



सं / NO: D-14013/03/2017-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS
(OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

TENDER DOCUMENT

FOR

HIRING OF SERVICES OF PHOTOGRAPHER FOR

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT (ISTM), JNU (OLD) CAMPUS

NEW DELHI- 110067



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INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 16th July, 2019

TENDER NOTICE

Subject:- Invitation of e-tenders of for hiring the services of Photographer for Institute of Secretariat Training and Management JNU (Old) Campus New Delhi.

The Institute of Secretariat Training and Management (ISTM) is an attached Office under the Department of Personnel and Training, Government of India and is headed by the Director, who is an officer of the level of Joint Secretary to the Government of India. The Institute is located at JNU(Old) Campus, Olof Palme Marg, New Delhi-110067 and its office timings are from 9.00 A.M. to 5.30 P.M.

2. The Institute invites e-tenders from interested, experienced and reputed firms to award the Photography work for Group Photographs of Trainee participants of various courses conducted in ISTM. The initial contract will be for a period of two years from the date of award of the contract which will be subject to further extension depending upon the satisfactory performance of the Contractor and requirement of ISTM. The details of work and other terms and condition mentioned in tender documents may be downloaded from website <http://eprocure.gov.in/CPPP> or www.istm.gov.in.

3. e-Tenders are invited under two Bid System namely "**Technical Bid**" and "**Financial Bid**". The Tendering Agency should submit their e-tenders in the prescribed proforma as per Annexure-II and III (Technical Bid and Financial Bid respectively) on CPP Portal website i.e. <http://eprocure.gov.in/CPPP>. Bidders are requested to furnish or upload scanned copies of all documents in PDF format. All documents may be scanned with 100 dpi with black and white option which helps for reducing the size of the scanned documents. Bidders may also contact toll free no. 1800 233 7515 of Central Public Procurement Portal for obtaining guidance to file online documents.

4. (a) The estimated cost put to tender is Rs.8.00 lakh for the work of two years on the basis of estimated value of business of around 4.00 lakh per annum. The tender should be accompanied with demand draft of Rs.16,000/- (Rupees Sixteen Thousand Only) drawn in favour of Director, ISTM as earnest money deposit. The original demand draft issued by nationalized or scheduled banks of India for EMD may be

submitted upto 2:30 PM on last date of submission of tender in Administrative Section, Ground Floor, ISTM, New Delhi and the scanned copy may be uploaded alongwith the e-tender. The tenders without submission of original demand draft of earnest money upto 2:30 PM on last date of submission of tender will not be considered and summarily rejected.

(b) The EMD of unsuccessful tenderers shall be refunded/returned after finalization of the contract without interest. The EMD in respect of successful bidder will be returned after deposit of Performance Security. The successful tenderer will have to deposit a Performance Security amounting Rs. 40,000/- (Rupees Forty Thousand only) by FDR/Demand Draft drawn in favour of Director, ISTM, New Delhi before award of the contract. In case the performance security is not deposited within stipulated period, the earnest money deposited with the tender will be forfeited.

(c) Micro and Small Enterprises (MSEs) as defined in MSE Procurement of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submission of Earnest Money but they should furnish the proof of such exemption alongwith the tender.

5. The last date of submission of e-tender is 3:00PM on 24/07/2019. The technical bid of tenders shall be opened at 4.00 P.M. on 25/07/2019 by Tender Opening and Evaluation Committee in the presence of the bidders or their representatives having authorization letter of the Firm concerned in Committee Room at first floor of Administrative Block of ISTM.

6. The evaluation of technical bid will be made by tender opening/ evaluation committee and the financial bids of only those tenderers will be opened who qualify in technical bid. The date and time for opening of financial Bid will be intimated later on after opening of tenders and evaluation of technical bids. In this regard the decision of Tender opening/ evaluation committee will be final and binding to the tenderers.

7. Incomplete/ ambiguous and conditional bids will not be accepted and such bids are liable to be summarily rejected. In case of canvassing by any tenderers at any stage, their tender shall stand rejected. The Institute reserves the right to accept or to reject any tender, without assigning any reasons thereto. The decision of the Director, ISTM shall be final and binding.


16/7/19

(B. Dhanesh)
Joint Director (Admin)
Tele No. 26737603

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encl: 1. DD/Pay Order No.....
2. Terms & Conditions (Annexure-I)
3. Technical Bid (Annexure-II).
4. Financial Bid Part (Annexure-III)

(Signature of Tenderer with seal)

Place:

Name: _____

Date:

Seal: _____

Office Address: _____

Phone No. _____

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the above information may result the cancellation of tenders.

Main Terms & Conditions of Annual Maintenance Contract

1. Tenders of only those firms will be entertained which are registered for GST and possess the PAN. The firm should not have been blacklisted by any Government's Ministries/Departments/Organisations. A self certificate duly signed and sealed by authorised person should be attached with technical Bid.
2. Tenders, which do not fulfil any of the conditions or are incomplete in any respect, are liable to be summarily rejected.
3. No cuttings and overwritings shall be allowed in the tender documents. The rates should be quoted in figures as well as in words. In case of mismatch between two, the rates quoted in words will only be considered.
4. The firm should have minimum one year experience doing such work in the offices of Central Govt. / State Govt. / PSUs/ Local bodies etc. In this regard the tenderer should enclose the performance certificate issued by organisations concerned during last two years i.e. 2017-18 to 2018-19. The performance certificate issued before 2017-18 will not be considered.
5. The successful bidder/firm, before award of work shall have to furnish Performance Security of a sum of Rs.40,000/- (Rupees Forty Thousand Only) in the form of Fixed Deposit Receipt/ Demand Draft in favour of Assistant Director ISTM from any of the Nationalised Bank. The Performance Security after adjustment of dues, if any shall be refunded to the firm on completion of the contract to the satisfaction of ISTM.
6. The period of Annual Maintenance Contract is 02 (two) years which can be considered for extension in case of requirement of ISTM subject to satisfactory performance of the contract and on same terms and conditions and rate and with mutual consent.
7. If the services of the contractor are not found satisfactory ISTM reserves the right to terminate the Contract at any time during the currency of the contract by serving a notice period of two months. In all matters of dispute relating to the Contract, the decision of the Director, ISTM shall be final and binding on the contractor.
8. In case, the contractor fails to provide services or withdraws his services of AMC in part or full during currency of contract, the contractor shall have to bear the full cost that ISTM may incur on making alternative arrangements. The Performance Security of the contractor in such a case may stand

forfeited and the contractor may be blacklisted and barred from taking part in any future tenders of ISTM.

9. The contractor will be personally responsible for the behavior and police verification/Character of its employees. The contractor shall arrange to get the character and antecedents of its employees including the photographer verified before deployment and their full particulars shall be furnished to ISTM.
- 10 (a) The photographer may be called for photography with a short notice (which may be sometimes two hours only) at any time even on Saturday/ Sunday/ holidays. Date and time of photography will be decided by ISTM. Positives of photograph so taken should be delivered by next day of photography.
- (b) The final group photograph after proof checking shall be delivered within 24-48 hours in all cases. In some rare cases, not likely to occur more than six to eight time in a year, the photographs may be required to be delivered on the same day within 4 hours.
11. Non compliance of 10 (a) & (b) above can be a ground for terminating the contract. Decision of Director ISTM will be final in the matter. All matters/disputes pertaining to contract shall be settled by ISTM and the decision of Director, ISTM in this regard shall be final and binding on the contractor.
12. (a) The rates approved will not be enhanced an any cost during the currency of the contract.
(b) No advance payment will be made in any case.
(c) Tax would be deducted at source as per rules.
13. In case the contractor is found unable to do the work, the same shall be got done from other sources at the risk and cost of the contractor. The expenditure incurred, by ISTM shall be recovered from him along with other suitable action as deemed fit by Director, ISTM.
14. The Contractor shall not sub-contract the Photography in whole or part to third party for the performance of this Contract.
15. In case of a tie, L-I will be decided based on the figures mentioned against Sl. No.8 of the 'Technical Bid'.

(Signature of Tenderer with Seal)

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT**TECHNICAL BID**

1. Name of the Firm (Tel. / Mob. Nos.)	
2. Office Address (Tel./ Mob. Nos.)	
3. Contract Person(s) (Tel./ Mob. Nos.)	
4.Registration Certificate (i) GST Registration (ii) PAN No.	
5. Income tax return of last three years to be attached 2015-16, 2016-17 and 2017-18.	
6. Past experience in Central Govt./ State Govt./ PSUs/ Local Bodies etc. Copies of performance certificate issued by above organisation of last two years (i.e. 2017-2018 and 2018-2019) to be attached	
7. List of works in hand of Central Govt./ State Govt. / Undertakings alongwith contract details of the organisaions. In this regard the award letter issued alongwith performance certificate may be attached	
8. Total no. of works handled up to date of closing of tender (total of 6 & 7 above).	

9. Whether Terms & Conditions issued by ISTM are acceptable in toto by tenderer unconditionally (Please mention "Acceptable" or "Not Acceptable")	
10. Bank Account Details (i) Name of Account Holder (ii) Bank Account No. (iii) Name of Bank (iv) Bank Address (v) IFSC Code	

(Signature of Tenderer with Seal)

[Validate](#)[Print](#)[Help](#)Item Wise BoQAnnexure-III

Tender Inviting Authority: INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT-DoPT

Name of Work: Hiring of services of photographer for ISTM

Contract No: NIT No. D-14013/03/2017-ISTM

Bidder Name :											
PRICE SCHEDULE											
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)											
NUMBER	TEXT #	TEXT #	NUMBER	TEXT	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Preferred Make	Quantity	Units	Estimated Rate	Price in Figures To be entered by the Bidder In Rs. BP	CGST in % on BP	SGST in % on BP	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	Photographs Rate										
1.01	12 X 18 photgraphs with thin card on back side alongwith lamination and on 500 GSM sheet of good quality (estimated quantity 1000 in two years)	itemcode 01	1.00	Nos	0.00				0.00	0.00	INR Zero Only
1.02	8 X 10 photgraphs without lamination in good quality (estimated quantity 18000 in two years)	itemcode 02	18.00	Nos	0.00				0.00	0.00	INR Zero Only
Total in Figures									0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only									

Terms and Conditions related to Financial Bid are as under:

1. The rates per unit in Financial Bid i.e. in Annexure III needs to be filled by Tenderer and after signature and seal of the company the scanned copy may be uploaded at CPP Portal and original copy may be retain with the tenderer which can be asked to submit, if needed in future.
2. Each copy and photograph will have logo & name of the Institute (in English & Hindi), title & duration of the training programme, name of the participants, faculty members and officers in the photograph. One copy of each group photograph will be given to Course Director free of Cost.
3. The quantity of photographs mentioned in col.no.2 is tentative which may increase and decrease. The payment will be made on actual basis of number of photographs.
4. The rates quoted should be exclusive of GST. The GST will be paid extra as applicable from time to time.
5. The weightage of photographs mentioned in col. No.3 is 1:18 and the lowest bidder will be decided after multiplying the quoted rate by tenderer with weightage shown in col. No.3.
6. The work will be awarded to the Agency whose total amount in column 5 (for Sl. No 1 and 2) of Financial Bid is found lowest.
7. The weightage allowed in col. No.3 is only for calculation of lowest bidder but the payment to the photographer will be made at the rate quoted in col. No.4
8. The rates should be quoted both in figures and words. In case of mismatch between two, the rates quoted in words will be treated as final.
9. The rates quoted will remain fix for whole period of contract i.e. 2 years and no request to enhance the rates during Currency of Contract will be entertained.

Place:

Date:

Signature of Bidder_____

Address & Seal of Agency_____

Telephone No._____