly.
3. Offer should be submitted in two parts viz (i) Technical Bid. and (ii) Financial Bid.
4. The original tender document must be duly signed and stamped by the authorized signatory on each page and copy of the receipt issued by NHB for purchase of tender document should also be enclosed along with the technical bid. In case, the tender documents is downloaded from NHB website, DD of Rs. 250/- in favour of National Horticulture Board towards the cost of tender document be enclosed together with technical bid.
5. Technical bid shall not have the price portion but must include all the required technical particulars/commercial details about experience infrastructure etc.
6. The tender should be completed in all respects. Full particulars and descriptive literature should be forwarded with the technical bid.

7. The price quoted should be firm and final. Price must be shown in figures and words. In case of difference in amounts mentioned in words and figures the lower of the two will be taken as the rate quoted.
8. No tender shall be allowed to revise its original price, after its submission.
9. Tender should be furnished in a properly sealed cover containing inside two separate sealed envelopes, one each for technical bid and financial bid sub scribed as: Technical Bid and Financial Bid.
10. The tender should be addressed to the Managing Director, National Horticulture Board, Plot No. 85, Sector-18, Institutional Area, Gurugram -122015 (HR) and may be dropped in the Tender Box personally.
11. Postal delay or loss of tender in transit will not be the responsibility of NHB.
12. Offers send by Fax or E-mail will not be considered.
13. In the first instance, the technical bids will be opened in the presence of the representatives of the firms who may like to be present on the date and time of opening of the tenders.
14. The financial bids of the technically qualified tenders will be opened on the date and time fixed by NHB which will be informed in writing at a later date. The financial bid of technically un-qualified bidders shall be returned as such in sealed condition.
15. The bidder or his authorized representative may be present at the opening of the financial bid at the time and date as specified in the schedule and as intimated later towards financial bid.
16. In the event of date of opening of the tender being declared as closed holiday for Central Government offices, the bids will be opened the following day on the same time.
17. Managing Director, NHB reserves the right to reject any or all the tenders at his sole discretion without assigning any reason and further reference to tenders.

Procedure for submission of Bid:

The technical and commercial bids shall be submitted by the bidder in two separate envelopes. The envelope No. 1 (Part 1) shall be supper subscribing as under: **"Technical Bid for Hiring of Photocopy services."** The envelop No 1 shall contain the following documents. Tender Application Money and EMD in the form of DD of Rs. 250.00 and Rs.50000.00 respectively.

The documents stated in the eligibility criteria and details of Photocopy work enclosed along with the Tender.

Please note that envelop of technical bid shall not contain any indication of price/rate/charges in Part-I of the tender. The envelop No 2 (Part 2) shall be super subscribing as under: **Financial Bid for Hiring of Photocopy services" The Envelop No 2 shall contain the following documents" (Price Bid as per format enclosed with the tender document Annexure- II)** Separate sealed envelopes containing Part- I and Part- II of tenders should be put in another sealed cover, superscribing "OFFER for Hiring for Photocopy services" and submitted to the Managing Director, National Horticulture Board, Plot. No.85, Sector -18 Institutional Area Gurugram by 3.00 P.M. on 21.11.2019.

SCOPE OF WORK:

Sr. No.	Particular	Rates (in RS)
1.	Photostat rate per copy single side	
2.	Photostat rate per copy back to back	
3.	Color Photocopy per page	
4.	Spiral Binding A-4	
5.	Sprial binding A3	
6.	Hard Binding A3	

7.	Hard Binding A4	
8.	Rexene binding A3	
9.	i) Lamination A4 size 40 micron ii) lamination A4 size 60 micron iii) Lamination A4 size 150 micron iv) Identity card 250 micron	
10.	Separator card 1-10 separate plastic 1-15	
11.	Separate card 1 to 15 No.	

Terms and Conditions :

The Terms & conditions for hiring the services of photocopy agency shall be as under:

The bidder should be agreeable to arrange for three photocopy machines, one spiral binding machine & one laminating machine, toners, papers etc, required for the photocopy work. Further, the bidder will ensure to keep the machines installed / supplied in excellent conditions.

The bidder shall arrange for their purchase on his own and shall bear all expenses in connection with any kind of purchase required for photocopy work including their transportation of machines and all expenses / charges toward repairs, taxes and any other equipments will be borne by the agency. Machinery and /or any others equipment requiring repairs etc can only be taken out of the premises with the permission of the Board authorized officers.

All the machineries provided by the firm are for exclusive use of the Board for the purpose. The Agency shall take due care of all the equipments, machinery. The daily and periodical maintenance of the equipments and machinery shall be the sole responsibility of the agency. The cost of Replacement / repair and service of all equipment and machinery during the currency of these presents shall be borne exclusively by the firm only.

The firm shall provide adequate number of efficient, clean healthy honest, well-behaved operators as his agents or nominees for operating and maintaining the machines of the agency. It shall be the sole responsibility of the firm to watch and ward of his machinery & equipment tools & materials, Board will not be responsible for any theft loss or any damage due to fire or any others natural calamities.

The firm shall be responsible for the good conduct and performance on the part of his personnel and the contractor shall and be deemed, for all legal and contractual purposes, the employer of the said personnel engaged by him and such persons shall not have any claim for employment the Board in whatsoever and howsoever manners or in any connection therewith against the Board now or at the future.

The firm will maintain record of work done by him in the Form duly prescribed by the Board and raise bill at monthly intervals.

The Board further reserve right to delete or reduce any item or sanction of the bills before affecting payment in case an complaint regarding quality of service inefficient service no adherence to agreed quality of material or services have been received or noticed by the bank without assigning any reason whatsoever and no claim will be entrained in this regard.

The firm will be solely responsible for the payment of salaries and allowances of employees an per labour laws. No employees employed by the agency will claim any employment in the Board.

The firm undertake, accepts and admits absolute and complete responsibility for the service condition, claim, damages and others compensations of the personnel enrolled by him and will be liable for and unequivocally assume responsibility for due compliance with the requirement of all statutory obligations, duties and liabilities (including

insurance) and to pay all such claims, costs, damages, expenses, fine penalties and compensation which may arise out of a claim, suit or prosecution for contravention thereof, The agency shall indemnify and keep the Board indemnified from and against all such claims, demands, costs, charges, fines, or penalties and compensation etc if any, as aforesaid.

The firm shall be responsible for any loss due to theft/pilferage and / damage to the Board Property, when such damage is, in the opinion of the Board caused due to negligence carelessness or any fault on the part of the firm or his workmen /employees engaged for the services, The firm shall ensure that the character and antecedent of the personnel engaged by him are duly verified before such engagement.

The firm shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, the board may at its discretion but without prejudice to its other rights and remedies terminate this contract.

The firm will submit the bill for the service rendered only at the end of each month to the authorized officer who will scrutinize the bills and if found in order, certify for payment. The payment as far as possible will be made within one week from the date of Certification.

Any indulgence, forbearance or waiver, granted, shown, or made on the part of the bank will not prejudice its rights under the Contract.

The Court in Gurgaon City (Haryana State) alone shall have jurisdiction in respect of any matter touching these presents.

It will be the Agency responsibility to sort the photocopies, make sets, staple/ punch as required and make file well in time.

The original matter given for photocopy & all photocopies thereof will be exclusive property of the Board and to be returned to and authorized official of the board. All the materials for photocopy and their photocopies shall be kept confidential and must not be passed on to any outside person/party in any circumstances.

Notwithstanding anything contained herein above the Board reserve the right to terminate the contract at any time without assigning any reason whatsoever and ask the agency to vacate the space provided to him.

PERMIT LAWS AND REGULATIONS

The firm shall strictly comply with all Labor and such other statutory laws in relation to the service to be provided and the personnel engaged by the firm and he shall be solely responsible for all acts of the said personnel so enrolled and there shall be no privity of contract for any purpose and to any intent between the board and said personnel so engaged by the firm. The Board shall neither be liable nor answerable in respect of any claims or demand in respect of any matter or on any account which may be raised by the said personnel so engaged by the firm and it shall be the sole responsibility and liability of the firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

The firm shall be responsible for the photocopy work, from 9.00 a.m to 6.00p.m generally and /or as required by the Board. The firm shall alone have the right to exercise control, guide, direct and manage the personnel engaged for the purpose of photocopy work.

The firm shall alone bear all taxes which the Board may be liable to deduct or called upon to so deduct, during the currency of the arrangement which are liable to be payable by the firm under the law.

TAXES:

The Agency shall alone bear all taxes, rates, charges, levies or claims whatsoever as may be imposed or levied by the State/ Central Government or any local body or authority for and in connection with the rendering services except service tax as applicable.

All The Taxes which the Board may be liable to deduct or called upon to so deduct, during the currency of the arrangement which are liable to pay by the firm under the law but not so paid, shall be set off against the bills raised by the contractor and paid to the respective government department or authorities as may be required under law and the contractor shall have no claims against the board in respect of any or all such payments

INSURANCE:

The Contractor shall arrange and pay for policy under the Public Liability insurance Act 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above said act or any rule framed there under and which are used by the firm during the course of the photocopy services under these presents.

The firm shall obtain adequate insurance policy in respect of his workmen engaged for the service towards meeting the liability of Compensation arising out of death /injury/ disablement at work etc. and shall regularly pay each and every premium as and when the same shall become due during the currency of these presents.

The successful bidder should be in a position to install and commission the photocopy machine in Board's premises within 10 (Ten) Days from the date of awarding the contract or within 3 (three) days from the date of giving site clearance, whichever is later.

The Tenders shall remain valid for a period of three year i.e. w.e.f. 01.01.2020 to 31.12.2022

AGREEMENT

ARTICLES OF AGREEMENT made thisday of between National Horticulture Board, an autonomous organization under the administrative control of ministry of agriculture, Govt. of India and having its Head Office at Plot No. 85 Sector - 18 Institutional Area, Gurgaon – 122015 (hereinafter called "The Employer" which expression shall unless excluded or repugnant to the context be deemed to include its successor and assign of the One Part and M/s Having its Address/Registered Office at (hereinafter called the "CONTRACTOR") of the "OTHER PART" which expression should include its successor/s and assignee/s. WHEREAS the Employer is desirous of executing Contract for Hiring of photocopy services at Board's building, Plot No.85 Sector – 18, Institutional Area Gurgaon and has caused specifications describing the work to be prepared and / or to be prepared by Board. AND WHEREAS the said specification as mentioned in the tender document (hereinafter mentioned). The specification and the schedule of items & quantities have been signed by and on behalf of the parties hereto. AND WHEREAS the contractor has agreed to execute upon and subject to the conditions set forth herein and in schedule of items and quantities, scope of services and terms & conditions as mentioned in the Notice inviting Tender and all correspondence exchanged by or between the parties from the submission of tender till the award of work vide letter no dated both letters inclusive, (all of which are collectively hereinafter referred to as "the said conditions"), the work described in the said notice inviting tender and included therein at the rates set therein as mentioned in the schedule of qualities and rates or such other sum as shall become payable. NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the said conditions, the contractor shall upon and subject to the said conditions, execute and complete the work shown upon the said specifications and the schedule of items and quantities. 2. The Employer shall pay the firm the said contract amount, or such other sum as shall become payable, at the times
2. & in the manner specified in the said conditions.
3. he said conditions and appendices thereto shall be read and considered as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the Agreement on their part respectively in the said conditions contained.
4. The following documents shall be deemed to form and to read construed as part of this agreement, viz i) Original tender document. ii) Relevant correspondence all letter/ Correspondence all letter/ correspondence forming parts of contract and referred to in acceptance letter iii) Acceptance letter iv) Schedule of quantities/Price Bid v) Other additional documents as required vi) Articles of Agreement
5. The Contract initially for months as per scope of work and schedule of rates & quantities described in the award letter.
6. The firm hereby agrees to commence the work, as specified in the notice inviting tender.
7. All payment by the Employer under this contract will be made on monthly basis.
8. Any dispute arising under this Agreement shall be referred to arbitration in accordance with the stipulations laid down in the conditions of contract.
9. That the several parts of this contract have been read and fully understood by the contractor. In witness whereof, the parties hereto have agreed, accepted and acknowledged and signed these presents on the day, month and year mentioned herein above.

Authorized Signatory
For and of behalf of NHB

Authorized Signatory

For and of behalf of M/s.....

In Presence of:

Signature
Name & Address

Signature
Name & Address

(Submitted by the tenderer in Part – I of Tenders) (Technical bid)

To

The Managing Director
National Horticulture Board
Plot No. 85, Sector – 18, Institutional Area
Gurgaon – 122015 (Haryana)

Sub: Your Notice Inviting Tender Dated for providing of Photocopy service .

Dear Sir,

This has reference to the notice Inviting Tender The firm has gone through and the scope of services and terms & conditions forming part of the Tender and understood the same. We hereby enclose our offer for providing photocopy service on hire basis, in your Board's building at Plot No.85, Sector-18, Institutional Area Gurugram (Haryana). We confirm that our offer is in conformity with the scope of services and terms & conditions, as given in the notice Inviting Tender. We also understand that the Board reserves the right to reject any or all tenders without assigning any reason whatsoever.

Yours Faithfully,

Authorized Signatory
(Name & Designation with seal of the agency)

Date

Enclosures : 1. Technical Bid - Part-I
2. Financial Bid - Part – II
3. Tender fees detail
4. EMD Detail
5. Agreement duly signed

Format for Technical Bids

S. No.	Detail	To be Provided by the Company/firm		
1.	Name of the Company/firm			
3.	Permanent address proof of the Company/firm			
4.	Turn over of the company for the year (Rs. In lakh)	2016-17	2017-18	2018-19
5.	ITR copy of the company for the year 2018-19			
6.	PAN No. of the Company/firm			
7.	GST No. of the Company/firm			
8.	Work executed during last two years (Please provide copy of work order & list of clients)			