



**National Institute of Plant Health Management
Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India**



रा व स्वा प्र सं
NIPHM

Rajendra Nagar,
Hyderabad – 500 030
<http://niphm.gov.in>

Telephone : 9140-24015374
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F. No. NIPHM/Stores/Photo copier Machine/2014-15/29

Dated: 24.02.2015

To

TENDER NOTICE

**(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in> and the other prospective bidders can make use of the document down loaded from the website)*

Sub: Tender for engagement of service provider/Agency for providing multifunctional data copier (color, Black & white printing, Photo copying) machine on rental basis at NIPHM under annual rate contract.

* * *

Sir/Madam,

National Institute of Plant Health Management (NIPHM) invites **‘Sealed Bids’ under ‘two cover systems** for engagement of service provider/Agency for providing multifunctional data copier (color, Black & white printing, Photo copying) machine on rental basis at NIPHM under annual rate contract. Detailed terms and conditions and list of items required may be downloaded from the NIPHM website <http://niphm.gov.in>.

The schedule of receipt and opening of quotations is as under:-

Last date and time for receipt of bids : 15:00 hrs on 16.03.2015.

Date & Time for opening of Technical bids : 16:00 hrs on 16.03.2015.

Registrar I/c



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F. No. NIPHM/Stores/Photo copier Machine/2014-15

Dated: 24.02.2015

TENDER DOCUMENT

FOR

**ENGAGEMENT OF SERVICE PROVIDER/ AGENCY FOR PROVIDING
MULTIFUNCTIONAL DATA COPIER (COLOR, BLACK & WHITE
PRINTING, PHOTO COPYING) MACHINE ON RENTAL BASIS AT
NIPHM UNDER ANNUAL RATE CONTRACT.**

Note:

1. The bidders are requested to sign on all the pages.
2. This tender document can be downloaded from website – <http://niphm.gov.in>
3. The tender document is to be put in a cover which should also be sealed & superscribed “Tender for providing multifunctional data copier (Black & white Printing, Photocopying) machine on rental basis at NIPHM”.

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1) Preamble of Tender

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

In this connection, NIPHM invites 'Sealed Bids' under 'two cover system' from the Service provider/Agency for Services mentioned in the Annexure-II

2. **CHECK LIST**

BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW
(State YES/NO for each item)

Sl. No.	Details	YES/NO
1.	Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelope.	
2.	Whether Technical Bid (Envelope A) contains:	
	a) Pre-Qualification details as laid down in the Tender under Eligibility Criteria.	
	b) Signed Technical Bid of the original Tender document and other supportive documents including leaflets/pamphlets.	
	c) Filled up and signed Technical Specification statement viz., Annexure I	
	d) Technical specification statement Providing Datacopier& Multifunctional machine on rental basis at NIPHM-Annexure II	
	1. Letter of Authorization for signing the Tender document viz., Annexure IV.	
	2. Under taking as per Annexure	
	3. Copies of Audited Annual reports	
3	Whether Envelope-B contains: Filled up and signed Price Bid documents, viz., Annexure III	

NOTE: Please ensure all the relevant boxes are marked **YES/NO** against each column.

IMPORTANT NOTE: Bidders must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

3) SALIENT FEATURES OF THE TENDER

Tender For Providing Data copier machine on rental basis at NIPHM		
1	Tender inviting Authority , Designation and Address	The Registrar, National Institute of Plant Health Management, Rajendranagar HYDERABAD – 500 030. T.S Phone No. 24015346/043/374 Telefax No. 24015346 Email : niphm@nic.in ; registrarniphm@nic.in Website : http://niphm.gov.in
	a)Name of the Work	Supply of the following items at NIPHM: 1. Providing Multifunctional data copier (Colour, Black & white printing, Photo copying) machine on rental basis at NIPHM under annual rate contract.
	b)Tender reference	F.No. NIPHM/Stores/Photo copier Machine/2014-5
	c)Place of contract	NIPHM, Rajendranagar, Hyderabad – 500 030. A.P.
	d) Contract Period/validity period of Bids	Bid prices shall remain valid for a period of 90 days after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive. And the Purchaser reserves the right to increase/decrease the quantity of goods, originally specified in the Schedule of Requirements.
3	Availability of Tender documents	Tender documents can be downloaded from http://niphm.gov.in Website free of cost.
4	Earnest Money Deposit(EMD)	Bidders are exempted from Earnest Money Deposit.
5	Due Date, Time and Place of Submission of Tender	Up to 15.00 hrs on 16.03.2015 at the address mentioned in (1)
6	Date, Time and Place of Opening of Technical Bid	On 16.03.2015 at 16.00 hrs at the address mentioned in (1)
7	Other important criteria specified by the Tender Inviting Authority: I) Eligibility Criteria : a. The service provider/agency should have at least 3years experience in providing such services as on last date of submission of tender . b) The firm should have gross annual turnover of at least Rs. 10.00 lakhs for one year during last three years. Turnover not applicable to registered service provider with NIPHM/DGS&D/CRIDA-ICAR Units b) The firm should be registered under Income Tax Act. c) The firm should be registered under VAT/CST/Service taxes as applicable.	

4. GENERAL INSTRUCTIONS:

4.1 The Bidders are requested to examine the instructions, terms & conditions and specifications given in the Tender. Failure to furnish requisite information in all respects may result in rejection of the bid. **Tenders received after due date and time shall be rejected.**

4.2 Clarifications in the Tender

- a) A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax upto 48 hrs prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.
- b) The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in>

4.3 Amendments to the Tender

- a) NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Bidders, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website.
- c) NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time, if any, will be notified on NIPHM's website.
- d) All the Bidders are advised to periodically browse NIPHM website <http://niphm.gov.in> for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the bid documents based on changes announced through the website.

4.4 The tender should be addressed to

The Registrar,
National Institute of Plant Health Management,
Rajendranagar, **HYDERABAD – 500 030.A.P.**
Phone No. 24015346/043/374 Tele Fax No. 24015346
Email : niphm@nic.in ; registrarniphm@nic.in ;
Website : <http://niphm.gov.in>

4.5 Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

4.6 The service provider shall not be entitled to any increase in the rates

4.7 The agency shall not transfer or assign sub-contract to any other party.

4.8 **Corrections**, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, **amount quoted in words shall prevail**.

4.9 The Price should be quoted only in Indian Rupees.

4.10 **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5) ELIGIBILITY CRITERIA:-

The Bidders should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid.

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility	Page No. (s)
1	The Bidder shall be a service provider/Agency engaged in providing photo copier rental services.	Registration Certificate of the firm or service provider.	
2	The firm should have at least 3 years experience in providing such services as on last date of submission of tender.	Documents to prove that the Service provider/Agency has provided similar services for 3 years may be submitted.	
3	The firm should have gross annual turnover of at least Rs. 10.00 lakhs for one year during last three years. Turnover not applicable to registered suppliers with NIPHM/DGS&D/CRIDA-ICAR Units	Copies of Annual Accounts duly signed and attested by a Chartered accountant may be enclosed.	
4	The firm should be income tax assessee at least for a period of 3 years.	Self-attested copies of the acknowledgments of Income tax returns and PAN Card of the firm should be enclosed.	
5	The firm should be registered under VAT/CST/Service Tax .	Self-attested copy of the VAT/CST/Service tax certificate may be enclosed	
6	In case a bidder bids on behalf of more than one service provider, he should be a Authorized Dealer for the provision of the services.	Dealership Certificate from each service provider should be enclosed in each bid.	

6. SCOPE OF THE WORK:-

- To provide quality services as per the specifications laid down by NIPHM. The specifications of the Data copier (Color, Black & White photocopying/printing machine) proposed for installation at NIPHM is mentioned in the Annexure – II. In addition to this work the agency has to provide binding (spiral bound), Lamination of papers, reports etc of the NIPHM Hyderabad
- The agency can quote either for providing photo copy services for B/W data copier machine (or) for providing photocopy services for colour data copier machine (or) for both services.
- The Data copier& Multifunctional Machine proposed to be supplied should be of standard quality and not more than two years old.
- Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.

- e) The rate quoted by the service provider/agency should include cost of paper, cartridges, other consumables, manpower, all kinds of taxes etc. No additional charges for the machine will be paid by NIPHM except for agreed/finalised printing/photocopying charges in the tender.
- f) The manpower (i.e Photocopier operator) for doing the print/photo copy etc works should be deployed by the service provider/ agency during the office hours 09.00 AM to 05.30 PM, however the agency should provide photocopier services during after office/late hours for completion of job work within time slot as and when required as per exigencies of office requirements. No additional charges will be paid to the agency on this account.
- g) NIPHM will provide work space with electricity supply in the MG block, NIPHM for placing the photocopier machine.
- h) The quality of work will be inspected by an officer of user Section of the NIPHM and if found to be sub-standard or of poor quality or if the job has not been executed as per the instructions, the bound/printed material will not be accepted by the NIPHM. The firm shall be responsible for any loss/damage etc. which might be caused to the original material or books etc. of this Department. The loss would be made good from security deposit or any dues payable to the firm at the appointed time. There shall be a penalty of Rs. 1000/- (Rupees one thousand hundred only) for one each default i.e. the delay in work or not executing the work to the satisfaction of the NIPHM.
- i) The contract period will initially be for a period of two years extendable upto one year on satisfactory performance and mutual consent.
- j) The contract is liable to be cancelled without notice if the work done is not satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
- k) All disputes or differences arising out or concerning the work shall be subject to the sole arbitration of Director General, NIPHM or his nominee. The decision of the arbitration shall be final & binding on both the parties.
- l) The contract will be interpreted under Indian Laws and disputes ad judicable within the jurisdiction of Hyderabad.
- m) The successful Bidder is required to execute / enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the contract. Along with the Agreement the required performance security deposit shall be remitted.
- n) The tentative Black & White copies per month will be 75000-80000 and 1000-2000 colour copies per month. Agency has to quote the rates after taking these quantities into account. However the same may vary as per actuals.

6.1 Terms of Supply:

The firm should install the machine at NIPHM **within 15 days** from the date of work order.

6.2 Price Bid Validity:

Bids shall remain valid for a period of 90 days after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity.

6.3 RATES AND PRICES

- a. Bidders should quote the rates in the format given Price Bid -Annexure – III Incomplete bids will be summarily rejected. All corrections and alterations in the entries of tender papers shall be signed in full by the Bidder or authorized representative with date. No erasing or over writings are permissible. Price quoted shall be firm and final.
- b. The percentage of VAT/CST/Service Tax, surcharge, if applicable and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.
- c. VAT/CST/Service Tax should be indicated clearly.

7. SUBMISSION OF TENDER:-

Submission of Tender: Two-cover system will be followed:

7.1 General Instructions:

- a) The Tender proposes two stage tender systems viz. **(1) Technical Bid** and **(2) Price Bid**.
- b) The bids should be submitted in two envelopes viz.
Envelope-A: Bidder Profile / PART – A (Annexure I& Annexure II)
Envelope-B: Price Bid/Price Bids / PART – B (Annexure III)
- c) Both the covers must be sealed separately and super scribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Tender Inviting Authority i.e., Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030.

7.2 Details to be furnished in the Envelope-A Technical Bid:

- a) Profile of the Company – stating whether the firm is a partnership/registered firm under the Companies Act along with its necessary enclosures
- b) Technical specification statement – Annexure II.
- c) Undertaking and Authorization letter (as per Annexures IV and V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Bidders should furnish the location, with addresses and license details of the firm.
- e) The Bidders shall furnish as part of the bid, documents establishing the bidders eligibility to bid and its qualifications to perform the Contract if their tender is accepted.

The documentary evidence of the Bidders qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

7.3 Signing of Bids

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- i) *A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*
 - ii) *A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*
 - iii) *Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.*
- a) The bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. **Bidders are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
 - b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. Tender documents should be free from over writing.

7.4 Details to be furnished in the Price Bid – Envelop “B”

Prices must be quoted only in the Price Bid Form (Please see the “**PART-B- PRICE BID**” – ANNEXURE III

7.5 Mode of Submission:

- a) Both the Envelopes viz. **Envelope-A** and **Envelope-B** must be put in a single cover, sealed and must be super scribed “Tender for providing data copier (Black & white printing, Photo copying) machine on rental basis” at NIPHM under annual rate contract. ”. It shall be addressed to “The Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030”.
- b) The Tender may be dropped in the Tender box kept at NIPHM office.
- c) Alternatively, the Tenders must reach NIPHM on or before the due date and time by registered post/courier. NIPHM will not be liable or responsible for Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete shape or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.
- e) A Tender once submitted shall not be permitted to be altered or amended.

7.6 Service of Notice:

Any notice hereunder may be served on the Successful Bidder by Registered Post at his last known address. Proof of issue of any such notice should be conclusive of the Successful Bidder having been duly informed.

8. OPENING OF TENDERS

8.1 Tender Opening:

- a) Tenders will be opened at the prescribed date and time in the presence of Bidders or their representatives who choose to be present. The representatives of Bidders must bring the authorization letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Bidder would be allowed to take part during the bid opening process.
- b) **Envelope-A** containing Technical Bid for providing **multifunctional data copier (Colour, Black & white printing, Photo copying) machine on rental basis**” would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

9. TENDER EVALUATION CRITERIA:

The evaluation of Tenders will be done by NIPHM as detailed below:

9.1. Technical Bid evaluation:

Bidders will be eligible for further processing only if they fulfill the following criteria

- a) Compliance with the eligibility Criteria.
- b) Compliance with Technical and capacity requirements.

The bidders may provide a statement comparing the NIPHM specification and with that of the specifications offered by the firm and remarks as per the enclosed annexure-II.

NIPHM will prepare a list of Bidders whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenders which do not match eligibility criteria or which do not conform substantially to the Technical Specifications shall be rejected. The Eligible bidders alone will be considered for further evaluation.

9.2 PRICE BID EVALUATION:

Opening of Envelope-B Price Bid:

Bidders who are qualified in Technical Bid only will be called for Price Bid opening. The technically qualified bidders alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Bidders or their authorized representatives who choose to be present. The contract will be entrusted to the Bidder, whose bid has been determined as L1. L1 will be arrived after considering basic price, taxes and other charges, if any. L1 will be arrived for each category separately. In case the L1 agency who has been awarded the tender fails to execute the contract, NIPHM will have the right to choose L2 and shall recover the excess cost from L1 as penalty for backing out after award of contract. NIPHM further reserves the right to take legal action to get such firms black listed.

10. ACCEPTANCE OF TENDER

- a) The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by NIPHM, the Bidders shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the work order only to the Successful Bidder. NIPHM also reserve the right to issue work Orders to more than one Bidder under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

11. Rejection of Tender:

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

12. PAYMENT OF SECURITY DEPOSIT (SD):

- a. The Successful firm(s) shall require to deposit 10% of the order value as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any nationalized/commercial banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should remain valid for 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation. The security deposit will be released/discharged after 60 days of completion all contractual obligations of the supplier including warranty obligation.

13. Terms of Payment:

Payment will be released within 15 days from the date of submission of bill and issue of final certificate by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate. The invoice should contain the VAT/CST registration number/Service Tax etc as applicable and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

14. EXECUTION OF AGREEMENT:

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfillment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidders shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.

15. EXTENSION OF CONTRACT:

The contract period will initially be for a period of two years extendable up to one year on satisfactory performance and mutual consent.

16. PENALTY CLAUSE:

1. There will be zero tolerance with regard to supply of poor printing quality by the selected firm.
2. The contractor will be liable for penalty for deficiencies in quality of printing/variation in the quality of material used Penalty of 2% (two percent) on monthly bill value will be imposed for the damages/quality discrepancies noticed during the first instance of contract period. Penalty of 5% (five percent) on monthly bill value will be imposed for the damages/quality discrepancies noticed during the second instance and penalty of 10% (ten percent) on monthly bill value will be imposed for the damages/quality discrepancies noticed during the third instance.
3. If the damages/quality discrepancies are noticed beyond the third instance, then order will be cancelled & firm will be blacklisted by NIPHM and security deposit will be forfeited.
4. It will be the responsibility of the successful bidder to print & supply of material as per the prescribed quality standards by NIPHM during the entire contract period and no exceptions will be accepted by NIPHM in this regard.
5. If the firm fails to deliver the goods within the stipulated delivery period as mentioned in the work order, penalty of 2% per day of monthly bill shall be imposed/levied as damages.

17. Bidders profile –PART –A:

Tender for engagement of service provider/ agency for providing multifunctional data copier (Color, Black & white printing, photocopying) machine on rental basis at NIPHM under Annual Rate Contract. –

1 Bidder's Profile- PART-A:-

1. THE FIRM a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2. Type of Firm	Sole proprietor/Private Ltd/ Partnership/ co operative / Public Co. (Pl. tick and enclose copy of Memorandum/Articles of Association/ Certificates of Incorporation)
3. Please mention PAN/GIR NO. & date and year of Registration. (please enclose photocopy)	
4. Please mention the Sales Tax/VAT/ Service Tax registration details as applicable & year of Registration (please enclose photocopy)	
5. The annual gross turnover of the firm of the last three years should be mentioned clearly. FY 2013-14 FY 2012-13 FY 2011-12 (Pl. encloses copies of ITR/Audited balance sheet and P&L account etc.)	
6. Copies of Income tax returns filed for the period of last three years needs to enclosed	
7. Relevant Experience (in Yrs) as on last date of submission of tender should be mentioned. (proofs to be enclosed separately)	

Note:-

- (1) Detailed information (pertaining to offered data copier & Multifunctional machine) in the form of printed brochures, catalogue, forms and formats and certificates may be annexed.

Signature of authorised signatory

Name : _____

Designation _____

Office Seal :

18. (A) Technical Specifications of the proposed Multifunctional Data copier (Black & White printing and photocopying)) machine which is proposed to be taken on rental basis at NIPHM:

Standard brands heavy duty – Canon or Xerox etc. machine is required with a capacity to print at least 60 copies or more per minute with self-setting options. The machine to be installed in the premises may be mentioned clearly with brand name, model, date of manufacture etc.

- i) Machine name model no. :
- ii) Manufactured / purchased in the year :
- iii) Capacity to print per minute :
- iv) Indicate the technical features of the Machine such as :
 - a) duplex printing :
 - b) scanning :
 - c) network printing :
 - d) auto settings :
 - e) self-pinning :
 - f) memory capacity :

18 (B) Technical Specifications of the proposed Multifunctional Data copier (Colour printing and photocopying)) machine which is proposed to be taken on rental basis at NIPHM:

Standard brands heavy duty – Canon or Xerox etc. machine is required with a capacity to print at least 25 copies or more per minute with self-setting options. The machine to be installed in the premises may be mentioned clearly with brand name, model, date of manufacture etc.

- i) Machine name model no. :
- ii) Manufactured / purchased in the year :
- iii) Capacity to print per minute :
- iv) Indicate the technical features of the Machine such as :
 - a) duplex printing :
 - b) scanning :
 - c) network printing :
 - d) auto settings :
 - e) self-pinning :
 - f) memory capacity :

Note:

- 1. The Vendor is responsible for proper up keep of the machine including the Comprehensive AMC of the machine, Toner, Spare drums, Peripherals, manpower etc, and no additional charges will be paid by NIPHM on account of this.**
- 2. The vendor should deploy the machine which is not older than 2 years/purchased not before 2 years from the date of submission of bid.**
- 3. The make, model and year of manufacture of the machine may be indicated with documentary proof. The machine with less than 2 years age from the date of submission of the tender document will only be considered. The selected qualitative machine should be provided for the entire period of the contract. In case of any breakdown, the same capacity of photocopier machine as detailed in the tender to be replaced immediately**

19. PRICE BID**Name of the item: RENTAL SERVICES FOR PRINTING & PHOTOCOPYING WORKS****(As per specifications mentioned at Annexure-II)**

- (A) Multifunctional Data copier (Black & White printing and photocopying)) machine which is proposed to be taken on rental basis at NIPHM:

Sl. No	Item of Work	Rate (in Rs)	
		Rate per copy (In Rs.) for BLACK & WHITE Print/Copy (Including the cost of paper - 80 GSM) and Incl of all taxes	
01	Printing/ copying charges including the cost of paper (80 GSM)	Rate for Two side	Rate for Two side
	Paper size A4		
	Paper size A3		
	Paper size - Full Scape		

Sl. No	Item of Work	Rate (in Rs)	
02	Spiral Binding Charges (Incl. material)		
	Up to 100 sheets		
	100- 250 sheets		
	For every additional 10 sheets.		
03	Lamination Charges for 1 sheet (Lamination with 125 microns lamination sheet)		

- (B) Multifunctional Data copier (Colour printing and photocopying) machine which is proposed to be taken on rental basis at NIPHM:

Sl. No	Item of Work	Rate (in Rs)	
		Rate per copy (In Rs.) for Color Print/Copy (Including the cost of paper - 80 GSM) and Incl of all taxes	
01	Printing/ copying charges including the cost of paper (80 GSM)	Rate for One side	Rate for Two side
	Paper size A4		
	Paper size A3		
	Paper size - Full Scape		

Sl. No	Item of Work	Rate (in Rs)	
02	Spiral Binding Charges (Incl. material)		
	Up to 100 sheets		
	100- 250 sheets		
	For every additional 10 sheets.		
03	Lamination Charges for 1 sheet (Lamination with 125 microns lamination sheet)		

- Note: 1) L1 will be arrived for each category separately.
 2. VAT/CST/Service Tax should be indicated clearly.
 3. Prices should be quoted only in Indian rupees.
 4. The indicative Black & White copies per month may be 75000-80000 and 1000-2000 colour copies per month.
 Agency has to quote the rates after taking this quantity into account. However the same may vary as per actual.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of NIPHM.

**Signature of authorised official
(With seal and stamp)**

Name:

Designation:

20.

UNDERTAKING

1. *I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.*
2. *I/We also undertake that I/We have understood Technical Specifications for making the supplies” mentioned in Annexure II of the Tender dated _____ and shall make the supplies strictly as per these Technical Specifications for the supplies.*
3. *I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

Dated at

(Dated signature of Bidder with stamp of the firm)

21. FORMAT FOR AUTHORISATION LETTER

To

The Registrar,
National Institute of Plant Health Management,
Rajendranagar,
HYDERABAD – 500030.
Andhra Pradesh.

Sir,

We hereby authorize _____ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: _____. We hereby accept his decision taken, if any, in this regard.

(Signature for and on behalf of the Company)

Place:

Date: