

02 / स्कीम-10-32 / 2017..... / श्र0सं0

बिहार सरकार

श्रम संसाधन विभाग, बिहार, पटना

प्रेषक,

उप सचिव,  
श्रम संसाधन विभाग,  
बिहार, पटना।

सेवा में,

निदेशक,  
सूचना एवं जनसम्पर्क विभाग,  
बिहार, पटना।

पटना, दिनांक :- /01/2018

विषय:- निविदा आमंत्रण सूचना संख्या के प्रकाशन के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में निविदा आमंत्रण सूचना संख्या- 01/2018-18 की पांच प्रतियां (सी0 डी0 सहित) संलग्न करते हुए कहना है कि इसे राज्य एवं राज्य से बाहर के प्रमुख हिन्दी एवं अंग्रेजी समाचार पत्रों में अगले दो संस्करणों में प्रकाशित कराने की कृपा की जाय। साथ ही, इस निविदा को पी0आर0डी0 वेबसाईट पर भी प्रसारित कराने की कृपा की जाय।

समाचार पत्रों में प्रकाशित सूचना की प्रेस कतरन विभाग को भी उपलब्ध कराने की कृपा की जाय।

विश्वासभाजन

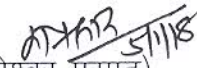
ह0/-

(कामेश्वर प्रसाद)

उप सचिव

पत्रांक-02 / स्कीम-10-32 / 2017 श्र0सं0.....41.....दिनांक 05/01/2018

प्रतिलिपि: आई0टी0 मैनेजर, श्रम संसाधन विभाग को सूचनार्थ एवं आवश्यक क्रियार्थ प्रेषित। अनुरोध है कि इसे आज ही विभागीय वेबसाईट पर अपलोड करने का कष्ट करें।

  
(कामेश्वर प्रसाद)  
उप सचिव

**Govt. of Bihar**  
**Deptt. Of Labour Resources**  
**Niyojan Bhawan, Bailey Road, Patna-01**

Tender Notice for Outsourcing of Photocopy Services

Sealed tenders are invited from eligible bidders for Outsourcing of Photocopy Services in the office of Labour Resources Department. The successful bidder needs to install a heavy duty Photocopy machine in the office of Labour Resources Department, Patna and construct a temporary alluminiums or wooden partition (14' x 9') for installation with the permission of the department at the place decided by the department within 30 days of award of contract, depute an Operator during normal office hours and bear the cost of toner and maintenance of the machine. Paper for photo copy will be provided by the bidder himself. Bidders should quote cost per page. Interested bidders can download the tender documents from website [www.labour.bih.nic.in](http://www.labour.bih.nic.in) Complete tenders can be submitted in the office of Principal Secretary, Labour Resources Department, 2<sup>nd</sup> Floor, 'B' Block, Niyojan Bhawan, Patna or by Speed post / Reg. Post up to 3:00 PM on 29.01.2018. The tenders shall be opened on same day at 4:00 PM.

*29/01/18*  
Deputy Secretary  
Labour Resources Department

**Govt. of Bihar**  
**Deptt. Of Labour Resources**  
**Niyojan Bhawan, Bailey Road, Patna-01**

Tender Document for Outsourcing of Photocopy Services

- 1) Sealed tenders are invited from eligible bidders for Outsourcing of Photocopy Services in the office of Labour Resources Department, Niyojan Bhawan, Bailey Road, Patna-01.
- 2) The successful bidder (Agency) needs to install a heavy duty Photocopy machine in the premise of office of Labour Resources Department, Ground Floor, 'D' Block, Niyojan Bhawan, Bailey Road, Patna and construct a temporary alluminiums or wooden partition of 14' x 9' size (If required) for installation with the permission of the department at the place to be earmarked by the department within 30 days of award of contract and have to depute an operator during normal office hours (9:30 AM to 6:00 PM). The bidder should bear the cost of toner, paper and maintenance of the machine. Paper for photo copy will be provided by the bidder himself. If required, the Agency may be requested to extend the facility beyond normal office hours and on Holidays. Minimum guaranteed uptime of the Machine should be 95%. The Photocopy Machine installed by the Agency should be in good working condition and should be able to give clear photocopy.
- 3) Labour Resources Department shall provide space for installation of Photocopy machine. The bidder has to install a sub meter and has to bear the cost of electricity.
- 4) The bidders are required to submit rate per page as per the format given in Annexure-A.
- 5) The brief Instructions to bidders and terms and conditions are given hereunder:

a) **Availability of Tender Documents:** The prescribed Tender Documents can be freely downloaded from the website [www.labour.bih.nic.in](http://www.labour.bih.nic.in)

**b) Bidder's Eligibility:**

- i. The bidder should be in the business of photocopying / office stationary supplies / general order supplies / printing.
- ii. The bidder / firm should be registered under respective jurisdiction for more than 3 years as on date of submission of bids.

c) **Earnest Money Deposit (EMD) / Bid Security:** The EMD of Rs. 5,000/- (Rupees five thousand only) in form of DD/FDR issued by any schedule bank in favour of Principal Secretary, Labour Resources Department, Bihar payable at Patna should be submitted along with tender. In case bidder submits FDR, its maturity date should be minimum 90 days from due date of submission of tenders. The EMD shall be returned to unsuccessful bidders within 15 days of award of contract to a successful bidder. The EMD of successful bidder shall be returned after 15 days of signing of contract and submission/deposit of Performance security.

**d) Preparation of Tender:-**

- (i) The tender should be typewritten and free from over writing/cutting. Correcting fluid should not be used in any case. Alterations, unless legibly attested by the bidder, shall disqualify the tender. All the documents should be serially numbered and signed by the bidder.
- (ii) The following sealed envelopes "A" and "B" to be further sealed in a common envelop addressed to Principal Secretary, Labour Resources Department, Bihar and super-scribed with "Tender Document for Outsourcing of Photocopy Services" and "Not to be opened before 4:00 PM. on 29.01.2018" (due time and date of submission of tenders).

**Envelop A- Technical Bid** containing all essential documents for Technical bid. Such documents to include the following:

1. Details in Annexure 'A'
2. Earnest Money Deposit as per para 5) c) above
3. Self attested copy of firm's registration
4. Self attested copy of PAN Registration
5. List of contracts (photocopying / office stationary supplies / general order supplies / printing) executed during last three years (as on date of submission of bids) giving name of client, date of issue of work order, scope of services in brief, and contract value.
6. Details about Photocopy Machine proposed to be installed.
7. GST Number and Income Tax Returns of last two years will have to be submitted with the tender paper.

**Envelop B- Financial Bid** containing duly filled, stamped and signed in the format provided in **Annexure-A**.

(iii) **Submission of tenders:** The sealed tenders as above should be submitted in the office of Principal Secretary, Labour Resources Department, Bihar up to 3 PM on 29.01.2018. Late tenders shall not be accepted.

(iv) **Opening of Tenders:**

- a) The Tenders shall be opened at 4:00 PM. on 29.01.2018 by the committee constituted by Principal Secretary, Labour Resources Department, Bihar, Patna. The Bidder's representative may attend the tender opening.
- b) In the event, the date of tender opening as above is declared Govt. Holiday, the tenders shall be opened at the same time on the next working day.
- c) During the tender opening as above, the envelopes containing Technical Bid (Envelope-A) shall be opened. The envelopes

