



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान

पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर - 440010

**ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH**

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{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur - 441 108}

ISO 9001-2008 Certified



F. No. (32) St./AMC/RICOH/Xerox Machine/HQ NGP/2017-18

Date: 28.12.2017

**TENDER REFERENCE No : (32)St./AMC/RICOH/Xerox Machines/HQ NGP/2017-18**

**DATE OF ISSUE OF TENDER DOCUMENT: 29.12.2017**

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT: 18.01.2018 at 01.00 PM**

**Sub: Comprehensive Annual Maintenance Contract of RICOH Photocopier machines**

#### **TERMS AND CONDITIONS**

1. Sealed tenders are invited by the undersigned upto 18.01.2018 till 01.00 PM from registered Private Ltd. firms/authorised service providers/other registered firms having experience for undertaking the Comprehensive Annual Maintenance Contract of RICOH make Photocopiers Machines at ICAR-CICR, Nagpur. The detailed specification of the works to be provided alongwith terms and conditions may be downloaded from the website of the institute [www.cicr.org.in](http://www.cicr.org.in) of free of cost.
2. The rates quoted will be inclusive of all taxes i.e. GST and these taxes should be shown separately.
3. TDS as applicable on date will be deducted from the bill.
4. Director, ICAR-CICR, Nagpur reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
5. Articles/Services should be delivered to CICR, Nagpur without any extra charge.
6. Payment: The payment to the firm shall be made on quarterly basis, at the end of each quarter subject to satisfactory performance.
7. Director, ICAR-CICR, Nagpur reserves the right to reject any articles/services found defective, damaged and or not of the desired quality and specification. Decision of the Director, ICAR-CICR, Nagpur will be final.
8. Any loss or damage caused to the article during the contract period is to be made good by the service provider free of cost within reasonable time.
9. Postal or courier delay will not be considered and the Tender received late will be rejected.
10. **Earnest money of ₹ 7,000/- (refundable)** to be enclosed, in the form of Account Payee D.D. drawn in favour of the Director, ICAR-CICR payable at Nagpur.

11. **SECURITY DEPOSIT:** The agency to whom order will be placed have to submit the Performance security (i.e. 10% of the value of contract for 12 months in the form of Demand Draft drawn in favour of Director, ICAR-CICR, payable at Nagpur & should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the agency. The EMD deposited by successful bidder shall only be refunded after the firm furnishes performance guarantee.
12. Performance Security Money deposit can be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by Director, ICAR-CICR, Nagpur.
13. No escalation in respect of materials, labour, custom duties, freight etc. will be allowed in any shape.
14. The tenderer must have experience of satisfactory completion of works of AMC of RICOH make Photocopiers Machine for last 2 financial years. Minimum turnover of the firm should be 10 lakhs in last two different Financial Years.
15. Tenderer must have Authorisation letter from RICOH at the time of tender.
16. The bids shall be submitted in one separate envelop i.e. i) EMD should be in the form of Account payee Demand Draft in favour of Director, ICAR-CICR, Nagpur payable at Nagpur for downloading the tender document form website of the institute i.e. [www.cicr.org.in](http://www.cicr.org.in), ii) Technical bid and iii) Financial bid. Technical bid should contain papers regarding registration of the firm/agency, minimum turnover of **10 (Ten) lakhs** in last two different Financial Years, clearance from GST/Service tax/VAT, PAN No, Work **Experience of 2 years** and completion certificate of similar type of work like Comprehensive AMC of RICOH make Photocopiers Machine and Authorisation letter from RICOH. Financial bid should contain maintenance price (annually) against each Machine including duties & taxes as duly filled up Annexure-I of the enquiry letter and the above bids must be signed sealed by the bidder duly super-scribed. The bidding format is specified in the quotation (Annexure – I). A bidder who submits more than one bid shall be disqualified.

Sd/-

I/c Sr. Administrative Officer,  
ICAR-CICR, Nagpur

## BID DOCUMENT

**Name of the work:- Comprehensive Annual Maintenance Contract of RICOH make photocopiers Machines at ICAR-Central Institute For Cotton Research, Nagpur**

### **1. Instructions to the bidders**

- a) Sealed bids are invited on behalf of the Director, ICAR-CICR, Nagpur, from registered Pvt. Ltd. Firms, other registered firm for Repairing and Comprehensive Annual Maintenance Contract of RICOH make Photocopiers Machines at CICR, Nagpur as detailed in the enquiry letter.
- b) The bidders should quote their offer/rates in clear terms without ambiguity.
- c) The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over -writing is permissible. Manufacturer's price-list, wherever applicable, should be submitted with the bid.
- d) In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- e) The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for CICR, Nagpur, then the bids will be received up to the given time on the next working day.
- f) The bids may be sent by registered post/speed post/courier service/by hand so as to reach the Sr. Administrative Officer, CICR, Nagpur before/on the last date of receipt.
- g) Bids received after the deadline of receipt indicated in Para (e) above, shall not be taken into consideration.
- h) The bids shall be submitted in three parts, viz., i) EMD and Tender fee should be in the form of Account payee Demand Draft in favour of Director, ICAR-CICR, Nagpur payable at Nagpur, ii) Technical bid and iii) Financial bid.

Technical bid should contain papers regarding registration of the firm/agency, **minimum turnover of 10 (Ten) lakhs in last two different Financial Years**, clearance from GST/Service tax, VAT, PAN No., Work Experience of 2 (two) years and completion certificate of similar type of work and Authorisation letter from RICOH.

Financial bid should contain duly filled up Annexure-I of the enquiry. The above bids must be signed sealed by the bidder in a one bigger cover duly super-scribed. The bidding format is specified in the quotation (Annexure – I). A bidder who submits more than one bid shall be disqualified.

- i) The cover containing the bid must be signed sealed and super-scribed "Comprehensive Annual Maintenance Contract of RICOH make Photocopiers Machines at CICR, Nagpur".
- j) The bidder has to sign in full at all pages of the bidding document.

## 2. Conditions of the bid

- a) The rates quoted should preferably be net, inclusive of all taxes and duties.
- b) The Annual Maintenance Contract shall be Comprehensive in nature and shall, therefore, **include essential servicing/repair/fixing and replacement of all the electrical /electronic, and/or mechanical components and parts of RICOH Make photocopiers Machines except consumables like Toner Cartridges and Drum.** The term 'maintenance' shall also include rectification of all defects and also include cost of all parts/repairs/replacements necessary for the proper maintenance/functioning of the aforesaid systems except consumable like Toner Cartridges and Drum. No extra charges for any general wear and tear/spare parts, etc. shall be liable to be made by the Institute.
- c) **The bidders may visit the institute and inspect the machines.**
- d) The firm will not be allowed to charge any extra amount for repair/replacement, if any, after entering into Comprehensive Annual Maintenance Contract.
- e) The firm must have expertise to provide maintenance of **RICOH make Photocopiers Machines at CICR, Nagpur.**
- f) The bidders should produce a certificate from the RICOH (India) Ltd that they are authorized dealers/Service provider of the same.
- g) Tenderer should quote rate for Repairing and Comprehensive Annual Maintenance Contract of RICOH make Photocopiers Machines at CICR, Nagpur (as per list at Annexure-I) and partial quote will be rejected summarily.
- h) No advance payment will be made.
- i) The firm should be registered and should have over **2 years of experience** in the same trade.
- j) The bid is to be accompanied with Earnest Money Deposit amounting **₹ 7,000/-**, which may be enclosed, in the form of Account Payee Demand Draft. The bid security shall be in favour of the Director, ICAR-CICR, Nagpur. EMD shall be forfeited, if the successful bidder does not start the awarded work within ten days of the award of work.
- k) Successful bidders have to be deposit 10% of the value of contract as Performance Security Money. (refundable)
- l) The bidder has to furnish up to date GST Clearance Certificate along with the bid.
- m) In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, ICAR-CICR, Nagpur shall be final.
- n) The bid document/resultant contract will be interpreted under Indian Laws and subject to the jurisdiction of courts in Nagpur.
- o) No escalation in respect of materials, labour, duties/cess, freight etc. will be allowed in any shape.

- p) The initial period of award of the work shall be for one year from date of acceptance of the work. Depending upon the performance of tenderer, the period may be extended for one more year which the bidder is required to submit his willingness. The Institute however, reserves the right to terminate the contract at any time unconditional in case the services rendered by the firm are not found satisfactory.
- q) Postal or courier delay will not be considered and the bids received late will be rejected.
- r) Earnest money/Security deposit may be forfeited in case of non Completion/part Completion /delayed Completion of work unless permitted in writing by the Institute.
- s) You are also requested to provide Rate of consumables like Image Drum and Toner Cartridges for the RICOH Photocopier Machine as per Annexure-II. However, the tender will be awarded only as per rate quoted for AMC of RICOH Photocopier Machine.

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**FINANCIAL BID**

<b>Sl. No.</b>	<b>Machine Serial No.</b>	<b>Name of the Machine</b>	<b>Qty.</b>	<b>Per unit AMC Price Including Taxes (For One year) Rs.</b>	<b>Total AMC Price Including Taxes (For One year) Rs.</b>
1	L7780300013	RICOH – Model No. 5500	01		
2	V2206840353	RICOH – Model No. 2050 (Colour Machine)	01		
3	E343M851221	RICOH – Model No. 2001L	01		
4	L7187050664	RICOH – Model No. 2000 Le	01		
5	L7187050663	RICOH – Model No. 2000 Le	01		
6	L7187251256	RICOH – Model No. 2000 Le	01		
7	L7187050764	RICOH – Model No. 2000 Le	01		
8	M4482300349	RICOH – Model No. 2500	01		
9	H6616701432	RICOH – Model No. 1502	01		
<b>Total</b>					

**Authorized Signatory with seal/stamp**

**Address:**

**E-mail id:**

**Ph./Mob. No.**

**RATE OF CONSUMABLES**

Sl. No.	Machine Serial No.	Name of the Machine	Unit Rate Image Drum Rs.	Unit Rate of Toner Cartridges Rs.
1	L7780300013	RICOH – Model No. 5500		
2	V2206840353	RICOH – Model No. 2050 (Colour Machine) (Toner – Black, Cyan, Magenta, Yellow)		
3	E343M851221	RICOH – Model No. 2001L		
4	L7187050664	RICOH – Model No. 2000 Le		
5	L7187050663	RICOH – Model No. 2000 Le		
6	L7187251256	RICOH – Model No. 2000 Le		
7	L7187050764	RICOH – Model No. 2000 Le		
8	M4482300349	RICOH – Model No. 2500		
9	H6616701432	RICOH – Model No. 1502		
<b>Total</b>				

Authorized Signatory with seal/stamp

Address:

E-mail id:

Ph./Mob. No.