

**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**

(A grant – in - aid institute under Department of Atomic Energy, Government of India)  
Sector-22, Kharghar, Navi Mumbai – 410210  
[www.actrec.gov.in](http://www.actrec.gov.in), e-mail- [anavkarsa@tmc.gov.in](mailto:anavkarsa@tmc.gov.in)  
022-27405000 Ext-5551

**NOTICE INVITING TENDER**

**Providing Photocopying Services for the period of one year from 01<sup>st</sup> July, 2025 to 30<sup>th</sup> June, 2026 (Extendable for two years on yearly basis subject to satisfactory services.)**



Sr. No.	Particular	Amount
01	EMD by Demand Draft to be Drawn in Favour of Director ACTREC Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)	<b>18,000/- (Rupees Eighteen Thousand Only)</b>

Notes:-

1. Tender Notification and Documents are available on website: - [www.actrec.gov.in](http://www.actrec.gov.in)

**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER  
Sector-22, Kharghar, Navi Mumbai-410210**

No. ACTREC/Admin./EM/Photocopy/3196/2025

22<sup>nd</sup> April, 2025

Sealed limited tender is invited from reputed contractors/photocopy service providers for the provision of photocopy services in the campus of **ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**, Sector-22, Kharghar, Navi Mumbai – 410210.

**CRITICAL DATE SHEET**

Bid Document Download/Sale Start date	22 <sup>nd</sup> April, 2025 from 15:00 hrs.
Bid Submission Last Date & Time	14 <sup>th</sup> May, 2025 upto 15.00 hrs.
Last Date & Time of Submission of Hard Copy of Tender Documents.	14 <sup>th</sup> May, 2025 upto 15.00 hrs.
Technical Bid Opening Date	15 <sup>th</sup> May, 2025 upto 15.00 hrs.
Hard copy of Tender Document Submission Place and End Date & Time	Room no. 332, Estate Management Section 3rd Floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai-410210

Incomplete or tenders submitted after the due date & time would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

Dy. Administrative Officer (EM)

**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER  
Sector-22, Kharghar, Navi Mumbai-410210**

**TENDER DOCUMENTS**

1. Notice for invitation of Tender
2. Tender acceptance undertaking (to be filled by Tenderer)
3. Technical Bid: Tender Application Form
4. General & Special Terms and Conditions
5. Acceptance
6. Solvency certificate to be issued by the Bankers.
7. Format of Notary Affidavit (To be filled by Tenderer)
8. Indemnity Bond
9. Agreement to be executed by the tenderer
10. Financial bid

**TATA MEMORIAL CENTRE**  
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(A grant – in - aid institute under Department of Atomic Energy, Government of India)  
Sector-22, Kharghar, Navi Mumbai-410210

Ref:- No. ACTREC/Admin./EM/Photocopy/3196/2025

22<sup>nd</sup> April, 2025

**NOTICE INVITING TENDER**

Sealed Quotation in single bid system – Techno commercial is invited from reputed contractors/photocopy service providers/authorized agencies for providing photocopy services at ACTREC, Kharghar, Navi Mumbai-410210.

Sr. No.	Name of Work	Approx. cost (Rs.) per annum	EMD (Rs.) Refundable
1	Providing photocopy services in the campus of ACTREC, Sector-22, Kharghar navi Mumbai-410210	9,00,000/-	18,000/-

- 1 The tender document is available on ACTREC web site [www.actrec.gov.in](http://www.actrec.gov.in) which can be downloaded by the bidders. The bidder shall pay the **EMD Rs. 18,000- (Rupees Eighteen Thousand Only) through demand draft in favour of Director-ACTREC** at the time of submission of tender to the Centre along with hard copy of the tender documents technical bid and financial bid. The Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money (Bidder must enclose copy and proof thereof)
- 2 The rates may be quoted in Indian Rupees (INR) exclusive GST. The hard copy in closed envelope of complete tender- containing Technical bid and financial along with all the tender documents must reach the Room No. 332, Estate Management Section, 3<sup>rd</sup> floor, Paymaster Shodhika Building, Sector-22, Kharghar, Navi Mumbai - 410210. Incomplete or tenders submitted after the due date would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

(S. A. Anavkar)  
Dy. Admin. Officer (EM)

## TENDER ACCEPTANCE UNDERTAKING

Date : \_\_\_\_\_

To,

The Director,  
Advanced Centre for Treatment, Research & Education in Cancer  
Tata Memorial Centre  
Kharghar, Navi Mumbai - 410210.

Tender Ref No.: ACTREC/Admin./EM/Photocopy/3196/2025

22<sup>nd</sup> April, 2025

Nature of Services /work: Providing Photocopying Services for the period of one year from 01st July, 2025 to 30th June, 2026 (Extendable for two years on yearly basis subject to satisfactory services).

Sir,

I / We read the conditions from the tender including general / special conditions and hereby agree to abide by the said conditions. I / We also agree to keep this tender open for acceptance for a period of 180 (One Eighty days) days from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT" to Tata Memorial Centre, ACTREC, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to undertake work within 1 week from the date of issue of letter of Intent/award.

A sum of Rs. 18,000/-- (Rupees Eighteen Thousand Only) is forwarded as Earnest Money Deposit in the form of Demand Draft \_\_\_\_\_ Dated \_\_\_\_\_.

The full value of the Earnest Money Deposit shall stand forfeited if – I / We do not commence the work within the specified time after issue of the letter or do not at all execute the work.

Until formal agreement is executed, this acceptance of tender shall constitute as binding contract on us.

Signature of tenderer with stamp:

Name:

Address:

**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER  
Sector-22, Kharghar, Navi Mumbai-410210**

**TENDER APPLICATION FORM**

No. ACTREC/Admin./EM/Photocopy/3196/2025

22<sup>nd</sup> April, 2025

Name of the Services/Work	Providing Photocopying services
Due Date of the submission of the tender	
Demand Draft for EMD Amount, Date and drawn at	
Name / Title of the Bidder	
Full Address	
	E-Mail
	Tel. No & Mobile No.
	Fax
Legal entity of the bidder whether Firm / Society / Company / Other entity	
a) Registration No.	b) Authority with whom registered
Name & Address of the Bankers of the bidders	
PAN No.	
Registration No. for Goods and Services Tax	

No. of manpower employed by the bidder in its office	
Experience of the bidder in dealing with the tendered services (attach copies of work orders)	
Whether provided services to TMC / ACTREC in past; if yes indicate the Work order No. & Date	
Any other relevant information wish to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same.

**Signature**

**Name of authorized person for bidder with seal**

Date:

## **GENERAL & SPECIAL TERMS AND CONDITIONS**

- 1 The contract will be initially for one year for the period from 01<sup>st</sup> July, 2025 to 30<sup>th</sup> June, 2026 on satisfactory performance & execution of the contract it can be renewed up to 02 years on same rates, terms and conditions.
- 2 The rates must be quoted in Indian rupees exclusive goods and services tax (GST). Completed tender along with all the documents.
- 3 Bidder must have at least two machines and minimum one staff, proficient in managing the provision of photocopy service.
- 4 The contractor has to arrange his own manpower to manage the photocopy service. The contractor can increase the number of manpower based on requirement.
- 5 The Photocopier Machines to be supplied by the vendor should be digital only and should be of reputed make like Canon, Samsung, etc.
- 6 The institute will not be responsible for supply or bear the cost of maintenance/spare parts, including cartridges which will be exclusively borne and arranged by the contractor at his cost and responsibility thereof to ensure each and every machine remains functional during all working days for carrying out printing /Xeroxing and scanning work.
- 7 Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully in time, the ACTREC shall have the absolute right to take up the work at Contractor's cost and risk and recover any and all such expenses from the amount due to the Contractor including Security Deposit. The Centre shall have right to impose a penalty commensurate with the fault and if any, shall be deducted from the bill.
- 8 The furniture like almirah/table etc. shall be provided and installed as per requirement of the machine, photocopying machines of different sizes required for the use of manpower / operator deployed by the contractor.
- 9 The average photocopies are estimated to be around 60,000 to 70,000 approx. per month However these figures may vary depending on the work. Institute shall not extend or raise any guarantee for the volume of sale of business for any of the services mentioned above in any way.
- 10 The requirement /order placed by the centre through authorized officer shall be fulfilled / satisfied by the contractor without any limitation of time and cost thereof at the charges accepted by the centre through process of this tender.
- 11 The persons deployed by the contractor shall have to observe the conduct rules as have been made applicable to the staff of the centre.
- 12 The charges approved through the process of tendered shall be the final rate to be charged by the contractor from the patient and their relatives also. Charging beyond the approved rates from any of the individual will construed the act of misconduct and the contract can be liable for termination merely on this ground without issuing any show cause / prior notice.

- 13 The contractor shall pay Rs.940/- per sq meter per month as license fees towards usage of space. The allotted space is approximate 90 Sqft = 8.36 Sqm. The total license fees is Rs. 7,858/- plus GST as applicable per month. The contractor has to pay license fees of Rs. 7,858/- plus GST as applicable per month to ACTREC in advance. The license fees shall be revised if any revision is prescribed by the Govt. and you unconditionally agreeing for this. Electricity will not be charged and the vendor has to keep this in mind. However in case of misuse of these facilities a fine of Rs.1000/- per occasion can be levied. The license fees can be paid either in cash or Demand draft in favour of TMC-ACTREC every month in advance or by any other means as agreed by the Institute & rate may be revise as per government norms.
- 14 The Contractor will submit the pre-receipted bills along with supporting documents in one original and one duplicate on 1st working day of every month in respect of claim for the preceding month. The claim/ bill will be settled by the Centre after verification and its correctness within 30 working days.
- 15 The services availed by the centre for official purposes at the prescribed rate will be billed by the contractor on monthly basis for payment in the first week of every month.
- 16 All bills should be submitted in one original and one duplicate on printed forms, duly signed, stamped and pre-receipted.
- 17 In case of any delay in processing of the bills, the Contractor shall ensure the payment of its workers by 7th of every month.
- 18 Permissible taxes will be deducted from the bills and certificate will be issued by the Centre. Income tax as applicable will be deducted at source from your payment and certificate of deduction shall be issued to you by our Accounts Department.
- 19 All the dues (License Fees etc.) to ACTREC must be paid and documentary proof to be submitted on time.
- 20 The photocopying work, if not accepted, by the indenting officer in respect of quality of the ink/toner & paper approved brand, such work shall not be paid. Similarly, the quality and quantity of Xeroxed will also not be compromised in any way.
- 21 Insufficiency in providing service and unsatisfactory services can also render the contractor liable for termination of the arrangement under the contract without prior notice or compensation in lieu thereof. The ACTREC reserves the right to terminate the contract without assigning any reason by giving a notice of one month. This decision will not be challengeable in any court of law. The Contractor will have to give a notice of 3 months, if he wishes to discontinue the contract.
- 22 The paper, stationery, spare parts, cartridges etc will be kept in the stock in the almirah under lock and key. The centre shall not be held responsible for any loss, breakages or theft of Contractor's material.
- 23 That the functionality of the machine will be the responsibility of the contractor for 100% uptime and the down time for working days will be on proportionate basis of working 2 days in a month. The non-functioning of machine can attract a penalty of Rs.200/ per day. Therefore, contractor will have to advise to undertake the servicing/overhauling etc of the machines during non-working days/ non-working hours.

**24 The Tenderer must provide following necessary documentary proof:-**

1	Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSME, Govt. of India, GST Registration Certificate.
2	Bidder should have at least 3 years satisfactory experience of providing photocopy services in reputed research centers /institutes/PSUs/Central/state government departments/organizations.
3	Income Tax PAN number
4	GST (Goods and services Tax) Registration Number.
5	Copy of Latest of Last Three Years IT returns, Profit & Loss Account Statement, Balance Sheet with average annual financial turn over (gross) of Rs. 9,00,000/- (Rupees Thirty Lakhs Only) (Last three consecutive financial year ending on 31 <sup>st</sup> March, 2024) certified by C.A.
6	The bidder should be able to submit the Solvency Certificate of Rs. 3,60,000/- (Rupees Twelve Lakhs Only) value from the any single schedule bankers.
7	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.

- 25 All Micro-Small Enterprises Units (MSE) registered with National Small Industries Corporation (NSIC)/KVIC or any other authority designated by Govt will be exempted from paying Earnest Money Deposit (EMD) as applicable under rules of GOI. Proofs must be enclosed.
- 26 The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time and shall indemnify the ACTREC from any claims in this regard and shall submit an indemnity bond thereof.
- 27 The Institute will not be responsible for supply or bear the cost of spare parts, including cartridges which will be exclusively borne and arranged by the contractor at his cost and responsibility thereof to ensure each and every machine remains functional during all working days for carrying out Xeroxing/photocopying work.
- 28 The contractor or their agent or worker deployed by contractor will have no right to continue with the activity if Director or his representative/authorized officer issues the eviction order. Such eviction order shall be executed by the Incharge Security or his authorized officer to ensure the compliance to send the contractor or his representative out of the campus.
- 29 For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind.
- 30 The bidder should be able to submit the Solvency Certificate of Rs. 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only) value from the any single schedule bankers.
- 31 The Director, ACTREC-TMC at his sole discretion may reject all or any tender without assigning any reason for the same.

- 32 Debarment from bidding: A bidder shall be debarred if he has been convicted of an offence under the prevention of corruption Act 1988 or the Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- 33 A bidder debarred under above the clause or any successor of the bidder shall not participate in a tendering process of this center for a period not exceeding three years commencing from the date of debarment.
- 34 The centre may debar a bidder or any of its successors from participating in any Tendering process undertaken by then Centre, for a period not exceeding two years. If it determines that the bidders have breached the code of integrity.
- 35 That the notice inviting tender, tender from technical/financial bids together with schedule of quantity and specifications including terms and conditions shall be constructed as a part of this contract.
- 36 Failure to fulfill any of the condition & the same are acceptable to me/us.

I have read and noted the above terms and conditions and quoted the charges of each of the service keeping the said terms and conditions in mind and I will not ask for any relaxation in any case for settlement of the service charges for the services as may be rendered by the tenderer.

Signature of Tenderer with Seal

Date:

## **ACCEPTANCE**

I have read the General Terms and Conditions of the contract given above. I agree to abide by them.

**Signature of the Contractor and seal**

**Name of Authorized Person**

**Name of the Firm**

**Address for Correspondence**

**Date:**

Date: / /2025

## SOLVENCY CERTIFICATE

This is to certify that M/s. \_\_\_\_\_ is a firm of Proprietorship / Partnership / body corporate (give legal entity) duly registered under the provisions of Act (give the name of Statutory Act) for which we are the authorized bankers and having bank transactions for their business through us and have good reputation.

Based on their financial transactions, we certify that financial position of the above named organization is sound and the solvency to the extent of amount Rs \_\_\_\_\_ may be admitted.

Signature of Manager  
Name of the Bank with seal

Date:

**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER  
OF RS.100/- STATING THEIR IN AS UNDER**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date all the statutory taxes levied as per the law of land. (Upload scanned copy of clearance / Return certificate).

Signature

Name of authorized person for bidder with seal

**FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE**  
**(To be furnished in Stamp paper as per Stamp Act)**  
**(At presents not less than Rs. 100/- stamp paper)**

This deed of Indemnity executed by .....hereinafter referred to as 'Indemnifier ' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Centre (ACTREC), hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has awarded to the Contractor herein a contract for Tata Memorial Centre ACTREC (Tata Memorial Centre), on terms and conditions set out inter alia in the NIT/work order contract/Award of contract no..... for a contract valued at Rs. .... (Rupees .....only) and whereas, clause \_\_\_\_\_ of the above mentioned contract/Award provides for an indemnity bond to be given to the Indemnified.

The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liabilities arising out of conducting the contract towards the employees of the contractor assigned for carrying out the job of running the laundry from time to time at ACTREC, including the quantum and payment of salaries, allowances, statutory liabilities and any other payments to the contractors employees or on behalf of the contractor's employees or on behalf of the Indemnifier shall be the sole responsibility of the Indemnifier.

The indemnifier further irrevocably agrees to indemnify the indemnified against any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of two years after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier :

Designation :

Name and address of the contractor :

WITNESSES

1.

2.

## **AGREEMENT**

This deed of agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2025 between \_\_\_\_\_ having its registered office \_\_\_\_\_ which expression shall include its successors / assignees hereinafter called the supplier of the one part AND The Tata Memorial Centre (TMC) and ACTREC is part of TMC which is a society incorporated under the Societies Registration Act 1860 having its registered office Parel, Mumbai and branch at Sector-22, Kharghar, Navi Mumbai represented by the Director on the authority of the Society on the second part.

WHEREAS, the second party published notice inviting tenders for providing photocopying services at ACTREC, Kharghar, Navi Mumbai;

AND whereas, the first party applied and offered its offer in response of the notice of invitation for tender and the offer whereas, found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier on first part;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender for the transport services to commence the as awarded with effect from the given date and time.

That the technical Bid containing technical specifications of the techniques to be used for maintaining the work schedule will be ensured by the first party and will be acceptable to the second party.

That the upward price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.

The maintenance of the vehicles / tools during currency period of the contract shall be the sole responsibility of the contractor. The alternative vehicles shall be provided by the contractor in case of failure of any of the vehicles required for maintaining the awarded jobs.

That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.

That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.

That the first party shall be liable for the liquidated damages to be paid to the second party for the defaults on the part of the contractor for commissioning and maintenance is delayed and the second party will be free to recover such liquidated damages as may be determined in the terms of the work order conditions from the due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.

That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at ACTREC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital and recover the cost together with damages as may be occurred on actual basis.

In WITNESS whereof, the first party - contractor and through its authorized representative has hereinto set his hands and authorized representative for and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party

Second Party

Witness: 1. \_\_\_\_\_

Witness: 1.

2. \_\_\_\_\_

2.

## FINANCIAL BID

The Basis of Evaluation of The Tenders of Financial Bids Would Be Based on The Following Parameters for Consideration of L1 lowest one. The Items Quoted Against the Each of the Following Items Would Be Averaged As (Sr. No- 1+2+3+4) :-

Sr. No	Name of Service	Specifications	Charges /Rates	Remarks
1	Installation of own photocopying machine with manpower	i) A4		Paper should be 75/80 gms of Modi Xerox, Paper craft, Copy Power etc.
		ii) Legal		
		iii) A3		
2	Spiral binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 50 pages		
		Book containing 51 to 100 pages		
		Book containing 101 to 150 pages		
		Book containing 151 to 200 pages		
		Book containing 201 to 250 pages		
		Book containing 251 to 300 pages		
3	Spiral binding without OHP sheets	Book containing 1 to 50 pages		
		Book containing 51 to 100 pages		
		Book containing 101 to 150 pages		
		Book containing 151 to 200 pages		
		Book containing 201 to 250 pages		
		Book containing 251 to 300 pages		
4	Lamination	1/6 <sup>th</sup> size (small letter head)		
		A 4 size		
		Foolscap size		
		A 3 size		
		Visiting / Identity card size		

All the rates shall be exclusive of goods and service tax.

Signature of Tenderer with Seal