



# भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110002

[www.insaindia.res.in](http://www.insaindia.res.in)

## निविदा आमंत्रण सूचना (एनआईटी)

### (सिमित निविदा)

**विषय:** इन्सा में अत्यधिक फोटोकॉपी का कार्य संभालने के लिए किराये के आधार पर डिजिटल फोटोकॉपी मशीन की सेवा उपलब्ध कराना।

एकल बोली प्रणाली के अंतर्गत उक्त कथित कार्य के लिए ट्रेड कर विभाग/जीएसटीआईएन के सांविधिक निकाय से पंजीकृत प्रख्यात फर्मों/एजेंसियों से सिमित निविदा इन्क्वारी के माध्यम से मुहरबंद निविदाएँ आमंत्रित की जाती हैं।

फर्म को राज्य/ केंद्रीय सरकार के विभाग/अर्ध सरकारी/कापॉरिट क्षेत्र जैसे कि बहु-देशीय कंपनियाँ, सुप्रसिद्ध होटलों, अस्पतालों, विद्यालयों/महाविद्यालयों इत्यादि के साथ सदृश्य प्रकृति के कार्य का अपना भूत-कालिक अनुभव समर्थित दस्तावेजों (पिछले 3 वर्षों में एक वर्ष कार्य पूर्ण किया हो) के माध्यम से प्रस्तुत करना होगा।

निबंधन और शर्तों सहित निविदा दिनांक **06.03.2025** को अपराह्न **5:00** बजे से सीपीपी पोर्टल और इन्सा वेबसाइट से डाउनलोड किया जा सकता है। विधिवत् भरी हुई निविदा को जमा करने की अंतिम तिथि **17.03.2025** को अपराह्न **5:00** बजे तक है। निविदाएँ दिनांक 18.03.2025 को अपराह्न **3:00** बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कोई कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-1(वित्त एवम् प्रशासन)



## INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002  
www.insaindia.res.in

### **NOTICE INVITING TENDER (NIT)**

#### **(LIMITED TENDER)**

**Sub: Providing the service of digital photocopy machine on rental basis for handling the bulk Photostat work at INSA.**

Sealed tender through limited tender enquiry are invited from reputed firms/agencies registered with statutory body of trade tax department/GSTIN for the above said work under a single bid system.

The firm should submit their past experience of similar nature of job with supporting documents (one year job completed in last 3 years) with State/Central Govt. departments/Semi Govt./corporate sector i.e. MNCs, reputed hotels, hospitals, schools/colleges etc.

The tender with terms and conditions can be downloaded from CPP portal and INSA website also from 06.03.2025 at 05:00 pm onwards. The last date for submission of the duly filled up tender is 17.03.2025 till 05:00 pm. The tender shall be opened by a standing committee appointed by the competent authority on 18.03.2025 at 3:00 pm at INSA. The Academy reserves the right to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-I (F&A)

## LIST OF FIRMS/COMPANIES

1. M/s. Perfect Business System  
40,1<sup>st</sup> Floor, Masih Garh,  
Sukhdev Vihar  
Near Escort Hospital, Okhla Road  
New Delhi - 110 025  
Mob.: 9818617838
2. M/s Rohit Gupta  
K-14, Industrial Area  
Site-V, Geater Noida  
Gautam Budh Nagar, UP  
Pincode - 201 308  
Mob.: 9911961222
3. M/s New Way Office Automation Pvt. Ltd  
K-128/104, Ground Floor  
Ranjeet Sadan, Mohammadpur  
Near Bhikaji Cama Place  
New Delhi - 110 066  
Mob.: 9810921588
4. M/s Advance Tech  
C-99/1, New Usmanpur  
Near Jain Mandir  
Delhi-110 053  
Mob.: 9818395441
5. M/s Softech Systems India (P) Ltd.  
752, Mathura Road,  
Jang Pura Lane, Bhogal,  
New Delhi - 110 014  
Mob.: 9810104247
6. M/s Srishti Systems  
D-5, Krishna Nagar  
Delhi-110051  
Mob.: 9212137907
7. M/s Ask Tech Business Machines  
108, M. S. Chamber,  
C-1A, Main Vikas Marg  
Laxmi Nagar  
New Delhi-110 092  
Tel.: 011-22450672, 22449021  
Mob: 9810037645
8. M/s Ammex Office Solution Pvt. Ltd.  
51-A, Ground Floor, Pocket-12  
Jasola Vihar, New Delhi-110025  
Mob: 8076067432



**INDIAN NATIONAL SCIENCE ACADEMY**  
**Bahadur Shah Zafar Marg, New Delhi-110 002**

No.: INSA/Estate/Rental/Photocopier/2024-25/  
Dated: 6<sup>th</sup> March, 2025

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**Sub: Providing the services of digital photcopy machine on rent for handling the bulk photostat work of the Academy within the INSA campus.**

Dear Sir,

The Academy intends to invite the tender on prescribed format in sealed envelope under a single bid system from reputed firms/agencies for providing the services of digital photcopy machine (Minimum 45 CPM, paper size - A4 & A3) on rent for handling the bulk photostat work of the Academy within the INSA premises for a period of one year.

The undersigned may be contacted for any query or information in the office hours on any working day. The last date for submission of tender is 16<sup>th</sup> March, 2025 till 5:00 pm. The tender must be submitted invariably on or before 17<sup>th</sup> March, 2025 till 5:00 pm. The tenders received after due date and time will not be accepted by the Academy.

The tender must be submitted along with Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees Three Thousand only) in form of Demand Draft/Pay Order/ Banker's cheque in favour of **Indian National Science Academy** drawn on any nationalized bank payable at New Delhi. The tenders received without EMD will be rejected by the Academy.

The envelope of tender must be super-scribed "**The tender for providing the services of digital photcopy machine on rental basis at INSA**". The Academy has reserved the all rights to accept or reject any or all the tenders without assigning any reason thereof.

Thanking you,

Yours truly,

(B. K. Rajput)  
Assistant Executive Director-II (Estate)

Encl.:

- Terms & conditions
- Financial Part (Tender sheet)

**INDIAN NATIONAL SCIENCE ACADEMY**  
**Bahadur Shah Zafar Marg, New Delhi - 110002**

**TERMS & CONDITIONS:**

1. The approved lowest rates for providing the services of photocopy machine on rent will be valid for a period one year. This contract may be extended for further period of two (2) years on yearly basis on same rate and terms & conditions, if the services provided by the party are satisfactory.
2. The firm should quote the rate of in figures as well as in words. The quoted rate should exclude the GST. The GST should be mentioned clearly & separately. No other charges other than quoted rate will be paid by the Academy.
3. The conditional tenders shall not be accepted and tenderer shall not be permitted to alter or modify their bid after expiry of last date for receipt of tender.
4. The engineer/technician of the firm should visit at INSA within 2-4 hours on same day after giving/registering the complaint to the firm/company by the Academy. If the firm/company fail to give the services within the stipulated date & time then the urgent photocopy work will be got done from outsource agency and the amount paid against the work done from outsource will be deducted from the bill of the firm/company who is providing the services.
5. The firm/ party will provide complete maintenance of photocopy machine along with spares and ink tonner (black) as and when required.
6. The photocopy machine operator, paper and electricity will be provided by the Academy at their own cost.
7. In case of any enquiry regarding tender/work the Assistant Executive Director- II (Estate) may be contacted on any working day during the office hours except weekly off.
8. The payment will be released within two weeks through cheque/RTGS/ECS from date of receipt of monthly bill. **The Academy will pay monthly fixed charge or per copy rate (calculated) based on number of copies whichever is higher. GST will be paid extra.**
9. The tenderer should sign all the papers/documents attached with the tender and affix the stamp of the firm/agency.
10. The firm/agency will have to submit EMD of amounting to Rs. 3,000/- (Rupees Three Thousand only) through Demand Draft/Banker's Cheque in favour of Indian National Science Academy payable at New Delhi along with tender.

11. The tender submitted without EMD amounting to Rs. 3,000/- (Rupees Three Thousand only) will be rejected by the Academy.
12. **MSME are exempted to submission of EMD subject to submission of UDYAM.**
13. The EMD amount deposited by the firm/contractor will be converted into performance security deposit (SD). The total security amount will be 10% of total value of annual work awarded to the firm/agency i.e. Rs. 10,000/- (Rupees Ten Thousand only). The party should have to deposit balance amount of Rs. 7,000/- after adjusting the EMD of Rs. 3,000/-. The security deposit will be refunded to the party after six months from the date of satisfactory completion of contract/work.
14. The firm/party should attach copy of PAN card along with tender. The TDS as applicable will be deducted from each bill by the Academy.
15. The firm/party must be registered with statutory body of trade tax department. The copy of valid GSTIN number must be attached along with tender.
16. The machine should be in good condition and it should be not more than five (5) year old. The quality of the photocopy should be very good/ excellent.
17. No advance payment will be released in any account against the work assigned to the party/agency.
18. The rate quoted by the tenderer shall be exclusive of GST. The GST as applicable should be mentioned clearly and separately.
19. The tenderer will be bound to provide the services of photocopy machine on rental basis as and when required at approved rate in addition the quantity mentioned in the tender documents. **The required quantity of photocopy machine is one.**
20. In case of tenderer does not execute the work as per terms and conditions of contract, the security deposited by the firm/agency will be forfeited by the Academy.
21. No increase in the quoted/approved rate will be allowed during currency of contract period.
22. The party should also indicate their past experience of similar nature of job with supporting documents (one year job completed in last 3 years) with state/central Govt. departments/Semi Govt./ corporate sector i.e. MNCs, reputed hotels, hospitals, schools/colleges etc.

23. The envelope of the tender should be super-scribed **“The tender for providing the services of digital photocopy machine on rental basis at INSA”**.
24. The last date for submission of duly filled up tender is 17<sup>th</sup> March, 2025 till 5:00 pm.
25. The interested firm/agency may submit their sealed tender addressed to **Deputy Executive Director-I (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110 002** on or before 17<sup>th</sup> March, 2025 till 5:00 pm.
26. The tender shall be opened on 18<sup>th</sup> March, 2025 at 3:00 pm at INSA by a duly constituted committee by the competent authority of the Academy.
27. The Academy reserves all the rights to accept or reject in part or any or all the tenders without assigning any reason thereof and also to cancel the order at any time. The tenderer will have no right to claim any loss or damages etc. on cancellation of the work order.
28. The contract can be terminated at any time without assigning any reason after giving one month notice on either side.
29. In case of any dispute or differences, the award of single arbitrator appointed by the President, INSA shall be final and binding on both the parties to the contract.

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**INDIAN NATIONAL SCIENCE ACADEMY**  
**Bahadur Shah Zafar Marg, New Delhi-110 002**

**FINANCIAL PART (QUOTATION SHEET)**

**Subject: Providing the services of digital photocopy machine on rental basis for handling the bulk photostat work at INSA.**

<b>S.N.</b>	<b>DESCRIPTION</b>	<b>QUOTED RATE (in both figure &amp; words)</b>
1.	<b>Monthly Fixed Charge</b> for Providing Digital photocopy machine on rent (Not more than 5 years old) <b>(Brand: Canon/Xerox/Ricoh/Sharp etc.)</b> <b>45CPM, paper size - A4 &amp; A3</b>	<b>Rs. Per month</b>
2.	<b>Per copy rate</b>	<b>Rs. Per copy</b>
3.	<b>GST @ %</b>	

**Note:** The Academy will pay monthly fixed charge or per copy rate (calculated) based on number of copies whichever is higher. GST will be paid extra.

(Signature of authorized person  
with seal of firm/agency)