

TENDER ENQUIRY REF. NO. 1148/090119/1697/MISC



**CSIR - CENTRE FOR CELLULAR & MOLECULAR
BIOLOGY**

UPPAL ROAD, HYDERABAD (TELANGANA) INDIA – 500 007

**BID DOCUMENT
FOR LIMITED/ LIMITED OPEN TENDER**

ITEM DESCRIPTION

- A. PHOTOCOPIER ON RENT/HIRE BASIS
(WITHOUT OPERATOR) - 7 No.**
- B. PHOTOCOPIER ON RENT/HIRE BASIS (WITH
TRAINED OPERATOR) - 01 No.**

EMD: NIL

Buyer's Contact Reference

**Stores & Purchase Officer
CSIR - Centre for Cellular & Molecular Biology
Council of Scientific & Industrial Research
Uppal Road, Hyderabad – 500 007 (Telangana) INDIA**

Ph: +91-40-271602681, 2687 Fax: +91-40-27160996

E-Mail: spo@ccmb.res.in

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LIMITED / LIMITED OPEN TENDER INVITATION

Director, CSIR-CCMB, Hyderabad (TELANGANA), India invites *online* offers from reputed Original Equipment Manufacturers (OEM), their authorized distributors and Indian agents of foreign principals, if any, for submitting their Quotation under Single Bid System for the supply/installation/commissioning of the following scientific equipment:

S.No.	Equipment	File No.	Bid Type	EMD Amount (Rs.)
A.	<u>Photocopier on Rental/Hire Basis</u> Photocopier on Rent/Hire basis (Without Operator) Copy Speed – 30 Copies/Min. Average Copies to be taken per month 2500 copies per each machine. QTY.07 No.	1148/090119/ 1697/MISC	SINGLE BID SYSTEM	NIL
B.	Photocopier on Rent/Hire basis with Trained Operator. Copy speed – 90 to 100 copies/Min Average copies to be taken per month is 10,000 copies. QTY.01 No. (Detail requirement and specification given in tender document Annexure-III)			

PLEASE REFER TO THE DETAILED SPECIFICATIONS, ESSENTIAL FEATURES, RELATED ACCESSORIES AND IMPORTANT CONDITIONS / CLAUSES OF THE **“PHOTOCOPIER ON RENT/HIRE BASIS (Part - A &B) :**

IMPORTANT NOTE, DATES & TIME	
Last Date & Time For Submission of Bids	January 23, 2019 at 13.00 hrs.
Date / Time of Opening of Bids	January 24, 2019 at 14.30 hrs.
Venue of Bid Opening	CCMB ONLINE
Tenders to be submitted	ON LINE only through webportal https://etenders.gov.in

IMPORTANT NOTE:

- PLEASE **STRICTLY ADHERE TO THE DATES / TIMES** MENTIONED IN THIS DOCUMENT
- PLEASE FILL & ENCLOSE THE BRIEF SUMMARY OF QUOTATION & CHECKLIST PROVIDED WITH THIS DOCUMENT & ENCLOSE WITH YOUR BID (WITH PRICE BID IN CASE OF TWO BID SYSTEM). **OFFERS WITHOUT THIS SHALL BE SUMMARILY REJECTED** EITHER AT TECHNICAL OR PRICE BID OPENING STAGE AS THE CASE MAY BE.
- Bids shall be submitted only using this web portal <https://etenders.gov.in>, failing which it will be rejected.

(Dharmendra Kumar)
Stores & Purchase Officer

Terms & Conditions

1. Kindly quote **ONLY** in INR (Rupees) or foreign currency like USD (\$), Euro (€), Yen (¥), GBP (£) etc., wherever possible. The validity of the offer should not be less than **90** days.
2. For imported items, mention the price of the goods on FCA/FOB basis. The comparison of bids will be done on FOB/FCA basis. Notwithstanding obligations under latest applicable INCOTERMS FCA terms, those quoting FCA rates shall have to bear export country transportation, warehousing, and processing charges and reimburse the same to the associate of our freight forwarder in the exporting country. CIF/CIP rates for shipping items up to **Hyderabad Airport/ ICD (India)** preferably through AIR INDIA should also be mentioned. If facility of Air-India is not available in your country, specific intimation to this effect should be mentioned in your Pro-forma Invoice. Items to be shipped are to be Packed, Marked & Labeled as per international norms. Small individual boxes must be **palletized** for easy handling & movement. Therefore, state packing/ forwarding/ documentation charges etc. (each one) separately, if applicable. **Where there is no mention of packing, forwarding, freight, insurance charges, such offers shall be summarily rejected as incomplete. Please also indicate approximate shipment (packed) weight & dimensions of the item quoted by you.** Order shall normally be placed on **FOB/FCA basis**, but Director CCMB reserves the right to place the order on **CIF/CIP** basis also.
3. **Payment-For indigenous** supplies, payment will be made by Account payee cheque only, **after** receipt of the stores in good condition. For **Imports** only LC or wire transfer payment terms after receipt of material shall be accepted. Sight draft or Documents against Payment terms will not be accepted. LC charges outside India will be borne by the supplier. **Advance payment terms** will not be accepted.
4. **Indicate the percentage of Indian Agency Commission (IAC), which shall be payable in Indian Rupees directly by us to your Authorized Indian Agent. In case the quotation is submitted by Indian Agent, the same must be accompanied by valid authorization letter from principals.**
5. One Indian Agent of the foreign supplier cannot represent two foreign principals or quote on their behalf for the same item in a single tender.
6. If the items are not covered under Open General License (OGL) of applicable EXIM POLICY, the same may also be mentioned clearly to obtain prior Special Import License (SIL) from DGFT; otherwise demurrage accrued due to delay in the clearance of consignment will be your responsibility.
7. **Specifications** are basic essence of the product. It must be ensured that the offers are as per our specifications. Merely copying our specifications shall not make firms eligible for consideration. A quotation has to be supported with the printed technical literature (wherever applicable and available like in case of scientific items, misc. IT/Office products) and the specifications mentioned in the quotation must be reflected/ supported by such printed literature. Quoted/tendered item specifications should invariably be highlighted in the leaflet/literature for easy reference. **Please also make and attach with your quotation the technical compliance sheet as per the format given in Annexure I for proper evaluation of bid at our end.** In the event of any ambiguity/confusion on account of item specification/description, the offer may be **rejected** without giving the quoting firm any opportunity for clarification/negotiation. Accordingly technically unsuitable offers, offers not confirming to tender schedule or offers from defaulters etc. will also be rejected. However, Purchaser may waive any minor informality/deviation in specifications, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
8. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and Conditions of the Bid Document without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security/ Performance Security, Warranty, Pricing, Force Majeure, Applicable Law and Taxes & Duties will be deemed to be a material deviation. If a bid is not substantially responsive, it will be rejected summarily.

9. Please ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to CSIR Labs/Institutes and other Government Organization. Copy of the latest price list/ PO for the quoted item, applicable in India, shall be enclosed with your offer for reference.
10. Enclose with your offer a certificate that the equipment is of **latest technology** and will not become obsolete soon and accessories & spare parts will be supplied as and when required. It may be confirmed that essential spare parts of this equipment are available in India with your Indian Agent along with the Engineer for after sale service of the equipment. **Please also specify the time period required for installation of the equipment after its receipt at CCMB is notified to you.**
11. The **PRICE Bid/ Bill of Quantity (BOQ)** must mention the prices of **all essential items** asked for individually and then summed up at last i.e. package deal for all items which are essential for the system as per our tender. Optional items asked for can be submitted separately in the PRICE Bid. However, the lowest technically responsive Bid will be decided on the basis of essential technical specifications only.
12. If required, we may ask for the Inspection Report related to the value or packing condition etc. to be provided by the Agency nominated by us charges for which will have to be borne by you.
13. Pre-installation requisites (electrical/floor/space/air-conditioning etc.) if any should invariably be mentioned clearly. Installation/ Training will be the full responsibility of the supplier/ Indian Agent.
14. If any short-shipment etc. is noticed, the same will be arranged immediately with all charges to this effect to be borne by supplier/Indian agent.
15. **In case of indigenous supplies**, the goods should be insured against theft, loss or breakage during transit and insurance charges should not exceed 1% of the cost of material supplied, the rates of GST, etc. (as applicable) should be clearly indicated.
16. Bidders may please take a note that CSIR-CCMB is registered with Department of Scientific & Industrial Research (DSIR) as Public Funded Research Institution for the purpose of availing Custom Duty exemptions in terms of Govt. Notifications No. 51/96-Customs dt. 23.07.1996 and No. 43/2017- Customs dt. 30.06.2017 and eligible for payment of GST for its R&D procurement in terms of Govt. Notifications No. 45//2017-Central Tax (Rate) and No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, as amended from time to time.
17. TDS/TCS, if applicable, will be deducted as per applicable statutory norms prescribed by the Govt.
18. Bidders may please take a note of CCMB GST No: **36AAATC2716R3ZE**.
19. **L D Clause:** In case of supply order for the SCIENTIFIC EQUIPMENTS/ APPARATUS, the date of delivery should be strictly adhered to otherwise the Director, CCMB reserves the right not to accept delivery in part or full and claim liquidated damages of 1% per week subject to maximum of 10% of the total value of supply order.
20. **Printed conditions of the quotation shall not be binding on CCMB.** Quotation must be clearly written or typed without any cutting or over-writing. All cutting/over-writings must be initialed and stamped.
21. **Warranty:** NA
22. If the vendor has supplied identical or similar service to other CSIR Labs/ Instt., the details of such supplies for the preceding three years shall be given together with the prices eventually or finally paid.
23. Provide the **List of users** in India, particularly CSIR Laboratories, along with their complete address including fax, e-mail etc. Also enclose performance certificate, if available.
24. Conditional tenders/discounts etc. shall not be accepted. Rates quoted **without attached conditions** (viz. Discounts having linkages to quantity, payment terms etc.) will only be considered for evaluation purpose. Thus conditional discounted rates linked to quantities and prompt/advance payment etc, will be ignored for determining *inter-se* position. The Director CCMB however reserves the right to use the discounted rate/rates considered workable and appropriate for counter offer to the successful tenderers.
25. The acceptance of the quotation/offer will rest with the Director, CCMB, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received, or to waive off any condition without assigning any reason.
26. **Jurisdiction:** All disputes will be subject to Indian Laws and local court at **Hyderabad** only.

- 27. Arbitration:** All disputes arising out of this contract shall be referred to the sole arbitration of the Director General of Council of Scientific & Industrial Research (CSIR) and Secretary, Department of Scientific & Industrial Research (DSIR), Govt. of India or his nominee, who is overall controlling authority of this laboratory as per the provisions of Indian Arbitration and Reconciliation Act 1996 and his award shall be final and binding on the parties to the dispute. The venue of arbitration shall be HYDERABAD (INDIA) only.
- 28.** Director, CSIR-CCMB, Hyderabad reserves the right to reject any bid without assigning any reason thereof.

Sd/-
[Dharmendra Kumar]
Stores & Purchase Officer

ANNEXURE I

(To be enclosed in a similar format along with the offer)

TECHNICAL COMPLIANCE SHEET FORMAT

ITEM NAME Photocopier on Rent/Hire basis			
S.No.	Tender Specifications	Bidder's Specifications	Remarks/Deviation If any
A			
B			

(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.

ANNEXURE II

(To be enclosed in a similar format along with the offer)

DETAILS OF SERVICE SUPPORT

Address of Service Centre	Phone/Fax/Email	Office Hours	Service Facilities

BRIEF SUMMARY OF QUOTATION & CHECKLIST (Enclose with Price Bid)

**(Information provided in this sheet shall not to be used for evaluation/comparison purpose)
(Please Fill It Up. DON'T Write 'AS PER QUOTATION' / 'PLEASE REFER TO OUR OFFER' etc.)**

Write NA Which Are Not Relevant

Quotation Ref. No.		Date	
01	Name of the Item (Equipment / System etc.)		
02	Main Item Model NUMBER		
03	Payment Terms (Refer to our terms) <i>(Conditional Payment Terms Will NOT Be Accepted)</i>		
04	Delivery Time (Weeks/Months)		
05	Warranty (Months/Years)	NA	
06	Validity of Quotation (Days/Months)		
07	Product Import Code* (ITC HS Code / HSN Codeof the item / main item) (Please consult any Export / Import / Customs Agent or ITC Handbook or GST Gudelines, if required)		

We have read and understood the tender terms and conditions. The undersigned is competent to sign the tender document including this page on behalf of the quoting firm.

Date

(Name, Designation with
Signature and Company Seal)

ANNEXURE - III

SPECIFICATION AND REQUIREMENT FOR “PHOTOCOPIER ON RENT/HIRE BASIS”:

A. Photocopier on Rent/Hire basis (Without Operator) - 07 No.:

S.No	SPECIFICATION AND REQUIREMENT	QTY
A.	<p>Supply of Photocopier new or one which is in perfect working condition on Rent/Hire basis meeting enclosed specifications and requirement – (Detailed Technical specs. as per enclosed Annexure)</p> <p><i>(Out of seven, one number photocopier will be considered based on requirement)</i></p> <p><u>{Supply, installation, maintenance and servicing (including toner cartridges) will be sole responsibility of the supplier/service provider ONLY}</u></p> <p><u>Average approximate photocopies to be taken per month for each machine is – 2500 copies</u></p> <p>Note: CCMB’s responsibility will be limited to providing necessary photocopier paper, space for machine and electricity to the machine.</p> <ul style="list-style-type: none"><i>In case of any complaint, response time should be less than <u>2 working hours</u> from the time call logged. If the machine is down for <u>24 hours</u>, a standby machine should be provided.</i><i>Duration of Contract – Initially for TWO YEARS, which can be extended further on mutually agreed terms for a further period of one year at the discretion of Director, CCMB subject to satisfactory service by the service provider and requirement of CCMB.</i>	07 Nos.

A. DETAILED TECHNICAL SPECIFICATIONS OF THE MACHINE

Device Type	B/W Copier/Printer/Scanner
Maximum Original Size	A3 (11" x 17")
Copy Speed (A4)	30 copies/min.
Multiple Copying	1 - 999 copies
DADF (Duplex Automatic Document Feeder)	Yes - Standard
Duplexing Unit (Automatic Two side Mode)	yes built-in
Zoom / Magnification	25% to 400% (in 1% increments)
Resolution (printing)	600 dpi
Developer type	Mono Component Dry Toner Projection
Paper Capacity	500 x 2 (1000 Sheets) (2 Cassettes)
Bypass	50 Sheets
Cassette Type	Universal (A5 - A3)
Interface	USB, Ethernet (RJ45)
Network connectivity	10 base T/100 base T
Scanning	Push Scanning / Scan to file
Literature of offered Photocopier Make/Model to be enclosed in Support of above.	

A. FORMAT FOR SUBMISSION OF QUOTE		
Sl. No.	Information/Compliance to be indicated by the Bidder (Yes / No)	REMARKS
1.	Machine make:	
2.	Model No.	
3.	Maximum Original Size: A3	Yes / No
4.	Copy Speed (A4) - 30 copies/min	Yes / No
5.	Magnification 25% to 400%	Yes / No
6.	Monthly Rental Charges (2500 copies to be done free of cost , shortfall to be carried forward to next month)	Rs. per month
7.	Charges for extra copy beyond 30,000 copies (i.e.2,500 x 12) basis. To be billed beyond the yearly ceiling 30,000 copies on cumulative basis.	Paise each copy
8.	Payment will be made on quarterly basis on the certification of the user on 30 days credit	
9.	Validity of the quote days
10.	Taxes with applicability of TDS - IT/GST	
I undertake that machine offered by my firm meets the specifications / requirement given in the enquiry and I agree to abide by terms and conditions of enquiry.		

(Signature of authorised representative of firm with seal)

Unsigned quotations will be rejected.

B. Photocopier on Rent/Hire basis with Trained Operator - 01 No. -

S.No	SPECIFICATION AND REQUIREMENT	QTY
B.	<p>Supply of Photocopier new or one which is in perfect working condition on Rent/Hire basis meeting enclosed specifications and requirement along with <u>Trained Operator</u> – (Detailed Technical specs. as per enclosed Annexure below)</p> <p>{Supply, installation, maintenance and providing trained operator and servicing (including toner cartridges) will be sole responsibility of the supplier/service provider}</p> <p>Average photocopies to be taken per month is – 10,000 copies</p> <p>Note: CCMB’s responsibility will be limited to providing necessary photocopier paper, space for machine and electricity to the machine.</p> <ul style="list-style-type: none"> • <i>In case of any complaint, response time should be less than <u>2 working hours</u> from the time call logged. If the machine is down for <u>24 hours</u>, a standby machine should be provided.</i> • <i>Duration of Contract – Initially for TWO YEARS, which can be extended further on mutually agreed terms for a further period of one year at the discretion of Director, CCMB subject to satisfactory service by the service provider and requirement of CCMB.</i> <p>NOTE: As regards to Manpower to be deployed by the successful "service provider / successful bidder" CSIR- CCMB will have absolutely no obligation and person so deployed will be considered representative / employee of "service provider / successful bidder" and compliance of any statutory obligation for deployed person will be sole responsibility of "service provider / successful bidder".</p>	01 No.

B. DETAILED TECHNICAL SPECIFICATIONS OF THE MACHINE

Maximum Original Size	A3 (11" x 17")
Copy Speed (A4)	90 to 100 copies/min.
Multiple Copying	1 - 999 copies
DADF (Duplex Automatic Document Feeder)	yes 20 to 36 PPM
Duplexing Unit (Automatic Two side Mode)	yes built-in
Zoom / Magnification	50% to 400% (in 1% increments)
Resolution (printing)	600 dpi
Developer type	Mono Component Dry Toner Projection
Paper Capacity	500 x 4 (2000 Sheets)
Bypass	50 Sheets
Cassette Type	Universal (A5 - A3)
Interface	USB, Ethernet (RJ45)
Network connectivity	10 base T/100 base T
Card Reader with 50 cards user	for monitoring copy volume for each
Network Printing	Yes
Scanning	Push Scanning / Scan to file
Automatic Stapler / Sorter attachment	yes attached
Indication of copy count	Machine should have metering device and counter indication in operation panel
Literature of offered Photocopier Make/Model to be enclosed in Support of above.	

B. FORMAT FOR SUBMISSION OF QUOTE		
Sl. No.	Information/Compliance to be indicated by the Bidder (Yes / No)	REMARKS
1.	Machine make:	
2.	Model No.	
3.	Maximum Original Size: A3	Yes / No
4.	Copy Speed (A4) - 90 - 100 copies/min	Yes / No
5.	Magnification 50% to 400%	Yes / No
6.	Monthly Rental Charges (10,000 copies to be done free of cost , shortfall to be carried forward to next month)	Rs. per month
7.	Charges for extra copy beyond 1,20,000 copies (i.e. 10,000 x 12) basis. To be billed beyond the yearly ceiling 1,20,000 copies on cumulative basis.	Paise each copy
8.	Payment will be made on quarterly basis on the certification of the user on 30 days credit	
9.	Validity of the quote days
10.	Taxes with applicability of TDS - IT/GST	
I undertake that machine offered by my firm meets the specifications / requirement given in the enquiry and I agree to abide by terms and conditions of enquiry.		

(Signature of authorized representative of firm with seal)

Unsigned quotations will be rejected.

Lowest (L1) offer in case of requirement given in Part A & Part B will be decided on the basis of L1 Bid in each case.