

**Format of Technical Proposal for “Hiring of Photocopier for Official Photocopies” to be printed on Company’s Letterhead & submit in Envelop-1.**

**Name of the Company** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Contact Details** Mobile -----Landline-----  
E-Mail: \_\_\_\_\_

Please mention the following:

PAN \_\_\_\_\_ GST NO \_\_\_\_\_

(Pl. enclose self certified copies)

1	Annual turnover of your company	Amount is Rs
	2018- 2019	_____
	2019 –2020	_____
	2020—2021	_____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

**2018-2019**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2019-2020**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2020-2021**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-  
Date:-

Signature & Seal

**Format of Financial proposal of “Hiring of Photocopier for official photocopies” to be printed on company’s Letterhead & submit in Envelop No.2.**

**Name of the Company** \_\_\_\_\_

**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Contact Details** Mobile -----Landline-----  
 E-Mail: \_\_\_\_\_

SR NO	PARTICULATS	Each Copy Rate IN Rs
1	A-4 size single side Black & White PHOTOCOPY on 75 GSM good quality paper	
2	A-4 size Front & Back, Black & White PHOTOCOPY on 75 GSM good quality paper	
3	FS size single side Black & White PHOTOCOPY on 75 GSM good quality paper	
4	FS size Front & Back, Black & White PHOTOCOPY on 75 GSM good quality paper	
5	A-3 size single side Black & White PHOTOCOPY on 75 GSM good quality paper	
6	A-3 size Front & Back, Black & White PHOTOCOPY on 75 GSM good quality paper	
7	A-4 size single side Black & White PRINTOUT on 75 GSM good quality paper	
8	A-4 size Front & Back, Black & White PRINTOUT on 75 GSM good quality paper	
9	A-3 size single side Black & White PRINTOUT on 75 GSM good quality paper	
10	A-4 size single side COLOURED PRINTOUT/PHOTOCOPY on 100 GSM DO paper	
11	A-4 size Front & Back COLOURED PRINTOUT/PHOTOCOPY on 100 GSM DO paper	
12	A-3 size single side COLOURED PRINTOUT/PHOTOCOPY on 100 GSM DO paper	
13	A-4 size single side COLOURED PRINTOUT/PHOTOCOPY on ART PAPER/CARD paper	
14	A-4 size Front & Back COLOURED PRINTOUT/PHOTOCOPY on ART PAPER/CARD paper	
15	A-3 size single side COLOURED PRINTOUT/PHOTOCOPY on ART PAPER/CARD paper	
16	A-4 Size Spiral Book Binding upto 100 pages with all material cost	

17	A-4 Size Spiral Book Binding upto 200 pages with all material cost	
18	A-4 Size Spiral Book Binding upto 250 pages with all material cost	
19	A-4 Size Spiral Book Binding above 250 pages with all material cost	
20	Operator charger (for operating photocopy machine)	

- Any Gst Number
- Payment Terms

**Date:**  
**Place:**

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_

# EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

## **HIRING OF PHOTOCOPIER MACHINE FOR OFFICIAL PHOTOCOPIES**

**Scope of work:** Rates for providing the digital Black & White, and colour Photocopy copier machine on hiring basis for use in the Council's office along with the charges of the operator in the following format

**General / Requirement :** The EPCH is having 11000 members from all over India. Circulars/ Letters/ In House Publication etc. are being sent by the Council to its members. The offer for hiring of photocopier is invited from reputed and experienced mailers located close to EPCH Office, Vasant Kunj (Approximately 10 kms. radius)

### **Eligibility for submission of Technical & Financial Proposal:**

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover between Rs.3,00,000/- to Rs.5,00,000/-.
- 3 Sealed offers are invited from the Registered Suppliers/Firms for supply of Photo Copier Machine on hiring basis for Black & White photo copies for use of the Council's office.

### **Terms & Conditions:-**

1. The Companies quoting the rates should mention the rates in each and every column of the specification provided.
2. All the applicable charges should be clearly mentioned on the offer.
3. The charges of the operator if any should be clearly mentioned. It will be responsibility of the operator to provide timely and punctual service to the Council.
4. The maintenance of the machine will be the sole responsibility of the suppliers/Firms supplying the machine. The Suppliers has to ensure that machine is kept in perfect working condition all times.
5. The Counter on the equipment will determine copies made. The responsibility of the operator will be to ensure for keeping the record of the copies properly.
6. The Bill for the photocopies is to be submitted on fortnightly basis i.e. on 16<sup>th</sup> and 30/31<sup>st</sup> of every month.
7. The selected agency has to submit security / Performance guarantee of Rs 10000/- Refundable by Way of D.D. payable in favour of Export Promotion Council for Handicrafts .

### **Guidelines for Submission of Technical & Financial Proposal**

The proposal can be submitted along with cost estimates upto **28<sup>th</sup> July 2021, by 4.00 P.M** in Council's Office. Please specify on envelope "Hiring of Photocopier for Official photocopies". The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

#### **Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents**

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2018-19, 2019-20, 2020-2021.
- Copy of PAN No., Gst Number.

#### **Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents**

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

**Procedure:** EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director  
Export Promotion Council for Handicrafts  
"EPCH House", Pocket 6 & 7, Sector – C,  
LSC, Vasant Kunj, New Delhi-110070.  
Tel. 011-26135256 (Extn. 106)**