

ORIENTAL STAFF TRAINING COLLEGE
(Corporate Training Centre of the Oriental Insurance Co Ltd)
Sector 11 Bata Mod, Mathura Road, Sector 11
FARIDABAD
PH: 0129-2283052; 4310223

Deptt: Estb

Date: 11.08.2016

NOTICE

Sealed Quotations are invited from **Faridabad based Vendors / Service** Providers for providing Photocopy and allied services at our Training College at the above address.

Quotations as per Annexure I (attached hereto) duly completed and signed / stamped must be submitted in sealed envelope. The quotations are to be dropped in the Tender Box placed at OSTC Reception on Ground Floor of our above mentioned address before **04.00 PM on 08.09.2016**. These quotations shall be opened by the Committee of OSTC officers in the presence of representatives of Vendors / Service Providers, available if any, on the same day i.e. 08.09.2016 at 04.30 PM.

OSTC shall pay fixed monthly charges for the Machine and payment at fixed rates towards certain items as specified in Annexure-1. The Vendors / Service Providers are required to quote their rates for other item(s) as per Annexure "1" – Item (C) and work will be awarded to Vendor whose rates are found to be the lowest.

The average job of photocopying during the last three years are approx. 5.50 lacs copies in addition to spiral bindings and other allied work. However, OSTC do not commit any minimum turnover to the Vendor / Service Provider. It would depend upon the actual requirements of OSTC from time to time.

OSTC reserves its right to reject all or any quotations without assigning any reasons.

Conditions:

1. The Vendor / Service Provider shall install a new standard make Photocopier of A-3 size with reduction / enlargement, zoom, dark and other features.
2. All the consumables, spares, services, labour, photocopy paper of good brand & quality (minimum 75 gsm), toner and maintenance of the Photostat machine will be at the risk, cost and responsibility of the Vendor / Service Provider. OSTC will provide only space and power for operation of the machine.
3. The machine shall be used exclusively for the benefit of OSTC and no outside jobs shall be allowed.
4. The Vendor / Service Provider shall engage a full time operator at OSTC from 9.00 am to 06.00 pm on six days a week basis (Monday to Saturday). He shall be responsible for photocopy and spiral binding and such allied jobs.
5. The Vendor / Service Provider shall be responsible to pay all wages & benefits / compensation of any and every description whatsoever to their operator who shall for all purposes be the employee of the Vendor / Service Provider. The Vendor / Service

Provider shall comply with all legal obligations of Minimum Wages Act and such other related statutes / law as applicable for their employee deployed at OSTC.

6. The Operator engaged by the Vendor / Service Provider shall also maintain log book / requisition slips to support the bills raised by the Vendor / Service Providers towards the jobs executed by them.
7. The Contract shall be initially for a period of one year. The rates quoted by the Vendor / Service Provider shall be binding upon them for the period of one year.
8. The Contract may be extended for further period(s) at the sole discretion of OSTC and on the satisfactory services to OSTC on the same terms and conditions. However, the amounts payable for such extended period may be increased on demand up to 5% every year on the amounts payable for the first year as per the Annexure I hereto.
9. The Vendor / Service Provider shall deposit a sum of Rs.5, 000/- as Security Deposit towards due discharge of their obligations under this contract. This amount towards the Security Deposit shall be deducted / retained from the first bill of the Vendor / Service Provider.
10. The amount of Security Deposit shall not attract any interest whatsoever. The amount of Security Deposit shall be refunded after successful completion of the contract. In the case of non-performance by the Vendor / termination of the contract before its expiry, the amount of Security Deposit shall be forfeited.
11. Regularly & quality of services rendered by the Vendor shall be essential. In the event of breakdown of machine or absence of Operator deployed by the Vendor, they shall ensure alternative arrangement to provide uninterrupted services.
12. The payment of the work executed by OSTC shall be made on monthly basis subject to submission of bills & supporting documents as per the requirement of OSTC.
13. The rates quoted by the Vendor shall be exclusive of VAT / Service Tax / any other Taxes, which shall be paid by OSTC, if applicable.
14. TDS as applicable shall be deducted from the total amounts payable to the Vendor / Service Provider.
15. Interested parties are advised to visit our office to understand with clarity the issues, if any, before submitting their quotation.
16. The Contract may be cancelled at the discretion of OSTC at any time by giving one month notice. The Vendor / Service Provider may cancel the contract by giving three months' notice. However, it shall be obligatory for the Vendor / Service Provider to continue rendering their services till such time OSTC is able to make alternative arrangements.
17. In the event of unsatisfactory services or poor quality of work and /or non-compliance to any of these conditions, suitable PENALTY at the discretion of Principal, OSTC, shall be imposed and deducted from the Bills / Security Deposit of the Vendor.

QUOTATION FORM**(A) Details of Vendor / Service Provider**

1.	Name & Address of Vendor / and Telephone numbers.	
2	Fax Number, E- Mail and Mobile Number	
3	PAN /TIN No. issued by Income Tax Dept. / State Tax Deptt	
4	Service Tax No.	

(B) Fixed Expenses Payable by OSTC :

OSTC shall pay the following fixed expenses (plus VAT, Service Tax etc. if applicable) in respect of the following irrespective of the volume of work):

SI No	Description	Amount	Remarks
01	Fixed monthly charges	Rs.8000/- pm	These expenses are payable over and above the amounts payable for the actual work carried out.
02	Spiral binding	Rs.18/- each	All sizes including cost of all material & equipment required

(C) Rates to be Quoted by Vendor / Service Provider :

Description	Quantity	Rate	Remarks
Photostat A-4 B/W – single side / both sides as per the requirement and decision of OSTC. This includes reduction / enlargement / darkening etc. wherever required	Each copy	In figures Rs._____-/- In words : Rupees _____ _____	VAT / Service Tax etc. as applicable shall be paid extra. However TDS as applicable shall be deducted from the total amounts payable.

The rate quoted above includes cost of all the consumables, spares, services, labour, photocopy paper of good brand & quality (minimum 75 gsm), toner and maintenance of the Photostat machine. OSTC will provide only space and power for operation of the machine.

Any other work like Colour Photocopy, Lamination, Bindings, photocopy of any other size, as and when required by OSTC, shall be arranged at the rates mutually negotiated.

We have read and understood all the conditions of OSTC Notice dated 11.08.2016 in this regard and we undertake to abide by the same.

Signatures of the Vender:

Name

Seal / Stamp