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अखिल भारतीय वाक् श्रवण संस्थान :मैसूरु - 570006
ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570006
(An Autonomous body under the Ministry of Health and Family Welfare,
Govt. of India), Manasagangothri, Mysore - 570 006
ಫೋನ್ /Phone: 0821-2502000/ 2502100, www.aiishmysore.in

TENDER DOCUMENTS (Non-transferable)

For providing photocopying and other services at AIISH, Mysuru

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Note:

1. All these documents are to be submitted duly signed by the tenderer on each page while submitting the offer, with an **EMD of Rs. 3,000/-** and **cost of tender document of Rs. 100/-**
2. Last date for submission of tender document is **31.08.2022 by 5.30 P.M**
3. **Date of opening** the tenders is **01.09.2022 at 03.30 P.M** in the Meeting Hall, Administrative Block of the Institute.

M. Puripada
निदेशक/DIRECTOR



अखिल भारतीय वाक् श्रवण संस्थान, मैसूरु - 6
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निविदा आमंत्रित करने की सूचना/ NOTICE INVITING TENDER दिनांक / Dated : **11.08.2022**

अखिल भारतीय वाक् श्रवण संस्थान, मैसूरु, द्वारा फोटोकॉपी और अन्य सेवाएं प्रदान करने के लिए योग्य फर्म से मुहरबंद निविदाएं आमंत्रित हैं. / All India Institute of Speech and Hearing, Mysore invites sealed tenders (single bid system) from eligible firms for providing photocopying and other services at AIISH, Mysuru, as detailed below:

Sl. No.	Name of the work	Cost of Tender document	EMD amount
1.	Providing photocopying and other services	Rs. 100/-	Rs. 3000/-

- A. Date of Notice inviting tender : 11.08.2022
B. Last date for receipt of tender forms : Before 5.30 PM of 31.08.2022.
C. Date & time of Opening of Tenders : 01.09.2022 at 03.30 P.M.

Eligibility:

1. Should have served at least one year of similar works in Central/State Government Departments/ reputed private institutions/ registered shop at least before August 2020.
2. Bidder must have a registered shop/ firm in Karnataka. In case bidder does not have a registered shop/ firm in Mysore, the bidder must submit the self-declaration to effect that a shop/ firm will be established in Mysore within 15 days of award of the contract if successful bidder.
3. The bidder should not have been blacklisted by any Govt., Semi-Govt. Dept. or any other organization. A declaration to this effect shall be given by the bidder along with the tender fee and EMD.

EMD exemption:

The Institute may accept bids without EMD from those bidders who are registered with the MSME / National Small Industries Corporation (NSIC). Certificate must be enclosed for the EMD Exemption.

Bid Validity:

The bid submitted by the Bidder shall remain valid for acceptance for a period of 90 days from the date of opening of the BID. Bidders shall not be entitled during the said ninety days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to AIISH, Mysuru.

How to submit the tender documents:

- Tender documents including terms and conditions can be downloaded from the Institute's website www.aiishmysore.in
- Tender document so downloaded will be valid only if a Demand Draft of Rs. 100 in favour of Director, AIISH, Mysore, is enclosed towards the cost of the tender document.
- Tender document should be submitted along with **EMD of Rs.3,000/-** (Demand Draft drawn in favour of Director, AIISH, Mysore)
- Bidder should sign on each page of the tender document and supporting documents.
- Sealed Tenders (single bid system) super-scribing on top of the envelope "**Tender for providing photocopying and other services at AIISH, Mysore**" should be submitted in **the office of the Chief Administrative Officer.**
- The last date for receipt of filled in tender documents is up to **31.08.2022 by 5.30 P.M.**
- Tenders will be opened on **01.09.2022 at 03.30 P.M**

Documents to be attached along with the tender document:

1. A copy of a valid license for running photocopying and similar activities.
2. Registration certificate of the firm.
3. Proof of experience
4. Proof of having an office in the State of Karnataka.
5. A copy of GST registration/ Proof of IT filing
6. Original DDs
7. Supporting documents in case of claiming EMD exemption
8. ID proof of the bidder.
9. Details of point of contact (Escalation matrix)
10. Declaration on the firm's letterhead stating acceptance of the terms and conditions mentioned in the tender documents.

Interested bidders may visit the premises for providing photocopying and other services on any working day between 3 p.m. and 4 p.m. up to **26.08.2022** to see the place and available facilities before participating in the tender process.

Criteria for shortlisting the bids:

Contract shall be awarded to the firm (s) offering the lowest/ net bundled price (Group wise) and not with the reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, net bundled price offered by the firm shall not be considered/ accepted and bid shall be rejected. In case two firms offering the lowest net bundled prices, then only item wise rate will be evaluated for those two firms.

The successful bidder is required to match the L1 rates of other line items, as quoted by other bidders, if they will be found higher.

The tenders will be considered not eligible if:

1. Tender document is submitted without Rs.100/- (Demand Draft) towards the cost of the document.
2. The bidder does not have the required experience
3. The EMD is not paid.
4. Tenders received after the last date of receipt of tenders.
5. The bidder has not signed on all pages of the tender document.
6. Tender does not contain the essential supporting documents.
7. The tender document is incomplete.
8. If not quoted for all the items mentioned in the rate schedule.

The Director, AIISH, Mysore reserves the right to accept or reject any or all of the tender/s without assigning any reason whatsoever.

M. Pradyumn
निदेशक/DIRECTOR

**TERMS AND CONDITIONS FOR PROVIDING
PHOTOCOPYING AND OTHER SERVICES AT AIISH, MYSURU**

All India Institute of Speech and Hearing provides:

1. The space for running the photocopier and other services will be provided by the Institute on payment of **monthly rent of Rs. 8820/- (Rupees Eight Thousand Eight Hundred and Twenty only)** per month and the contractor shall make payment of the same for each month before 5th of the following month.
2. Electricity will be provided by the Institute. The requisite electric point and separate energy meter will be provided. The electricity charges, as per the meter readings shall be paid by the contractor on or before 5th of the following month or within the due date prescribed by the Electricity Board.

The contractor's liability:

1. The contractor shall abide by the rates quoted and agreed upon and shall charge rates quoted uniformly for all official documents and other documents. The rates so quoted shall be valid for the period of the contract, if any revision is required during this period, it shall have the approval of the Director, AIISH. Unless revision in rates is accepted, the contractor shall not charge extra.
2. The firm should install the heavy-duty photocopying machines and other required equipments only, at their own cost. The photocopying machine shall be installed within 10 days from the date of award of work.
3. The services as specified in the rate schedule should be made available on all working days from 9.00 A.M. to 8.00 P.M and on Saturdays from 9.00 A.M. to 5.00 P.M. However, in the event of any work load, the firm shall make the facilities available beyond the above hours on normal working days and also on Sundays and holidays, if required, for which prior information will be given.
4. Contractor shall deposite Caution money/Security deposit of Rs. 20,000/- (Rupees Twenty Thousand only) refundable on expiry of the contract, after adjustment of the outstanding dues from the contractor, if any and subject to compliance of the terms and conditions of the contract.
5. The Security Deposit will be forfeited in case the terms and conditions of the contract are contravened in any way.
6. Notwithstanding anything mentioned at (5) above, the Director reserves the right to impose a penalty of Rs.100/- for violation of terms and conditions or for using the space provided for the purpose other than photocopying and other services stipulated at the first instance, where after it will be increased in multiples of Rs.100/- for each occasion of breach as stated above.

7. The Photocopying of official papers shall be made only after receipt of the indents approved by the authorized staff of the institute. The said indents should be submitted along with the monthly bill for payment.
8. There shall be no liability on the part of the institute to recover any charges on account of photocopying of papers by staff/students of the institute for private purposes.
9. The contract will be in force for a period of one year from the date of award of work, initially, and may be renewed subsequently subject to satisfactory performance.
10. No other kind of business is allowed in the premises.
11. The firm is responsible for the upkeep of the accommodation provided and shall make good any damages caused.
12. The Director, AIISH, reserves the right to terminate the contract at any time without assigning any reasons thereof, whereby the firm should vacate the institute premises within three days from the date of receipt of such termination notice.
13. The firm should ensure that no unauthorized person other than staff and students of the institute who visit for photocopying purposes shall be entertained in the photocopying premises.
14. Contract shall be awarded to the firm (s) offering the lowest/ net bundled price (Group wise) and not with the reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, net bundled price offered by the firm shall not be considered/ accepted. In case two firms offering the lowest net bundled prices, then only item wise rate will be evaluated for those two firms.
15. The contract can be terminated at any time by giving one month's notice in advance from either party. Any complaints pending on the day of giving notice & also the expiry of the notice served shall have to be attended to in accordance with the terms & conditions of the contract.
16. The successful bidder shall execute agreement on a stamp worth Rs.100/- within 10 days from the date of award contract.
17. This tender is non-transferable. No sub-letting of the space/work is allowed under any circumstances. In case of such instances, contract shall be terminated immediately and security deposit amount shall be forfeited.
18. Any disputes/ differences arising shall be settled through arbitration. The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Mysore.
19. Furnish the list of employees engaged by him along with a photograph and copy of ID proof of such employees to the Institute within one week from the

commencement of the contract or within the such extended period at his request. No employees other than those whose names are furnished by his as above will be entertained to enter the campus.

20. It is the responsibility of the Contractor to obtain such License as required under the law for carrying out the activities at this Institute in terms of this contract from agencies/local bodies such as City Corporation.
21. The Contractor shall comply with the Labour Laws (State/Central) as applicable including non-engagement of child labour, and work timings. For any violation of the Labour Laws the contractor shall alone be responsible. Labourers engaged by him in pursuance of the contract shall be the employees engaged by him for all purposes. On termination of the contract, it is the responsibility of the contractor for relocation of the employees engaged by him and the Institute does not have any responsibility in this regard.
22. The contractor will also arrange for the photocopy and other services for the documents which are in odd size and not covered under this agreement, however, the rates for that will be certified by the Competent Authority and bills will be paid accordingly.
23. The contractor shall make arrangements to provide stationeries viz., Pen Drives, Maplitho / Bond papers, Compact Disks etc. and other consumables meeting the requirements of the students availing photocopying services.
24. In respect of matters not covered in the contract, the decision of the Director shall be final and binding on the contractor
25. Director, AIISH reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

M. Anupam
निदेशक/DIRECTOR

निविदा प्रपत्र / TENDER FORM

TENDER FORM FOR PROVIDING PHOTOCOPYING AND OTHER SERVICES

1. Name of the firm/ bidder :
Contact address: Office :
Telephone No. :
Fax & e-mail address, if any :
2. Registration particulars
(copy to be enclosed)
 - a. Registered with :
 - b. Registration No. :
 - d. Date of registration :
 - c. Trade for which registered :
3. (a) GST number :
(Registration certificate to be enclosed)
(b) PAN number :
(Copy to be enclosed)
4. Name of the bankers :
(Enclose a certificate for
financial soundness)
5. Experience :
6. Reference :
7. Tender form fee : Rs..... Receipt / DD No.
.....dated.....drawn on.....
Bank
8. EMD amount: Rs D.D. No. dated
.....drawn on Bank

Signature of the Firm / Bidder
(with seal)

दर अनुसूची / RATE SCHEDULE

Name of the Agency along with Address and Telephone No. :

Description of work: Providing Photocopying and other services

Sl.No	Item Description	Rates in figures (Rs.) including GST (For official)	Rates in figures (Rs.) including GST (For personal/students)
1	Photocopying per page of 75 GSM (B&W)		
1.1	A-4 Size Paper (Back to Back)		
1.2	A-4 Size Paper (Single Side)		
1.3	A-3 Size Paper (Back to Back)		
1.4	A-3 Size Paper (Single Side)		
2	Photocopying per page of 75 GSM (Colour)		
2.1	A-4 Size Paper (Back to Back)		
2.2	A-4 Size Paper (Single Side)		
2.3	A-3 Size Paper (Back to Back)		
2.4	A-3 Size Paper (Single Side)		
3	Computer Printing per page of 75 GSM		
3.1	A-4 Size Paper (Black) (Single Side)		
3.2	A-4 Size Paper (Black) (Back to Back)		
3.3	A-4 Size Paper (Colour text) (Single Side)		
3.4	A-4 Size Paper (Colour text) (Back to Back)		

Sl.No	Item Description	Rates in figures (Rs.) including GST (For official)	Rates in figures (Rs.) including GST (For personal/students)
3.5	A-4 Size Paper (Colour image normal paper) (Single Side)		
3.6	A-4 Size Paper (Colour image normal paper) (Back to Back)		
3.7	A-4 Size Paper (Colour image photo paper) (Single Side)		
3.8	A-4 Size Paper (Colour image photo paper) (Back to Back)		
4	Spiral / Comb Binding with OHP Sheets (Front & Back) of 175 microns		
4.1	Book containing 1 to 50 pages		
4.2	Book containing 50 to 100 pages		
4.3	Book containing 100 to 200 pages		
4.4	Book containing 200 & above pages		
5	Lamination		
5.1	1/6th Size		
5.2			
5.3	A4 Size		
5.4	A3 Size		
5.5	Foolscap Size		
5.6	Visiting Card or Identity Card Size		
6	Clothes rexine bound in full with crossed/sectional stitching		
6.1	Register & Books < A4 size		
6.2	Register & Books = A4 size		
6.3	Register & Books >A4 size but < A3 size		
6.4	Register & Books > A3 size		

Sl.No	Item Description	Rates in figures (Rs.) including GST (For official)	Rates in figures (Rs.) including GST (For personal/students)
7	Half Leather with Clothes rexine with crossed/sectional stitching		
7.1	Journal & Books < A4 size		
7.2	Journal & Books = A4 size		
7.3	Journal & Books >A4 size but < A3 size		
8	Board Binding (Free size) Board		
9	Printing-English/Devnagari on binded documents		
9.1	Gold printing		
9.2	Ink Printing		

(Signature of the Firm/ Bidder)
With seal