

**Government of Bihar**  
**Finance Department**

**Tender Notice for Photocopy Work on Contract Basis**

Sealed bids are invited from the reputed registered Firms/Agencies for Photocopy Work on Contract Basis in the office of Finance Department, Govt. of Bihar, Patna. Last date for submitting the complete Tender Document is **09th February, 2017 latest by 5.00 PM** through Registered Post/Speed Post/Courier/By hand to **Joint Secretary, Finance Department, Government of Bihar, Old Secretariate, Patna-800015**. The bid shall be opened on **10th February, 2017 at 3.30 PM** by the Departmental Purchase Committee of Finance Department in the presence of bidders or their authorised representatives those who wish to participate. Finance Department reserves the right to accept or reject any offer/all offers without assigning any reason. For all enquiries the interested Firms/Agencies may contact **Deputy Secretary (Accounts), Finance Department, Govt. of Bihar, Patna on Mobile No. 9431460749** during office hours on all working days. Details of the bid can also be seen/obtained from our website **www.finance.bih.nic.in**. The duration of the contract shall be for the year 2017-18 which can be extended up to 2018-19. The successful bidder will have to install Heavy Duty Photocopier Machine in the Finance department for which suitable space would be provided by the Finance Dept., Govt. of Bihar, Patna. Electricity for photocopying work would also be provided by the Finance Dept. Photocopy paper of standard quality, Toner and accessories would be provided by the Firm. The maintenance of the installed Photocopier Machine will be the sole responsibility of the Firm. Bidder will have to submit sample of the paper to be used in the photocopying along with the Technical Bid of the Tender document.

**Eligibility Criteria:-**

Bids in one large envelope marked as "Bid for Photocopy Work on Contract Basis" containing two separate sealed envelopes:

1. Envelope 'A' marked with "Technical Bid for " Photocopy Work on Contract Basis"
2. Envelope 'B' marked with "Financial Bid for " Photocopy Work on Contract Basis"

**Interested bidders must enclose the following credentials in the Technical Bid marked as Cover 'A'**

3. Requisite document showing past experience of Photocopy Work on Contract Basis in a Govt./Semi Govt. organization of minimum two years.
4. Bidder will have to submit details of Make/Model of the Photocopier Machine to be installed in the Finance Department along with the Technical Bid. Bidder will have to certify the capacity of the Photocopier Machine stating speed of the Photocopier Machine in terms of "NUMBER OF COPIES PER MINUTE".
5. Copy of VAT Registration Certificate issued by the Commercial Tax Dept., Govt. of Bihar.
6. Copy of Service Tax Registration Certificate issued by the Central Excise Dept., Govt. of India.
7. Copy of PAN card.
8. Demand Draft of Rs. 10,000/- (Ten Thousand) only in favour of Deputy Secretary (Accounts), Finance Department, Govt. of Bihar, Patna which is refundable after completion of bid process .
9. **FINANCIAL BIDS OF ONLY THOSE BIDDERS, WHO QUALIFY IN THE TECHNICAL BID, WILL BE OPENED .**

**Financial Bid, marked as Cover 'B'**

Typed Financial Bid should be submitted on the letter head of the Firm/Agency stating the rate of Photocopy per page in words and figures. Rates quoted must be **EXCLUSIVE OF ALL TAXES** and shall be valid till 31.03.2018.

**Terms & Conditions:**

1. TDS/VAT shall be deducted at prescribed norms on the payable amount if applicable.
2. Affidavit of not being blacklisted by any Agency/Govt. Organization.
3. The Firm will make available its own staff for operating the machine and would be responsible for proper handling and safety of documents/papers. Secrecy of the documents would be maintained by the Firm.
4. Proper record of the photocopying work done would be maintained by the Firm/Agency and countersigned by the designated officers of the Finance Department.
5. The staff of the Firm would be available for operating the machine from 9.30 A.M. to 7.00 P.M. from Monday to Friday . In case of emergency, the Firm would be required to do photocopying work beyond 7.00 P.M. and also on Sundays and Holidays.
6. The quality of the photocopying work would be assessed by the Finance Department from time to time. In case of unsatisfactory performance of the Firm, the Finance Department reserves the right to assign the Photocopy Work on Contract Basis to another Bidder on L-1 approved rate. Finance Department may at any time rescind the contract by giving 7days written notice to the Firm.
7. The photocopying work would be done on the basis of requisition by the designated officer/staff of the Finance Department duly authorized for the purpose.
8. The payment of the bill for the photocopying work would be made on monthly basis after verification by the concerned staff/officer of the Finance Department.

**Joint Secretary**  
**Finance Department**