

No.IWAI/HQ/Admin/NIQ/2025-26

Dated:- 06.08.2026

Sub:- NIQ for photocopy services Etc. -reg

To,

Sealed quotations are invited from reputed agencies for providing Photocopy services to this organization. Description with regard to the required services are enclosed as Annex-1. Terms and conditions are as under:-

General Terms & conditions

1. The bidder should be a reputed professional and registered organization/firm/Individual with a minimum of 03 years experience in providing photocopy services on hire basis.
2. The firm must have its shop within the vicinity/radius of 03 km of this office.
3. Annual turnover of bidder should be minimum of Rs.10.00 Lakhs in total during last three years supported by CA certified statement of accounts.
4. The xerox machine should not be older than 01 year.
5. The rate quoted by the firm should include cost implication of the cartridge/toner/consumables/defects/maintenance/operator etc.
6. If the service is found unsatisfactory, IWAI have the right to terminate the contract without assigning any reason.
7. The firm should submit self-Certified copy of IT returns of last three years (i.e 2020-21 and before) PAN card, GST registration, firm registration certificate etc along with the quotation.
8. Bid shall be valid for 90 days after the date of opening of bids.
9. An undertaking to the effect that the firm has not been black listed/banned/debarred from any organization and no case is pending with the police or in the court of law against their name, duly notarized.
10. The firm shall submit an amount of Rs.3000.00 as EMD in the form of RTGS/NEFT only payable in favour of "IWAI FUND" in the account no. 3702000100833867, IFSC code:- PUNB0370200, Punjab National Bank, Sector-18. Noida. After award of the work an amount of Rs.15000.00 as refundable Security deposit without any interest.

11. The bidder must provide three customer satisfactory performance reports (CSPR) from at least 2-3 customers where the agency has been working/worked.
12. The contract will be initially for a period of 01 year. However, the contract may be extended subsequently on mutual consent and on same terms and conditions for a period of 01 year each on review of performance. Maximum of two extensions may be given.
13. An amount of Rs.100.00/hr upto maximum of 08 hrs shall be imposed as LD in case of delayed repair of the break down photocopier machine.
14. IWAI reserves the right to accept or reject any/all quotations without assigning any reason or any prior notice.

Payment terms

1. Payment shall be made by RTGS within 15 days from the date of receipt of the bills after deduction of the statutory dues, if any.
2. The sealed quotation should reach to this office latest by 14.08.2026 at 13:00 hrs. Any delay in receipt of quotation whatsoever will not be entertained. The received quotation will be opened on next day at 15:00 hrs or next working day. Bidders/ authorized representatives, if desire may attend.

Secretary

Copy to:-

1. IWAI, Website

Annex-1**BOQ for Hiring of Photocopy Machine**

S.no	Description	Tentative quantity/Month	Quoted rate for each
1	New B/w photocopy A4 size	25000	
2	New B/W photocopy A3 size	100	
3	New colour printout A4	100	
4	New colour printout size A2	50	
5	New colour printout A1	20	
6	New colour printout F/W A1	15	
7	New colour printout glossy A4	10	
8	New B/W printout A4 size	1500	
9	New colour printout A3	20	
10	New B/W printout A3	25	
11	New I card Plastic	05	
12	Separator A4 size	100	
13	New spiral binding A4 size	150	
	GST %		

Signature of Authorized signatory

Name:-.....

Designation.....

Name of the Firm

Address.....

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Contact no.....

Seal of the firm.....