



**National
Institute of
Bank
Management**

January 24, 2017

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
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**Lt Col Ranvir Singh (Retd)
Head
Administrative Services**

Dear Sir

**Sub : Tender for Contract for Providing Photocopying Services
for the year 2017-2018 at NIBM Campus, Pune**

National Institute of Bank Management (NIBM) is an apex level institute for Teaching, Consultancy and Research in Banking Industry. NIBM is an autonomous Institute established by Reserve Bank of India and Public Sector Banks.

We wish to invite sealed quotation as per the subject mentioned above in the prescribed form along with detailed information of the agency. You are requested to submit your quotation for the above mentioned work on or before February 6, 2017.

Form (A) Prescribed Form indicating various informations about your agency.

Form (B) Tender Form

The Tender Form shall be submitted based on the following terms and conditions :

1. The Tender Form in a sealed cover superscribed "**Tender for Providing Photocopying Services**" should be deposited in the Tender Box kept in Room No. 1109, Ground Floor, Building No. 1, NIBM, Kondhwe Khurd, Pune 411 048, on any working day between 09.00 hrs. and 15.00 hrs. on or before February 6, 2017. The form should be accompanied with DD of Rs. 100/- (non-refundable) in favour of "**National Institute of Bank Management**", payable at Pune.
2. The duration of contract shall be for one year subject to the conditions mentioned in the General Terms and Conditions extendable up to maximum of 3 years (one year at a time) based on annual performance evaluation every year by NIBM. Increase in rates would also be considered during such extensions, based on prevailing rates.

3. The NIBM reserves the right to reject the tender without assigning any reason thereof.
4. **PLEASE NOTE THAT NO QUERIES WILL BE ENTERTAINED WITHOUT PRIOR APPOINTMENT.** For any queries, you are required to take prior appointment by calling-up Telephone No. 020-26716000, Ext 537 **between 2.30 p.m. to 5.00 p.m. on working days (Monday to Friday).**

Thanking you

Yours faithfully



Lt Col Ranvir Singh (Retd)
Head
Administrative Services

NATIONAL INSTITUTE OF BANK MANAGEMENT
NIBM Post Office, Kondhwe Khurd
Pune 411 048

**TENDER DOCUMENT
FOR**

**PROVIDING
PHOTOCOPYING SERVICES**

AT

NIBM

2017-2018

Terms and Conditions

Sub : Photocopying Contract 2017-2018

National Institute of Bank Management invites tenders for Photocopying Contract for photocopying various types of documents related to the various activities of the Institute. If your firm is agreeable to the below mentioned terms and conditions, you may send your sealed quotations. Your quotation should clearly mentioned the **per page copy rate**, the brand name and make of the machines, speed of the machine, reduction and enlargement facility, paper size taken, etc. which you intend to supply and your terms and conditions. A brief history of your firm's business background and a list of major clients may also be included. Your income Tax, Sales Tax number must also be mentioned.

A. General Terms

1. Average A4 size copy volume of the Institute is around 1.5 to 2 lakhs copies per month (single to multiple copies of originals).
2. The location of the machines will be at the premises of the NIBM and the Institute will have the discretion to place them wherever the services is required.
3. The contract period will be for one year and extendable upto maximum of 3 years (one year at a time) to the selected tenderer subject to satisfactorily fulfillment of contractual obligations.
4. In case the operation and maintenance of the machines are not found to be upto expectations, NIBM reserves the right to terminate the contract without serving notice and the contractor shall arrange to remove the machines, his/her employees and vacate the premises without giving rise to any disputes.
5. Minimum two machines will be required by the Institute.
6. The Photocopying speed should be minimum of 75-80 copies per minute.
7. Both reduction and enlargement facility should be available.
8. Back to back copying facility will be advisable.
9. Dry toner photocopying machines only will be acceptable.
10. paper of our choice and electricity will be supplied by NIBM.
11. The billing shall be at the end of each month, on the basis of the register, which we would maintain, i.e. the payment will be only for the good and accepted copies (if there is excessive wastage due to faulty machine or operational problems, the paper cost will be deducted from the bill). However, certain minimum paper wastage will be permitted. The actual payment of the bill will be effected by the 10th of every month.
12. The successful tenderer will have to make an agreement with NIBM Pune on terms and conditions of the contract on a non-judicial stamp paper, the cost of which will be borne by the contracting agency/firm/company. The format of Agreement will be provided by NIBM.

B. Operational Conditions

1. The contractor should maintain, service and keep the machines in top working condition.
2. The contractor shall arrange to supply spares and consumables and other accessories, and, if necessary, stock them to keep the machines in operation at all times.
3. The copying quality of the machines should be maintained in top condition throughout the contract period. It is of utmost importance that the copies delivered shall be upto the expected standards of NIBM.
4. In case of machine breakdown, the contractor shall arrange for alternative machine and for immediate requirement get the copies made elsewhere at the same rate.
5. In case of serious breakdown, the contractor shall arrange to repair the machine within 24 hours and also ensure that the services are not disrupted, by providing alternative machine.
6. All wastage due to bad, defective, illegible, smudged copies arising out of defects in the machines or faulty operation shall be debited to the contractor's monthly bill.
7. The machines placed at NIBM shall be for the exclusive use of the Institute. Hence, the contractor shall not take or run any outside assignments on the machines installed at NIBM.
8. Paper, plain or printed shall not be taken out of the NIBM premises except for photocopying purposes, when absolutely required due to breakdown of the machines, with prior permission.
9. Top secrecy and confidentiality of documents handled by the operators shall be maintained. Any lapse in this area becomes the responsibility of the contractor.

C. Service Conditions

1. The contractor shall provide two experienced operators (one of them a male operator) and an additional person for sorting, collating, etc. in the absence of anyone of the operators, the contractor shall arrange for a standby operator. The operators shall report for duty punctually at 8:45 a.m. and shall remain on duty till 6.00 p.m. from Monday to Saturday. Even though Saturdays are official holidays for the Institute, Photocopying services shall be provided by the contractor on Saturdays.
2. In case of need the operators shall remain beyond the above noted time schedule, at no extra cost, for completing urgent jobs. Sometimes even at late night (therefore one male operator is compulsory). Like wise if required they shall report for duty on Sundays also on prior intimation.
3. The operators provided by the contractors should be able to understand English, take instructions and keep necessary records, keep office decorum and be able to get along with others easily.
4. Sorting, collating and supplying of finished set(s) shall also be part of the service of the contracted per copy cost.
5. One of the operators should have enough experience and knowledge of the photocopying machine so that he should be in a position to rectify minor problems of the machine.
6. Above all cooperation at all times is expected so as to ensure smooth flow of work of the Institute from photocopying services.

FORM (A)
DETAILED INFORMATION ABOUT THE AGENCY

1.	Name of the Agency	:	_____
2.	Registered Address of the Agency	:	_____
3.	Telephone & Mobile Nos.	:	a) Landline : 1. _____ 2. _____ b) Mobile No. _____
4.	Established on	:	_____
5.	Name of the Partners and their address (if it is a partnership firm)	:	a) _____ _____
			b) _____ _____
			c) _____ _____
6.	Name & Address of the Proprietor (if proprietor firm)	:	_____
7.	Registration Nos. of the firm*	:	
	a) Shop & Establishment	:	_____
	b) Income Tax No.	:	_____
	c) Sales Tax No.	:	_____
8.	Name of Bankers and Branch Name with addresses	:	a) _____ _____
			b) _____ _____

***Attach Photocopies of the Certificate/Document for 7(a), 7(b) and 7(c)**

9. Brief History of your Firm's Business Background :

10. Names and references of the Establishments where similar services are/were provided by the Contractor:

Sr.	Name of the Institution/ Organisation/Private Units	Name of person Incharge with Designation & Contact Tel,Nos	Value of Contract per Month Rs.)	Services Rendered	
				From	To
1					
2					
3					
4					
5					
6					

**Form (B)
TENDER FORM**

A. Technical Details

Description	NIBM Requirement	Yes	No	Remarks
1. Machine Brand	Canon, Xerox			
2. Number of Machine	2			
3. Speed of the Machine (No. of pages per minute)	75-80 Copies			
4. Reduction & Enlargement	Required			
5. Size of Paper	A4/A3			
6. Grammage of Paper	75 to 80 gsm or more			
7. Toner	Dry Toner			
8. Back to back facility				
9. Any other technical details				

B. Cost Implications

1. Per copy rate (inclusive of collating and pinning)	
2. Scanning rate	
3. Comb binding rate	

Contractor's Seal & Signature