

ICAR- Indian Agricultural Research Institute, New Delhi – 110 012
Store Section, Director's Office

Tel No. 011-25842877, Telefax:- 011-25842877 Website: <http://www.iari.res.in> Email store@iari.in

No. 69- 9 /2018-19/ST

Dated : 14 /9/2018

TENDER NOTICE

Online bids are invited in two bid system i. Technical bid ii. Financial bid on behalf of Secretary, ICAR, New Delhi from eligible firms/company for Full Service Maintenance Contract (Except manpower, paper and power supply) of E Studio Toshiba Photocopy machine installed in Directorate /All Guest Houses/Dispensary at ICAR-IARI, New Delhi-110012. It will be responsibility of the company to provide genuine OEM spare parts of the machine at fixed rates and to keep them in proper working order. Total photocopy machine are approx 35 installed in different sections.

The critical date of tender is as under:

| | |
|--|---------------------------------------|
| Bid Submission end date | 10 -10-2018 (up to 3.00 PM) |
| Bid Opening date | 11-10-2018 (3.00 PM) |
| EMD | Rs.10000/- (Rupees ten Thousand Only) |
| The Online Tender Documents can be seen at IARI Website www.iari.res.in & www.eprocure.gov.in | |

Instructions to the bidder and terms & conditions of tender:

1. The rates quoted shall be valid for a minimum period of 180 days from the last date fixed for submission of bid.
2. The rates quoted shall be for free delivery of item completion of work in the Director's Office/Guest Houses/Dispensary at , ICAR-IARI, New Delhi – 110 012.
3. If taxes, duties or any other charges over and above the rates quoted leviable, actual percentage of such taxes/duties/other charges should be clearly mentioned in the financial bid.
4. EMD of **Rs.10,000/-** (Rupees ten Thousand Only) should be in the form of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi . The original EMD should be submitted to the Tender Inviting Authority on or before the last date and time of offline bid submission. The details of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee physically sent, should tally with the details available in the scan copy and the data enter during the bid submission time otherwise the uploaded bid will be rejected. However, firms registered with the Central Purchase Organization/NSIC/MSME only are exempted from submitting bids without EMD. In such cases firm must attach scan copy of Registration Certificate
5. In case the material is supplied through an authorized agent, manufacturer shall be responsible for the successful installation of the equipment. The manufacturer shall be liable to any penal action for the shortcomings of the authorized agent. Any payment that is to be made separately to the agent if any shall be clearly mentioned in the quotation. . It will be

responsibility of the company to provide genuine OEM spare parts with rates fixed by the manufacturer of the machine and to keep them in proper working order. The number of machine may vary from time to time during the currency of contract period due to addition of new machine or scrapping of old machines. The number of machine may increase or decrease.

6. The bidders shall quote per copy charges, which will include the maintenance charges for maintaining the machine including plastics parts in proper order throughout the contract period. Under FSMA, per copy charges will be paid to selected firm on pro-rata basis depending upon the number of copies taken from the machine. Penalty of Rs.100/- per day for not providing toner and Rs.300/-per day/default in case of down time to machine is more than 24 hours. The machine shall be taken over under FSMA by the selected firm(s) on "as is where is basis". No extra payments whatsoever even for any initial repair, if any, will be made to the contractor. Bidder may inspect the machines before quoting rates per copy.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
8. The EMD shall be refunded to the unsuccessful bidders after finalization of the tender. The successful bidder shall deposit Rs.40,000/- as security money in the form of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi and executive and agreement of the contract on non-judicial stamp paper of appropriate value.
9. Payment will be made on quarterly basis by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills in triplicate.
10. The Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
11. The contract will be awarded for a period of one year but may be extended with mutual consent up to another period of two years subject to performance review by the institute. The contract will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory service or violates any of the conditions / terms of the contract. In this event, the security deposited by the firm will be forfeited. Besides, the Institute could make deductions up to 10% while making payment of bills.
12. Quotations not complying with the above conditions are liable to be rejected.
13. In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrator is appointed by the Secretary, ICAR, New Delhi. His decision will be final and binding on both parties (Supplier and Purchaser)
14. Firms must have 3 years experience in this field during last three years. Copies of purchase order for FSMC of Photocopy machine in Govt. Organization/Instt. With proof of minimum three years experience in the field (during last three years) must be attached.i.e (for 2015-16, 2016-17, 2017-18)

15. The registered e-token/DSC of the firm should be used by bidder who are participated and DSC on behalf of other will not be considered at any cost.

14.The bidders should attach following scanned documents:

- a) Copies of TIN/ GST/Service Tax and Registration No.
- b) Latest copy of GST/Sales Tax Return filed with the concerned Department
- c) Copy of Income Tax PAN
- d) Certificate regarding business dealing with the firm currently not banned by any Ministry/Deptt. of Central Govt. or any State Govt.
- e) Earnest money deposit of Rs.10,000/- in the form of Bank Draft/Pay Order/FDR/Bank Guarantee of any Commercial Bank drawn in favour of the Director, IARI, New Delhi payable at New Delhi
- f) Copies of purchase order for FSMC of Photocopy machine in Govt. Organization/Instt. With proof of minimum three years experience in the field (during last three years) i.e (for 2015-16. 2016-17, 2017-18)
- h) Copies of Annual Turn over containing Trading and profit and loss account and balance sheet duly certified by Chartered Accountant minimum Rs.30.00 lakh (Rs. thirty lakh) for the last three years. (2015-16. 2016-17, 2017-18)

Asstt. Admn. Office

IMPORTANT INSTRUCTIONS

- A.** The bidders are advised to read all the instructions contained in the tender documents carefully.
- B.** All the documents required to be submitted as per terms & conditions of the bid documents should be properly page numbered and duly signed with seal of the firm by the Authorized Signatory.
- C.** A certificate to this effect may also be filled up and signed with seal as enclosed with the tender documents.
- D.** Overwriting & corrections should be attested properly. Incomplete & unsigned bids will not be considered.

CERTIFICATE TO BE SIGNED BY THE TENDERER

CERTIFICATE

It is certified that I have read and understood and will comply with all instructions contained in Terms & conditions of this tender documents. All pages submitted with this tender documents from page _____ to _____ have been filled properly and signed with seal of the firm/company.

Signature of tenderer: - _____

Name in block letters: - _____

Name of firm: _____

Full address: _____

- i) Telephone No. _____
- 6) Mobile No. _____
- 6) Fax No. _____
- iv) Email id _____
- v) Website _____

Signature of Tenderer with office seal

Annexure-I

Check List for Technical Bid

Compliance report

| S.N. | Details of documents | Page No. | Whether attached or not (Yes/No) |
|-------------|--|-----------------|---|
| 1. | Copies of TIN/ GST and firm Registration No. | | |
| 2. | Latest copy of GST/Sales Tax Return filed with the concerned Department | | |
| 3. | Copy of Income Tax PAN | | |
| 4. | Certificate regarding business dealing with the firm currently not banned by any Ministry/Deptt. of Central Govt. or any State Govt. | | |
| 5. | Earnest money deposit of Rs.15,000/- in the form of Bank Draft/Pay Order/FDR/Bank Guarantee of any Commercial Bank drawn in favour of the Director, IARI, New Delhi payable at New Delhi | | |
| 6. | Copies of purchase order for FMSA of Photocopier machine in Govt. Organization/Instt. Which prove minimum three years experience in the line (last three Years) (2015-2016, 2016-2017 & 2017-2018) | | |
| 7. | Annual Turn over containing Trading and profit and loss account and balance sheet duly certified by Chartered Accountant minimum Rs.30.00 lakh (Rs. thirty lakh) for the last three years (2015-2016, 2016-2017 & 2017-2018) | | |

\

Seal and Signature of the tender

Annexure-II

FINANCIAL BID

| DIRECTOR'S OFFICE, IARI, NEW DELHI – 110012 | | | |
|--|---|--|--------------------------------|
| No | Full Service Maintenance Agreement of photocopy machine installed in Directorate /All Guest Houses/Dispensary, IARI, New Delhi | Rate per copy charges for maintaining the machine including plastics parts in proper order throughout the contract period | |
| | | Rate in per copy in figure | Rates per copy in words |
| | Toshiba E Studio photocopy machine | | |

Note: The firm must clearly indicate the rate of GST or other statutory levy if any, chargeable by Govt. Otherwise it will be treated as the rates are inclusive of all taxes.

Seal and Signature of the tenderer

ICAR- Indian Agricultural Research Institute, New Delhi – 110 012
Store Section, Director's Office

Tel No. 011-25842877, Telefax:- 011-25842877 Website: <http://www.iari.res.in> Email store@iari.in

No. 69-9 /2018-19/ST

Dated : 14/9-/2018

TENDER NOTICE

Online bids are invited in two bid system i. Technical bid ii. Financial bid on behalf of Secretary, ICAR, New Delhi from eligible firms/company for Full Service Maintenance Contract (Except manpower, paper and power supply) of E Studio Photocopy machine installed in Directorate /All Guest Houses/Dispensary at ICAR-IARI, New Delhi-110012.

The critical date of tender is as under:

| | |
|--|---------------------------------------|
| Bid Submission end date | 10 -10-2018 (up to 3.00 PM) |
| Bid Opening date | 11 -10-2018 (3.00 PM) |
| EMD | Rs.10000/- (Rupees ten Thousand Only) |
| The Online Tender Documents can be seen at IARI Website www.iari.res.in & www.eprocure.gov.in | |

Admn. Officer(ST)