



VADODARA MUNICIPAL CORPORATION

(E -Tender)

TENDER DOCUMENT FOR

**Installation of Two (2) nos. of Photo Copier Machine having
Multi Functions facilities with Operator and Paper on
Annual Rate Contract base for One Year**

Tender P.R.O. No: 165/2/2026-27

PRESS DEPARTMENT

VADODARA MUNICIPAL CORPORATION

Padmavati Shopping Centre, Semi Basement-

Nr. Sursagar Lake, Vadodara - 390 001

(O): 0265-2412220

Website: www.vmc.gov.in

Email: pressmanager@vmc.gov.in

NOTICE INVITING ONLINE TENDERS

Vadodara Municipal Corporation invites online Tender from bidders under Two Bid Systems for ***“Installation of Two (2) nos. of Photo Copier Machine having multi functions facilities with Operator and Paper on Annual Rate Contract base for One Year”***.. This is an online bid process where participating vendors have to **upload COMPULSORILY ONLINE the Demand Drafts of Tender Fee and EMD, Signed and Stamped Tender Form with All supporting documents as mentioned in the tender.** All the participating vendors **also have to submit COMPULSORILY PHYSICALLY the DDs of Tender Fees and EMD, Signed and Stamped Tender form with all supporting documents and Samples- As mentioned in the Tender** through RPAD or Speed Post.

Interested bidders who wish to participate in online tenders can apply through from **<https://tender.nprocure.com>** and may download the tender documents from Vadodara Municipal Corporation's website **www.vmc.gov.in**.

Department Name	Vadodara Municipal Corporation
Name of Work/Supply	Installation of Two (2) nos. of Photo Copier Machine having multi functions facilities with Operator and Paper on Annual Rate Contract base for One Year
Estimated Contract Value	₹ 9,00,000-00
Duration of Contract	One Year from the date of award of contract. Extension for a further period of 12 Months at the same rates and terms & conditions. (If required)
Bid Call (Nos.)	One
Tender Currency Type	Single
Tender Currency Setting	Indian Rupee (INR)
Rebate	Not Applicable
Bid Document Fee	₹ 2000-00
Bid Document fee Payable To	Municipal Commissioner Vadodara
Bid Security / EMD (INR)	₹ 18,000 -00
Bid Security / EMD (INR) in Favor of	Municipal Commissioner Vadodara
Bid Submission for Technical Documents	Physical submission through RPAD or Speed post only
Date and Time of Online Submission of Tender Form/Price Bid	Date : 15-06- 2026 to 25-06- 2026 Time- 16:00 Hrs.
Physical Submission of Technical Bid and other required Documents etc. (Hard Copy)	Date : 29-06- 2026 , up to 16:00 Hrs.
Bid Validity Period	120 days from the date of opening
Condition	Tender Fee & EMD submitted in the form of Demand Draft only The bid should be submitted on or before the time stipulated in this Tender notice.
Opening of Technical bids	Date: 29-06- 2026 Time- 16:00 Hrs.,

All bids are to be submitted strictly as per the terms and conditions and formats given in the bid document. Conditional Bids will not be accepted.

Content

Sr. No.	Particulars	Page No.
1	Instructions to Bidders	4
2	General Terms and Conditions	8
3	Price Schedule	9
4	Annexure- 1	10
5	Annexure- 2	11
6	Annexure- 3	12
8	Check-list	13

Section- 1:

Instructions to Bidders

1.0 ELIGIBILITY CRITERIA:

The bidder is required to fulfill the qualification criteria as mentioned below.

- 1.1 Organization** should be registered with appropriate local authority. *(Proof of such registration will have to be submitted.)*
- 1.2** Organization should have **Average Annual Turnover of ₹ 18,00,000 (Eighteen Lakhs)** or more in last three financial years. *(Chartered Accountant certificate certifying the turnover of last three financial years is required to be attached.)*

All the Relevant Certificates / Documents in support of fulfillment of eligibility criteria must be submitted otherwise tender will not be considered.

2.0 BID SUBMISSION PROCEDURE:

- 2.1** The bids should be duly sealed and addressed to:

Press Department,
Vadodara Municipal Corporation,
Semi Basement, Padmavati Shopping Centre,
Nr. Sursagar Lake, Opp. Nyay Mandir,
Vadodara - 390 001.

The bidders are required to submit physical bid only via through Registered Post or Speed Post on or before due date and time.

- 2.2** Tender should be in clearly sealed envelope and marked as ‘**Technical Proposal**’ envelope with following identification: Tender document for “**Installation of Two (2) nos. of Photo Copier Machine having Multi Functions facilities with Operator and Paper**”. The proposal must also contain a covering letter duly signed by the authorized person, Bid Processing Fees and EMD.
- 2.3** Technical bid cover will be opened at the time of opening of the tender. After evaluation if it found that technical bid submitted by the bidder is as per the terms and conditions of the tender and bidder satisfies all the requirements and eligibility criteria as per the tender document then and only then commercial bid of the tenderer, submitted through e-tendering will be opened.

3.0 COMMERCIAL BID SUBMISSION:

The commercial bid submission should be done online only on the website <https://tender.nprocure.com> on or before the time stipulated in tender notice.

4.0 ONE BID PER BIDDER:

Each bidder shall submit only one bid. A bidder who submits more than one bid shall be disqualified.

5.0 BID DOCUMENTS:

- 5.1 The bidder is required to download and print the bid documents. The bidder must sign each document, fill the required information as given in the bid documents including price document. Attach all the necessary documents as mentioned in tender document and submit to the office of **Press Department, Vadodara Municipal Corporation, Vadodara** within or before the time stipulated in this Tender notice.
- 5.2 The bidder is expected to examine all instructions carefully, conditions of contract, contract data, forms, terms, technical specifications, quantities, etc., Failure to comply with the requirements of the bid document shall be at the bidder's own risk.

6.0 LANGUAGE OF BID:

All documents relating to the bid shall be in English language. However, documents such as certificates and other enclosures to the bid document can be in any language.

7.0 BID VALIDITY:

Bids shall remain valid for period not less than **120 days** after the bid closing date. A bid valid for a shorter period shall be rejected by the Employer as nonresponsive. In exceptional circumstances, prior to expiry of the validity, the Vadodara Municipal Corporation may request the bidders to extend the period of validity for a specific additional period.

8.0 EARNEST MONEY DEPOSIT (EMD):

- 8.1 Earnest money Deposit (EMD) shall be **₹ 18,000 -00** must be submitted along with the proposal in the form of Demand Draft / drawn in favor of **Municipal Commissioner Vadodara** payable at Vadodara. EMD in any other form shall not be accepted.
- 8.2 Tender not accompanied by EMD shall be rejected as non-responsive.
- 8.3 No interest shall be payable by VMC for the sum deposited as EMD.
- 8.4 No bank guarantee will be accepted in lieu of the EMD.

The EMD shall be forfeited by the VMC in the following events:

- i. If proposal is withdrawn during the validity period or any extension thereof.*
- ii. If the proposal is varied or modified in a manner not acceptable to VMC after opening of tender during the validity period or any extension thereof.*
- iii. If the agency tries to influence the evaluation process.*
- iv. If the agency withdraw its proposal during evaluation tenure.*

9.0 BID PROCESSING FEES:

- 9.1 Organisation is also required to pay **₹ 2000/- (Two Thousand only)** towards Bid Processing Fees in the form of Demand Draft drawn in favor of **Municipal Commissioner Vadodara** payable at Vadodara. The Bid Processing Fee is Non-Refundable.
- 9.2 Please note that the proposal, which does not include the bid processing fees, would be rejected.

10.0 ALTERNATIVE PROPOSALS BY BIDDERS:

Conditional offer or Alternative offers will not be considered in the process of tender evaluation.

11.0 AWARD OF CONTRACT:

Vadodara Municipal Corporation will award the Contract to the Bidder whose offer has been determined to be lowest and is eligible in accordance with qualifying criteria. The authority may hold negotiations with the Preferred Bidder.

12.0 SECURITY DEPOSIT:

Successful Bidder shall submit Performance Security to Vadodara Municipal Corporation within 10 days from the LOA, in the form of Demand Draft for amount of **3 %** of the total tender amount. (*Demand Draft drawn in favor of Municipal Commissioner, Vadodara*)

13.0 SIGNING OF CONTRACT:

Selected Party shall enter in to an agreement with Vadodara Municipal Corporation on Rs. 300 Stamp Paper in prescribed format.

14.0 RIGHT TO VARY QUANTITIES:

Vadodara Municipal Corporation reserves the right, at the time of award of Contract or during the contract period, to increase or decrease the requirement. Corporation also reserves the right for division of scope of work or limiting the scope of work.

15.0 DURATION OF CONTRACT:

Under normal circumstances the contract shall be valid for a period of **ONE YEAR** from date of award of contract. However contract may be extended for further period of 12 months on the same rate and terms & conditions if agreed by the contractor and the Vadodara Municipal Corporation.

16.0 DISQUALIFICATION OF TENDER:

The application is liable to be rejected if:

- i. The application is not covered in proper sealed cover with superscription as indicated in tender.*
- ii. Not in prescribed form and not containing all required details.*
- iii. Not properly signed.*
- iv. Not received by Press Department of VMC on/before last date of submission*

17.0 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

Municipal Commissioner, Vadodara Municipal Corporation reserves the right to accept or reject any bid or all bids at any time prior to award of Contract, without assigning any reason at any time at any stage.

18.0 RULES & REGULATIONS:

The contractor have to fulfill the conditions of contract of Labour Regulations Abolition Act and other applicable laws & Government Act, Rules and Furnish the records failing to which payment will not be made.

Section - 2:

General Terms and Conditions

1.0 PRICE:

- 1.1 The organization has to quote the **rate COPY PER SIDE** including all Taxes.
- 1.2 Rates must be quoted strictly in accordance with the specification mentioned in the tender form.

2.0 PAYMENT:

- 2.1 **100 %** monthly payment will be made to the agency as per receipt of bills of photo copies duly certified by officer in charge and the photo copies comply with our requirement.
- 2.2 No interest will be chargeable to party, if the payment is delayed.
- 2.3 For the Bill Payment, selected party has to submit **Tax Invoice** (with GST break-up).
- 2.4 TDS applicable will be deducted from the payable amount of the bill.

3.0 DELIVERY:

- 3.1 Within one month from the date of issue of work order.

4.0 PENALTY FOR LATE DELIVERY:

- 4.1 VMC will levy penalty at the rate of **0.5 %** value of supply order per week or part thereof subject to maximum of **10 %** of the Total 'Accepted Project Cost' of the services to be provided by the agency in case the agency fails to provide the services specified by the VMC in the pre-confirmed time schedule.
- 4.2 In the event of unsatisfactory performance of contract or in the event of any complaint regarding malfunction irrespective of copying accounting or paper used etc. the contract will be cancelled and balance work will be done at your risk and cost.

5.0 DIFFICULTIES AND DISPUTES:

Any difficulties or disputes that may arise on account of interpretation or implementation of this agreement shall be referred to Municipal Commissioner, Vadodara Municipal Corporation, Vadodara. If amicable solution could not be arrived at then the dispute or difficulties shall be placed before High level Authorities whose decision shall be final and binding to both the parties to this agreement. The entire contract is subject to competent court at Vadodara Jurisdiction.

Section - 3:

Price Schedule (Specimen Only)

Sr. No.	Item & Description	Unit	Rate (Copy per Side) ₹ ps	Applicable GST (%)	Total Amount ₹ ps
(A)	(B)	(C)	(D)	(E)	(F) = (C) X (D + E)
1	Photo Copy on A4 size paper of 70 GSM (B/W) (210 mm X 297 mm)	No. (Copy per Side)	To be filled online only		
2	Photo Copy on Full Scape size paper of 70 GSM (B/W) (215 mm X 345 mm)		To be filled online only		
3	Photo Copy on A3 size paper of 70 GSM (B/W) (297 mm X 420 mm)		To be filled online only		

Note:-

- The bidder is required to quote their offer in **online bidding system only**. While submitting the hard copy of the tender to the Press Department, Vadodara Municipal Corporation, the price schedule shall not be filled in.
- Clearly mention the price and the amount of the taxes separately.
- Among the prices quoted by the contractors as per item rate, the lowest quoted price will be taken into account for A4 size and the highest quoted price will be taken into account for A3 size.

Annexure- 1

Organization Details

Sr. No	Details	Details to be filled
1	Name of Company Full Address: E- mail ID : Contact No :	
2	Name of the Contact Person Designation : E- mail ID : Contact No :	
3	Type of Company (Proprietorship/ Partnership/Private Limited/ Public Limited)	
4	Registration (Attach copy)	Number: Date :
5	PAN No. (Attach copy)	
6	GST No. (Attach copy)	
<p>All documents for the above information are required to be submitted duly self attested and original copy should be made available as and when required by VMC.</p> <p style="text-align: right;">Signature of the Bidder</p>		

Annexure- 2

(To be executed on company letterhead)

Declaration Form

To,
Municipal Commissioner,
Vadodara Municipal Corporation,
Vadodara.

I / We hereby offer regarding **Installation of Two (2) nos. of Photo Copier Machine having Multi Functions facilities with Operator and Paper** as per details specified in the tender at the price given in the price schedule.

I / We know that the submission of incorrect or incomplete information, and / incorrect format with arithmetical errors in compilation of the data would be at the applicant's sole risk and the decision of Vadodara Municipal Corporation in such cases would be final and binding.

I / We enclosed herein the proof / copies of document as given in tender document, serially numbered, signed, affixed with the Organization stamp and submit it together with undertaking on Organization letter head.

I / We know the details filled in and enclosures attached in the tender document submitted by me are true to my / our best of knowledge.

I / We have read and understood all the terms and conditions mentioned above in the tender document and agree to abide by them.

Signature of Bidder:

Name:

Date:

Full Address:

Annexure- 3

(Details of Machinery)

No.	Specifications	Description	Yes/ No	<u>MACHINE No. (1)</u> Name of Machine/Make/Model (please mention here) _____	<u>MACHINE No. (2)</u> Name of Machine/Make/Model (please mention here) _____
1	Speed	Min. 35 ppm			
2	Resolution	600 X 600 dpi			
3	Scanning	Standard			
4	Duplexing	Standard			
5	Paper Size	A4, Full Scape, A3			
6	Paper Tray	Standard 2 Tray (500 Sheets each)			
7	Counting	Inbuilt day to day auto copy counting facility			
8	USB supported	interface std. 2.0			
9	Other Features	Attach Separately			

Note:

- **Higher configuration** will be considered against minimum required specification.
- All specifications described above are required to be filled with authorized sign & stamp otherwise tender will not be considered. **(Machinery bill copy required to be submit)**

Name & Signature of Bidder:

Seal of the firm should be affixed:

CHECK LIST

(Check list for Tenderers to be submitted and uploaded along with Tender)

The following documents are to be submitted and uploaded:

Please give the Page No. to entire set of Tender and documents submitted and uploaded

Sr. No.	Documents	Submitted & Uploaded	Total Page No. :
1.	Whether Demand Draft for Tender Fee is uploaded and placed in the cover?	Yes / No	
2	Whether Demand Draft for EMD is uploaded and placed in the cover?	Yes/ No	
3	Whether Tender Documents are uploaded and submitted? <i>(All the pages of the tender are to be filled properly, signed and stamped.)</i>	Yes/ No	Page No. : _____
4	Whether Registration Certificate of Organization/ Firm is uploaded and submitted?	Yes / No	Page No. : _____
5	Whether Copy of GST Registration Certificate is uploaded and submitted?	Yes / No	Page No. : _____
6	Whether Copy of PAN card is uploaded and submitted?	Yes / No	Page No. : _____
7	Whether Copy of Income Tax return of last three financial years (2022-23, 2023-24, 2024-25) is uploaded and submitted?	Yes / No	Page No. : _____
8	Whether Copy of Professional Tax Receipt of current year is uploaded and submitted? <i>(Doing business within Vadodara Municipal Corporation limits)</i>	Yes / No	Page No. : _____
9	Organization Average Annual Turnover Certificate for last three financial years is uploaded and submitted? (2022-23, 2023-24, 2024-25) <i>(Rs. 18 lakh or more from Chartered Accountant)</i>	Yes / No	Page No. : _____
10	Whether paper samples are submitted and placed in the cover? <i>(as per technical specification: Section -2)</i>	Yes / No	Page No. : _____
11	Whether Annexure- 1 is uploaded and submitted?	Yes / No	Page No. : _____
12	Whether Annexure- 2 is uploaded and submitted?	Yes / No	Page No. : _____
13	Whether Annexure- 3 is uploaded and submitted?	Yes / No	Page No. : _____