

## निविदा सूचना

सॉफ्टवेयर टेक्नोलॉजी पार्कस ऑफ़ इंडिया - चेन्नई

I	निविदा आमंत्रण अधिकारी, प्राधिकरण पदनाम और पता	निदेशक, एसटीपीआई संख्या 5, तीसरी मंजिल, राजीव गांधी सलाई, तारामणि, चेन्नई - 600 113. वेबसाइट: www.chennai.stpi.in
II	A. उपकरण / काम के नाम B. निष्पादन के स्थान	प्रिंटिंग विकल्प के साथ फोटो कॉपियर को किराने पर लेने हैतु एसटीपीआई, चेन्नई ।
III	निविदा दस्तावेजों की उपलब्धता की जगह और निविदा प्राप्त करने के लिए नियत तारीख	निविदा दस्तावेज दिनांक 13.01.2021 से 03.02.2021 तक, कार्य दिवसों में, 10.30 a.m. से 4.00 p.m. के बीच, ऊपर उल्लिखित पते से प्राप्त किये जा सकता है ।
IV	निविदा प्रस्तुत करने की नियत दिनांक, समय, और जगह	नियत तारीख : 04.02.2021 समय : 11.30 A.M. जगह : उपर्युक्त स्तंभ एक
V	निविदा खोलने की जगह, दिनांक, और समय	नियत तारीख : 05.02.2021 समय : 11.30 A.M. जगह : उपर्युक्त स्तंभ एक
VI निविदा आमंत्रण प्राधिकारी द्वारा निर्दिष्ट कोई भी अन्य महत्वपूर्ण मापदंड: 1. नियत तारीख और समय के बाद प्राप्त निविदा को सरसरी तौर पर खारिज कर दिया जाएगा.		

एसटीपीआई एक साल की अवधि के लिए एकल बोली प्रणाली के तहत एसटीपीआई-चेन्नई में प्रिंटिंग विकल्प के साथ फोटो कॉपियर को किराने पर लेने हैतु सीलबंद निविदाएं आमंत्रित करता है। बोली बोलीदाता द्वारा सील कर दी जानी चाहिए और उचित रूप से निविदा संख्या: STPI/PUR/010/2020-21/008 दिनांकित 12.01.2021 और निविदा का नाम उपरिलिखित किया जाना चाहिए ।

पात्र बोली लगाने वाले एसटीपीआई, संख्या: 05, तृतीय तल, राजीव गांधी सलाई, तारामानी, चेन्नई - 600 113 से बोली दस्तावेज की एक प्रति प्राप्त कर सकते हैं, जो केवल 500 / - (पांच सौ सौ रुपये) के भुगतान के रूप में ही किसी भी वाणिज्यिक बैंक से डिमांड ड्राफ्ट / बैंकर्स चेक "सॉफ्टवेयर टेक्नोलॉजी पार्कस ऑफ़ इंडिया-चेन्नई, खाता सं। 801110100013242, गिंडी शाखा, आईएफएससी कोड सं। बी.के.आई.डी .0008011, एमआईसीआर सं। 600013005, नं .21038 और चेन्नई बीएसआर कोड के पक्ष में एनईएफटी / आरटीजीएस मोड के माध्यम से भी स्थानांतरित कर सकते हैं। इसमें रहने पर निविदा को अपूर्ण माना जाएगा और इसे अनदेखा कर दिया जाएगा। निविदा दस्तावेज की तकनीकी बोली के साथ ईएमडी और निविदा शुल्क एनईएफटी / आरटीजीएस के माध्यम से डिमांड ड्राफ्ट / बैंकर्स चेक / ट्रांसफर के रूप में विवरण के साथ संलग्न किया जाना चाहिए। निविदा शुल्क और ईएमडी राशि के लिए छूट का दावा करने वाले बोलीदाताओं को तकनीकी बोली के साथ आवश्यक प्रमाण प्रस्तुत करना चाहिए।

यदि आधिकारिक वेबसाइट www.chennai.stpi.in से निविदा दस्तावेज डाउनलोड करते हैं तो, उन्हें यह सुनिश्चित करना चाहिए कि अपेक्षित निविदा शुल्क / लागत खाता पट्टा डिमांड ड्राफ्ट के रूप में किसी वाणिज्यिक बैंक के पक्ष में संलग्न है निविदा के साथ "चेन्नई में देय सॉफ्टवेयर टेक्नोलॉजी पार्कस ऑफ़ इंडिया के पक्ष में ।" निविदा दस्तावेज की तकनीकी बोली के साथ एनईएफटी / आरटीजीएस के माध्यम से भुगतान / ट्रांसफर संलग्न करना चाहिए। निविदा शुल्क का विवरण नकद / चेक निविदा शुल्क के रूप में स्वीकार नहीं किया जाएगा।

निदेशक  
एसटीपीआई, चेन्नई



**SOFTWARE TECHNOLOGY PARKS OF INDIA**

(An Autonomous Society under Ministry of Electronics and Information Technology(MeitY),  
Govt. of India, No.5, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai– 600 113  
Phone No. (044)3910 3525 (Tele Fax). (044)3910 3505

**TENDER No: STPIC/PUR/010/2020-21/008**

**Date: 12.01.2021**

**Name of the Tender:**

**Hiring of photo copier with printing option at STPI-Chennai  
(For a period of one year)**

**NAME OF THE PARTY:**

**TENDER NOTICE**  
Software Technology Parks of India, (STPI)

I	Tender inviting officer, Authority, Designation and Address	The Director, STPI No.5, 3 <sup>rd</sup> Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113. Website: <a href="http://www.chennai.stpi.in">www.chennai.stpi.in</a>
II	A. Name of the Equipment's / work:  B. Place of execution	Hiring of Photo Copier with printing Option  Place: STPI, Chennai
III	Tender documents available place and due date for obtaining tender	Tender document can be obtained on working days between 10.30 AM to 4.00 PM from 13.01.2021 to 03.02.2021 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : 04.02.2021 Time : 11.30 A.M. Place : At the above mentioned in column I
V	Place, date and time of Tender Opening	Due Date : 05.02.2021 Time : 11.30 A.M. Place : At the above mentioned in column I
VI Any other important criteria specified by the tender inviting authority: 1. Tender received after due date and time will be summarily rejected.		

STPI invites sealed tenders for Hiring of photo copier with printing option at STPI-Chennai under single bid system for a period of one year. The bid should be sealed by the bidder and duly superscribed as Tender No:STPIC/PUR/010/2020-21/008 dated 12.01.2021 and name of the tender.

Intending eligible bidders may obtain a copy of bid document from STPI, No: 05, IIIrd Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 on payment of Rs.500/- (Rupees Five Hundred only) only in the form of crossed Demand Draft / Banker's Cheque from any commercial Bank or can transfer through NEFT / RTGS mode in favor of "**Software Technology Parks of India-Chennai, Account No.801110100013242, Guindy Branch, IFSC Code No.BKID0008011, MICR No. 600013005, BSR Code No.221038 and payable at Chennai**" towards the tender fee, failing which the tender will be treated as incomplete and will be ignored. ***The EMD & Tender fee details in the form of Demand Draft / Banker's Cheque / transferred through NEFT / RTGS should be enclosed along with the technical bid of tender document. The bidders who claim the exemption for the tender fee & EMD amount should submit the necessary proof along with the technical bid.***

In case, firm has downloaded the tender documents from the official website i.e. [www.chennai.stpi.in](http://www.chennai.stpi.in), they must ensure that requisite tender fee/ cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "Software Technology Parks of India payable at Chennai" along with the tender. ***The details of the EMD & Tender fee paid / transferred through NEFT / RTGS should be enclosed with the technical bid of tender document. Tender fee will not be accepted in the form of cash / cheque.***

DIRECTOR  
STPI -Chennai

**DETAILS OF THE ANNEXURES IN THE TENDER DOCUMENT**

<b>S.No.</b>	<b>Particulars of the Annexure</b>	<b>Annexure No.</b>
1)	Agreement Format	I
2)	Non Disclosure Agreement Format	II
3)	Bank Details Format	III
4)	Security Deposit/Performance Security Declaration	IV

## SECTION - I

### 1. ELIGIBILITY CRITERIA:

- 1.1 The bidder should have successfully completed or executed ONE similar work to any central / State Govt. / PSU / Autonomous bodies / Private organizations as on the date of the tender.
- 1.2 The bidder should have their office / branch office in Chennai with valid proof (copy of the rental agreement / telephone bill / property tax receipt / GST registration certificate –Form GST Reg-06).
- 1.3 Non Disclosure Agreement as per the format enclosed as Annexure - II

*Definition of Similar work: Hiring of 'copier with printing option' under a single order/ contract. **Documentary proof for the above shall be produced along with the offer, failure of which the tender will be rejected.***

**Note: Appropriate & relevant documents & certificate should be submitted as per the eligibility criteria by the bidder.**

### 2. TENDERING PROCESS:

#### 2.1 The tenders are invited on a single bid system:

The tender form for **Techno-Commercial bid** complete in all respect (Including Tender fee and EMD) should be submitted in sealed cover super scribed–**“Techno-Commercial Bid– “Hiring of Photo Copier with Printing Option at STPI-Chennai”**.

- a) The cover/envelope should be wax sealed. The cover shall be and super scribed as **“Tender No:STPIC/PUR/010/2020-21/008, dated:12.01.2021 & Name of Tender “Hiring of Photo Copier with Printing Option at STPI-Chennai”** and addressed to  
**“The Director,  
Software Technology Parks of India  
No: 05, Third Floor, Rajiv Gandhi Salai,  
Taramani, Chennai 600 113”**

Further the sentence **“NOT TO BE OPENED”** before due date and time of tender opening, should also to be indicated on this envelope.

- b) If the outer big envelope is not sealed and marked properly as above, STPI will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box of the STPI at Reception in the above address latest by **11.30 A.M. on 04.02.2021.**

#### 2.2 Contents of Techno-Commercial Bid: The bidder in this regard should submit the following documents.

- a) The bid should be accompanied by two separate Demand drafts or proof of the online transfer made through NEFT / RTGS mode for tender fee of **Rs.500/-** (non-refundable) and bid security of **2,100/- (Rupees Two Thousand One Hundred Only). Bids received without tender fee and bid security will not be considered and summarily rejected.**
- b) Copies of documentary evidence of experience having successfully completed or executed ONE similar work as on the date of the tender as mentioned in the Eligibility criteria 1(a). (copies of the satisfactory completion certificate / work order / agreement to be enclosed).
- c) Copy of the valid proof of having their office / branch office in Chennai. (Copy of the rental agreement / copy of the telephone bill copy mentioning the complete

- address / copy of the property tax receipt / copy of the GST regn.Certificate – Form GST Reg-06).
- d) Copy of the Non Disclosure Agreement as per the format in Annexure – II duly filled and signed by the bidder affixing the office seal.
  - e) Bank details for the online transfer through NEFT / RTGS as per the format enclosed as Annexure - III of the tender document along with the copy of the blank cancelled cheque.
  - f) Copy of PAN Card,
  - g) Copy of GST Registration certificate,
  - h) Copy of Registration / Incorporation of the Company / Firm,
  - i) Self attested tender document affixing the office seal in all the pages,
  - j) Bid Security Declaration Form as per the format enclosed in Annexure - V
  - k) Any other related documents.

**2.3** The financial details of the tender as per the Bill of quantities.

## **SECTION – II INSTRUCTION TO BIDDERS**

### **1. INTRODUCTION**

#### **1.1 Definitions:**

- a) “STPI” means the STPI, Chennai.
- b) “Bidder” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- c) “Contractor” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who supplying the goods under the contract.
- d) “Hiring of photo copier with printing option” means standards of work mentioned in Section IV, which the Supplier is required to take during the contract period.
- e) “Price” means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.**

#### **1.2 CLARIFICATION OF BID DOCUMENTS BY THE CONTRACTOR:**

A prospective bidder, requiring any clarification of the Bid Documents shall notify STPI in writing or by Fax at STPI's mailing address indicated in the Invitation for Bids. The clarification will be accepted before 10 (ten) days of the due date of tender. The reply will be hosted in STPI official website and also communicated to respective bidders.

### **2. PREPARATION OF BIDS:**

#### **2.1 DOCUMENTS COMPRISING THE BID:**

- a) **Bids and all accompanying documents of the tender shall preferably in English language. The documents should be legible for reading. If the documents submitted by the bidders are not legible and readable, their bid will not be considered and stands rejected.**

- b) Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of **documents** - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidders should prepare the Tender Fee & EMD as per the instructions specified in the NIT/ tender document. ***The original demand drafts or proof of the online transfer made for the tender fee & EMD amount should be attached along with the tender document on or before the due date & time of bid submission.***
- d) If the bidders are claiming exemption for the tender fee and EMD / Bid Security then the required supporting document for claiming exemption with current validity should be submitted along with the tender document to the Tender Inviting Authority, on or before the due date & time of bid submission.
- e) Clause by Clause compliance demonstrating substantive responsiveness to the financial condition by signing and stamping on all the pages of the original bid document No:STPIC/PUR/010/2020-21/008 (Containing 19 pages) by authorized person (s)
- f) The contractor shall submit his / her tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.
- g) Conditional bids will not be accepted.
- h) More than one bid shall not be accepted from one bidder,
- i) **All the documents submitted (whether original or photocopy) in the bid must be legible & self attested.**

## 2.2 SITE VISIT or EQUIPMENT CHECKUP:

- a) Bidders are advised to inspect, examine the site / equipment / items and its surrounding and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site/equipment/items whether he / she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, please contact @ Tel: 044-39103445 / 044-39103465.
- b) Proponents shall at all times be accompanied by an employee of STPI or other designated representative when undertaking site visits on all working days between 10.00 a.m. to 05.00 p.m.
- c) The Contractor has to submit the non-disclosure agreement as per the format enclosed as Annexure – II.

## 3. BID PRICES:

- 3.1 The prices have to be quoted as per the price schedule, no other format of pricing will be accepted.
- 3.2 ***The bidder shall quote the basic price and applicable taxes separately. However if there are any changes in the taxes during the contract period, the extra amount will be paid as per the notification of state / central government whichever is applicable based on the request from the awarded bidder.***
- 3.3 The basic unit price and all other components of the price need to be individually indicated against the Price Schedule. The offer shall be in Indian Rupees only. No foreign exchange will be made available by STPI.
- 3.4 Rates shall be quoted in words and figures. The amount to be worked out to whole number.
- 3.5 Prices indicated on the Price Schedule shall be entered in the following manner:
  - a) The price of the items shall be quoted total price (inclusive of all taxes and levies, transports, insurance etc) item wise. **The rate of GST should be clearly indicated in the tender, if it's not mentioned, it shall be treated as inclusive.**

- b) The bidder shall quote only one price for each item. The price indicated by the bidder is firm and no modification in the price will be accepted during the contract period other than taxes.

#### **4. BID SECURITY / EMD (Earnest Money Deposit):**

- 4.1 *The bidders shall furnish, as part of his / her bid, an EMD or Bid Security for an amount of Rs.2,100/- (Rupees Two Thousand One Hundred Only) in the form of Demand Draft/ Banker Cheque from any commercial Bank in favour of “Software Technology Parks of India” payable at Chennai or through NEFT / RTGS payment as per the details provided in the NIT document (Page No.3). The EMD or Bid Security & Tender fee details made should be enclosed with the tender document.*
- 4.2 If the bidders are claiming exemption for the tender fee and EMD / Bid Security then, the required supporting document for claiming exemption with current validity should be enclosed along with the tender document.
- 4.3 The EMD / Bid Security is required to protect the STPI against the risk of bidder's conduct, which would warrant the EMD's / Bid Security forfeiture.
- 4.4 A bid not secured in accordance with Para 4 (a) shall be rejected by the STPI being non-responsive at the bid opening stage and their bid stands rejected.
- 4.5 *The EMD or Bid Security of the unsuccessful bidder will be discharged / returned to them at the earliest / within 30 days after award of contract/order to the successful bidder through NEFT / RTGS only. The bank details of the bidders have to be provided as per the format – Annexure-III. The EMD or Bid Security of the successful bidder will be retained as Retention Money or Security Deposit and the same will be returned without any interest after one month from the date of settlement of final bill upon request from the bidder, through NEFT / RTGS mode as per the bank details provided by them. The security deposit or EMD will bear no interest whatsoever.*
- 4.6 The EMD / Bid Security may be forfeited:
  - a) If a bidder withdraws his / her bid during the period of bid validity or makes modifications to his / her tender which are not acceptable to STPI.
  - b) In the case of a successful bidder, if the bidder fails to sign the contract.
  - c) Failure to fulfill the contract.
  - d) If the Contractor fails or refuses to honour his / her own quoted price for the services or part thereof.
  - e) The bidder will not be eligible to participate in the tender for same services for three year from the date of issue of work order if EMD/ Bid security is forfeited.

#### **5. PERIOD OF VALIDITY OF BIDS:**

- 5.1 Bid shall remain **valid for 75 days after the date of bid opening** prescribed by STPI.
- 5.2 In exceptional circumstances, STPI may request the bidder's consent for an extension to the period of bid validity. The request and the responses there to, shall be made in writing. The EMD provided under Clause 4 shall also be suitably extended. A bidder may refuse the request without the forfeiture of his / her EMD. A bidder accepting the request and granting extension will not be permitted to modify his / her bid.

#### **6. FORMATS AND SIGNING OF BID:**

- 6.1 All pages of the tender, except for un-amended printed literatures, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 6.2 The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.



## **7. LATE BIDS:**

Any bid received by STPI after the due date & time for submission of bids prescribed by STPI shall be rejected and returned unopened to the bidder.

## **8. OPENING OF BIDS BY STPI:**

- 8.1 STPI shall open bids in the presence of bidders or their authorized representatives who chose to attend, at **11.30 A.M.** on the due date. The bidder's representatives, who are present, shall sign in the register. Business card/Authority letter shall be submitted by the bidders before they are allowed to participate in bid opening.
- 8.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- 8.3 The date fixed for opening of bids, if subsequently declared as holiday by the STPI-Chennai, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- 8.4 The tendering process comprise the following  
The bids will be opened at **11.30 A.M. on 05.02.2021.** After opening of the bids and verifying the tender fee & EMD amount/ Bid Security, the documents shall be scrutinized and evaluated later by the competent committee/authority with reference to parameters specified in the tender documents and the offers received from the tenderers. Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e. verification of Tender Fee & EMD/Bid Security by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.

## **9. CLARIFICATION OF BID DOCUMENTS BY STPI:**

To assist in the examination, evaluation and comparison of bids STPI may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

## **10. TENDER EVALUATION:**

- 10.1 STPI shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 10.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance if any.
- 10.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by STPI. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Contractor does not accept the correction of the errors, his / her bid shall be rejected.
- 10.4 The evaluation and comparison of responsive bids shall be done on the price of the goods/services offered inclusive of all Levies & Taxes as indicated in the Price Schedule of the Bid Document.
- 10.5 The STPI may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

## **11. CONTACTING STPI:**

- 11.1 No bidder shall try to influence STPI on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- 11.2 Any effort by a bidder to influence STPI in STPI's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

## **12. STPI'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

- 12.1 STPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder. **However, the bidder has the right to question the bidding conditions, bidding process and / or rejection of his / her bid.**
- 12.2 STPI reserves the right to receive and, if it thinks fit, to consider and accept a non-complaint proposal. The acceptance or rejection of a non-complaint proposal is entirely a matter for STPI in its absolute discretion.

**Any deviations / irrelevant specifications in this tender will not be accepted. Final decision of accepting or rejecting any / all bid (s) will be at the discretion of STPI.**

## **13. PLACEMENT OF ORDER:**

STPI shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. STPI has full rights to place order on fully or partially.

## **14. EXTENSION OF TIME:**

In certain unavoidable circumstances, wherein the Competent Authority feels that the extension of a particular contract is required, the contractor should give his / her consent on existing terms & conditions of the contract.

## **15. ANNULMENT OF AWARD:**

- 15.1 STPI reserves the right to terminate the contract **with two months notice** if, the services are found dissatisfactory or in case of violation of the terms and conditions of the contract or non-fulfillment of the statutory requirement.
- 15.2 STPI reserves the right to disqualify the Contractor for a suitable period who habitually failed to take up the Services. STPI reserves the right to blacklist a bidder for a suitable period in case he fails to honour his / her bid without sufficient reasonable grounds.
- 15.3 STPI reserves the right to terminate the contract for reason of providing non satisfactory service.

## **16. ARBITRATION:**

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Chennai. The language of the arbitration proceedings shall be in English.

## SECTION – III

### CONDITIONS TO THE BIDDERS

#### 1. **GENERAL CONDITIONS:-**

**1.1 Period:** The contract will be for a period of one year. After the expiry of the contract period, the service need not be continued taking it as deemed extension of period.

**1.2 Renewal:** The contract shall be extended for further period of **One or Two years**, on the same rates, terms and conditions, subject to satisfactory performance. The further extension thereafter would be decided later, on satisfactory completion of the above tenure.

**1.3 Delivery/ Execution of order:**

The Delivery of items/services, should be within **15 days from the date of order**, at the following location,

Software Technology Parks of India,  
No. 5, Rajiv Gandhi Salai, III Floor,  
Taramani, Chennai – 600 113”

**1.4 Payment:**

- a) No advance payment will be made. Mode of payment will be on monthly basis. Payment will be released within 15 days against the bill/invoice raised after the completion of each month. **Payments to the Contractor will be through NEFT or RTGS transfer only for which the bank details & account number etc. have to be submitted by the contractor as per the format enclosed herewith as Annexure - III.**
- b) Income tax plus surcharge on income tax etc will be deducted at the prevailing rate.
- c) Works Contract Tax at the prevailing rate will be recovered as per the case.
- d) TDS on GST is applicable as per GST Act from time to time.
- e) Any other applicable taxes will be deducted as per statutory norms.
- f) ***Price indicated in the tender is firm and no increase in the price is allowed during the period of contract other than taxes.***

**1.5 Liquidity Damages:**

- a) Purchases/Contracts are subjected to Liquidity Damages. The following liquidity damages are levied if there is a delay in the defined delivery schedule defined in the Purchase Order:

**0.5% for one week and maximum up to 10% of ordered value.**

- b) Any problem should be attended and rectified within 48 hours. The following liquidity damages are levied if there is a delay in the execution of the work:

- 1) Beyond 48 hours to one week from the default of service - 0.5% of order value
- 2) Every successive weeks - 0.5% of order value
- 3) Maximum - 10% of order value.

- c) STPI is entitled to withhold payments due to the contractor, in case of dispute of claim still it is resolved. Decision of STPI will be final and binding.

**1.6 Scope :** The scope of work covers hiring of photo copier with printing option. The details of the same are given in Section IV.

**1.7 Agreement:** The notice inviting tenders, conditions of the tender and the duly completed form of the tender will form part of the agreement to be executed by the successful contractor with STPI on non-judicial stamp paper of Rs.100/-. The format of the agreement is enclosed herewith as Annexure I.

**1.8 Security Deposit or Performance Security / Retention money:** The earnest money (EMD / Bid Security) will be retained in the case of successful contractor as part of the Performance Security for due fulfillment of the contract. **The bidders who have opted for the EMD exemption by submission of the necessary documentary proof, have to submit the Security Deposit or Performance Security Declaration Form as per the format attached in Annexure –IV in lieu of the Security Deposit / Performance Security. The Security Deposit or Performance Security or Retention Money will bear no interest whatsoever.**

#### SECTION – IV

**1. Scope:** The scope involves hiring of 2 Nos of photo copier (Xerox machines), with printing option at STPI-Chennai in working condition. The number of copies taken will be approximately 10,000 per month per machine.

#### **2. DETAILS OF THE BIDDER:**

**(Self attested copies of the documents to be submitted)**

a) Name, address & contact No. of the bidder:

b) Proof of similar work as mentioned in the eligibility criteria: (copies of work order / agreements / work completion certificate to be enclosed):

Sl. No.	Contract period	Name of the client with the address and contact number	Contract Value (Rs.)	Proof submitted
1)				Yes / No

c) If it is noticed that any client did not find the work carried out satisfactory, the tenders of such bidders will be treated as invalid.

d) Valid proof of having their office / branch office in Chennai with relevant documents and details such as address, contact person name, phone / mobile number & email id

--- **Yes / No**

- e) Bank Details for the NEFT / RTGS payment along with the copy of the cancelled cheque as per the format in Annexure - III --- **Yes / No**

- f) Copies of the following documents to be enclosed:

Sl. No.	Particulars	Reg. No & date	Proof submitted
1.	PAN Card No		<b>Yes / No.</b>
2.	GST Registration Number		<b>Yes / No.</b>
3.	Certificate of Registration / Incorporation certificate of the Firm / Company		<b>Yes / No.</b>

- g) Complete set of the tender documents duly self attested and affixing the office seal in all the pages --- **Yes / No**

- h) Details for the Tender fee of Rs.500/- paid --- **Yes / No**

- i) Details of the EMD amount of Rs.2,100/- paid --- **Yes / No**

### 3. Bill of Quantities:

Rate shall include cost of transportation and other overheads etc.

Sl. No.	Particulars	Qty	Unit rate in Rs.	Total Amt. in Rs. (per month)
1	Monthly rental charges for Copier (Xerox Machine) with printing option - including 20,000 no. of free copies <b>for both the machines put together (irrespective of usage of each machine)</b>	2 Nos.		
2	Rates for Extra copies ( <b>per copy</b> )			
3	Taxes / GST rate if, any (Mention the % also)			
4	Total			

(Rupees \_\_\_\_\_ only)

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name :

Designation :

Company Seal :

Date :

Place :

**AGREEMENT**

Articles of agreement made this \_\_\_\_\_ (date) between  
Software Technology Parks of India, No.5, 3rd Floor, Rajiv Gandhi Salai, Taramani, Chennai-  
600113, through Authorised Signatory (hereinafter called the “STPI”) of the one part  
and

\_\_\_\_\_, through  
Authorised Signatory (hereinafter called the “Contractor”) of the other Part.

whereas the employer is desirous of entrusting providing Hiring of Photo Copier with printing option (name of the work) at STPI-Chennai (places) to the contractor under this agreement as per the tender conditions of contract.

And whereas the Contractor has agreed to execute the contract towards Hiring of Photo Copier printing option (name of the work) in STPI-Chennai (places) as per conditions in the Tender No: 2020-21/\_\_\_\_\_, dated \_\_\_\_\_ (date) and work order No: 2020-21/\_\_\_\_\_, dated \_\_\_\_\_ (date).

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. In consideration of the sum as per the work order No.2020-21/\_\_\_\_ dated \_\_\_\_\_ to be paid at the time and in the manner set forth in the said conditions of the tender, the contractor shall upon and subject to the said conditions execute and complete the work as per conditions in the tender.
2. The Employer will pay to the contractor the said amount as per the work order No.2020-21/\_\_\_\_ dated \_\_\_\_\_ or such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. The said conditions, shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively in such conditions contained. The period of contract is from \_\_\_\_\_ to \_\_\_\_\_.

**SCHEDULE I**

1. Tender No. 2020-21/\_\_\_\_ dated \_\_\_\_\_.
2. Work Order No. 2020-21/\_\_\_\_ dated \_\_\_\_\_
3. Acceptance to the work order.

As witness our hand the day and year first above written

Signed by STPI: \_\_\_\_\_

In the presence of (witness):

- |    |            |   |    |            |   |
|----|------------|---|----|------------|---|
| 1) | Signature  | : | 2) | Signature  | : |
|    | Name       | : |    | Name       | : |
|    | Occupation | : |    | Occupation | : |
|    | Address    | : |    | Address    | : |

Signed by the Contractor: (x) Signature of the authorized signatory affixing office seal

In the presence of (witness):

- |    |            |   |    |            |   |
|----|------------|---|----|------------|---|
| 1) | Signature  | : | 2) | Signature  | : |
|    | Name       | : |    | Name       | : |
|    | Occupation | : |    | Occupation | : |
|    | Address    | : |    | Address    | : |

## ANNEXURE –II

NON – DISCLOSURE AGREEMENT
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**Date:**

STPI	SUPPLIER
SOFTWARE TECHNOLOGY PARKS OF INDIA, NO.5, 3 <sup>RD</sup> FLOOR, RAJIV GANDHI SALAI, TARAMANI, CHENNAI 600 113	

I / We, \_\_\_\_\_ (name of the contractor) hereby agree to keep all information confidential about STPI-Chennai learnt by below signed persons from this date \_\_\_\_\_ (date of the submission of the tender) onwards, and at all times in future, \_\_\_\_\_ in which \_\_\_\_\_ (the contractor) has an interest.

I / We, hereby agree and undertake to maintain such information as confidential and undertake not to use any part or the whole of such information, directly or indirectly learnt about STPI-Chennai, for any other purpose other than executing Hiring of Photo Copiers with printing option at STPI-Chennai.

I / We, further agree that our personnel will only disclose confidential information on a need to know basis with the consent of STPI-Chennai.

Signed by:-  
(Contractor)



**BANK DETAILS FOR MAKING RTGS PAYMENT**

Name of the Bank	:	
Branch Name	:	
Account Number	:	
Name of the Account Holder	:	
IFSC No.	:	
GST Registration Number (enclose the copy) HSN or Accounting Service Code	:	

The bidder is requested to enclose a cancelled cheque for verification along with this format.

Signed by:-  
(Contractor)

**ANNEXURE -IV**

Security Deposit/Performance Security Declaration Form

Date:\_\_\_\_\_ Tender No.:\_\_\_\_\_

To  
(insert complete name and address of the purchaser)

I / We, the undersigned, declare that I / We understand that, according to your conditions, bids must be supported by a Security Deposit/Performance Security Declaration.

I / We accept that, I / We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I / We

- a) Have withdrawn / modified / amended, impairs or derogates from the tender, my / our Bid during the period of contract; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of contract (i) fail or reuse to execute the contract, if required,

I / We understand this Security Deposit/Performance Security Declaration shall cease to be valid if I am / We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the contract period.

Signed: (insert signature of person whose name and capacity are shown)  
In the capacity of (insert legal capacity of person signing the Security Deposit/Performance Security Declaration)

Name: (insert complete name of person signing the Security Deposit/Performance Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
corporate Seal (where appropriate)