




परिषद्/कम्प्यूटर/CAMC/RFP/2016/ 1760 रायपुर दिनांक 7-04/2016

फोटोकॉपियर एवं एल.सी.डी. प्रोजेक्टर के CAMC हेतु RFP

परिषद् एवं अधीनस्थ कुल 20 शासकीय शिक्षा महाविद्यालयों, डाईट एवं बी.टी.आई. के फोटोकॉपियर तथा एल.सी.डी. प्रोजेक्टर के तीन वर्ष के लिये Comprehensive Annual Maintenance Contract हेतु दिनांक 29/04/2016 को दोपहर दो बजे तक RFP आमंत्रित किया जा रहा है।

RFP एस.सी.ई.आर.टी. के वेबसाईट <http://scert.cg.gov.in> पर उपलब्ध है।


(संजय कुमार ओझा)
संचालक

REQUEST FOR PROPOSAL

State Council of Educational Research and Training Chhattisgarh,
BTI Ground, Shankar Nagar, Raipur 492007

Invitation of Bids for “REPAIR AND COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF Photocopiers”

Request for Proposal (RFP) No 1760 Dated 7.04.2016

1. Bids in sealed cover are invited for “REPAIR AND COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF Photocopiers” listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –
 - a) Bids/queries to be addressed to: Director, State Council of Educational Research and Training Chhattisgarh.
 - b) Postal address for sending the Bids: BTI Ground, Shankar Nagar, Raipur, PIN-492007
 - c) Name/designation of the contact personnel: Mr. Santosh Tamboli, Lecturer, S.C.E.R.T.
 - d) Telephone numbers of the contact personnel: 07587499903
 - e) e-mail ids of contact personnel: scertcg@gmail.com
 - f) Fax number: 0771-2443496
3. This RFP is divided into five Parts as follows:
 - a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, duration of CAMC and the list of Buyers who will sign the contract with the successful Bidder.



- c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued on behalf of institutions mentioned at Annexure VI. The contract will be awarded institution wise.

5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. Last date and time for depositing the Bids:

29/04/2016, 2:00PM

The sealed Bids (both Technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box or sent by registered post/ by hand at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

3. Time and date for opening of Technical Bids:

4:00PM, 29/04/2016

(If due to any exigency, the due date for opening of the Technical Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the Tender Box:

Room No. 111, S.C.E.R.T.

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids:

Room No. 101, S.C.E.R.T.

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important technical/commercial clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. Two-Bid system: Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

7. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with Electronic Fund Transfer (EFT) Account if applicable, etc and complete postal & e-mail address of their office.

8. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14(fourteen) days prior to the date of opening of the Bids. Copies of the query and clarifications thereof by the Buyer will be uploaded on website “scert.cg.gov.in”.

9. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax/e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

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10. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12. Validity of Bids: The Bids should remain valid till **Six Months** from the last date of submission of the Bids.

13. Earnest Money Deposit: – Bidders are required to submit Earnest Money Deposit (EMD) Institute wise along with their bids. They are also required to mention clearly the name of Institute/ Institutes for which they are submitting the EMD. Otherwise the tenders will not be considered.

The details of amount to be deposited are as follows:

S. No.	Name of Institute	EMD Amount in Rs.
1	Director, SCERT, Raipur	3000.00
2	Principal, DIET Raipur	1000.00
3	Principal, DIET Bemetara	1000.00
4	Principal, DIET Khairagarh	1000.00
5	Principal, DIET Bastar	1000.00
6	Principal, DIET Pendra	1000.00
7	Principal, DIET Dharmjaigarh	1000.00
8	Principal, DIET Ambikapur	1000.00
9	Principal, DIET Mahasamund	1000.00
10	Principal, DIET Nagai	1000.00
11	Principal, DIET Kanker	1000.00
12	Principal, DIET Jashpur	1000.00
13	Principal, DIET Janjgir-champa	1000.00
14	Principal, DIET Korea	1000.00
15	Principal, DIET Korba	1000.00
16	Principal, DIET Dantewada	1000.00
17	Principal, DIET Kabirdham	1000.00

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18	Principal, BTI Dongargaon	1000.00
19	Principal, BTI Bilaspur	1000.00
20	प्राचार्य शासकीय शिक्षा महाविद्यालय, रायपुर	1000.00
21	प्राचार्य शासकीय शिक्षा महाविद्यालय, बिलासपुर	1000.00

The EMD may be submitted in the form of an Account Payee Demand Draft/ Bankers Cheque/ Fixed Deposit Receipt, or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Annexure-III. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.



Part II – Essential Details of Items/Services required

1. Schedule of Requirements:

The list of items proposed under Repair and CAMC is at Annexure-I.

The Services required under CAMC are as follows:

- a. It includes comprehensive Maintenance of hardware as well as everything installed in the items mentioned at Annexure-I. However, the non operational machines shall be considered as under CAMC coverage from the date of becoming operational and will be admissible on pro rata basis.
- b. Replacement of malfunctioning spares/ parts for proper functioning of each system and sub-systems under CAMC listed in Annexure –I by the Bidder. If any part gives repeated problems, i.e., two repairs in a minimum period of two-month time, the bidder must replace it immediately with a new part.
- c. All parts to be replaced by the Bidder must be of the same make. In case it is not possible, the same must be of better or equivalent quality. In the service report, the details regarding the part number and serial number (if any) must be brought out clearly and verified by the concerned In-charge/Principal.

Repairing of non-operational systems:

Repairing of non-operational machines will be decided by the respective Buyers on case to case basis.

2. Technical Details:

As per details given at Annexure-I

3. Two-Bid System - (a) Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are required to submit the compliance statement in the following format along with Technical Bid –

Para of RFP item-wise	Specification of item offered	Compliance to RFP	In case of non-compliance,
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		specification – whether Yes / No	deviation from RFP to be specified in unambiguous terms

(b) The bidders are also required to submit the information sought in Annexure-A. They have to submit necessary documents with regard to minimum experience (Para 7 (a), Annexure-A) and minimum turnover (Para 7 (b), Annexure-A).

4. Contract Period – Contract period for “Repair and COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF Photocopiers” would be initially for **three Years** from the effective date of contract and may be extended for one year at a time for a total period of five years upon mutual consent. Please note that Contract can be cancelled unilaterally by the Buyer in case “Repair and COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF Photocopiers” as per Annexure-I is not performed satisfactorily during the contract period. Extension of contract period beyond three years will be at the sole discretion of the heads of respective Institutions.

5. Buyer:

Heads of respective Institutions i.e. Director, State Council of Educational Research and Training Raipur, Principals of various District Institute of Education and Training (Raipur, Bemetara, Khairagarh, Bastar, Pendra, Dharmjaigarh, Ambikapur, Mahasamund, Nagari, Kanker, Jashpur, Janjgir-champa, Korea, Korba, Dantewada, Kabirdham), College of Teacher Education, Raipur (शासकीय शिक्षा महाविद्यालय, रायपुर), Institute of Advanced Studies in Education, Bilaspur (शासकीय शिक्षा महाविद्यालय बिलासपुर), Basic Training Institute (Dongargaon and Bilaspur).

(Signature)

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** Normally the contract shall come into effect on the date of signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated / provided in the contract. The “deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration. In case of disputes related to BTIs, DIETs, CTE and IASE, the Director SCERT and in case of disputes related to SCERT, the Secretary, Govt. of Chhattisgarh, Department of School Education will be the sole arbitrator respectively in terms of “The Arbitration and Conciliation Act 1996”, and his decision will be considered final and binding to both parties.
4. **Penalty for use of Undue influence:** The Bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of Chhattisgarh for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of Chhattisgarh. Any breach of the aforesaid undertaking by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the

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commission of any offers by the Bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Bidder to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. Agents / Agency Commission: The Bidder confirms and declares to the Buyer that the Bidder is the provider of the services referred to in this Contract and has not engaged any individual or firm to intercede, facilitate or in any way to recommend to the Government of Chhattisgarh or any of its functionaries, whether officially or unofficially, to the award of the contract to the Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Bidder has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Bidder will be liable to refund that amount to the Buyer. The Bidder will also be debarred from entering into any Contract with the Government of Chhattisgarh for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Bidder who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of Chhattisgarh.



6. Access to Books of Accounts: In case it is found to the satisfaction of the Buyer that the Bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Bidder, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. Liquidated Damages:

- a) The CAMC will include rectification of all Hardware and Software problems. The bidder will have to ensure that all calls are attended within prescribed days and upkeep time for the repair of any photocopier would be within prescribed days. In Case of failure to do so, a penalty will be charged for downtime at the rate of Rs. 200/ (Rupees two hundred only) per day per equipment beyond the demarked time limit (Ten working days from the time a complaint is lodged). The maximum penalty will be 10% of the CAMC amount of concerning institute. If the bidder fails to repair a photocopier and is also unable to provide standby photocopier for it, this will be in addition to non-payment of the CAMC amount for that photocopier.
- b) Preventive maintenance and special cleaning of photocopier from outside with liquid cleaner and inside will be carried out once in every three months. A Preventive Maintenance Report from the user would be submitted to store of respective institute failing which penalty of Rs. 200/- per quarter per photocopier would be imposed. The quarterly payment will strictly be made on the basis of satisfactory report from the in-charge of the respective institute.

8. Termination of Contract: The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The Seller is declared bankrupt or becomes insolvent.
- (b) The Buyer has noticed that the Seller has utilized the services of any agent in getting this contract and paid any commission to such individual/company etc.
- (c) CAMC may be terminated by the buyer by giving three months prior notice to bidder at any time.
- (d) As per decision of the Arbitration Tribunal.



9. **Notices:** Any notice required or permitted by the contract shall be written in the Hindi/English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/E-mail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting:** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

12. **Taxes and Duties**

- a. The rate quoted will be inclusive of all taxes, duties etc.
- b. The Seller has to submit the photocopies of sales tax/ VAT/ Service Tax of previous quarter deposited through treasury chalans or Banks to the paying authority along with the bills of next quarter.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Bidder in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. Bidder is advised to first inspect the condition of photocopier listed in Annexure-I by visiting the Buyer's office before filling the bid document.
2. Terms and conditions for awarding the Repair and CAMC shall be as below:
 - i. **Breakdown Maintenance Service:** In case of any breakdown of the equipment/system, on receiving a call/SMS/email from the Buyer, the

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Bidder is to provide maintenance service to make the equipment/system serviceable.

- ii. **Preventive Maintenance Service:** The Bidder will provide a minimum of one Preventive Maintenance Service visit during every three months to the Buyers' site to carry out functional check ups and minor adjustments/ tuning as may be required.
- iii. The vender shall ensure the following service norms:
 1. Service Availability Timings: 1000 hours to 1800 hours (Monday to Saturday).
 2. On-site response Time: One day for Buyers situated at Raipur and Bilaspur. Three Days for other Buyers.
 3. Annualized Uptime per system: 355 days, Maximum downtime 10 days per photocopier per year.
- iv. Maximum repair turnaround time for equipment/system would be ten days.
- v. Required spares to attain this serviceability may be stored at site by the Bidder at his own cost. Total down time would be calculated at the end of the year. If downtime exceeds permitted downtime, LD would be applicable for the delayed period.
- vi. As far as possible, the repair and maintenance would be carried out on-site itself. However, in case the equipment is taken to the workshop, the bidder would provide a stand-by for the same within ten days with entry in the register.
- vii. The successful bidder will prepare institution wise separate log books for each of the photocopier to be taken under the repair and CAMC.
- viii. The quantities of items mentioned in the Annexure-I may either be increased or reduced at the discretion of the Heads of respective institutions.
- ix. **Technical Documentation:** All necessary changes in the documentation (Technical and Operators manual) for changes carried

out on hardware and software of the equipment will be provided to the concerned Buyer.

- x. The bidder shall provide phone number of call center and e-mail address for lodging complaint.

4. Performance Guarantee:

The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the annual contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the last date of contract. PBG is to be given institute wise. The specimen of PGB is given in form (Annexure-IV). The PBG is to be renewed if the CAMC is renewed beyond the period of three years.

5. Payment Terms - It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made by the respective Buyers through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at (Annexure-V). Quarterly payments will be made by the respective Buyers on submission of user clearance certificate and other relevant documents.

6. Paying Authority:

Respective Buyers as per details given at Annexure-VI

The payment of bills will be made on submission of the following documents by the bidder.

- i. Ink-signed copy of Commercial invoice / bill.
- ii. Ink-signed copy of User clearance certificate for satisfactory performance, quarterly preventive maintenance report and breakdown maintenance report.
- iii. Copy of Contract order with contract number and date.
- iv. True copy of Performance Bank guarantee.

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- v. In the case of delay in meeting the deadlines mentioned in Part III of this RFP extension letter with the sanction of Head of respective Institute indicating whether the extension is with or without LD.
- vi. Details for electronic payment viz. Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).
- vii. Any other document / certificate that may be provided for in the Contract.

7. Quality: The Bidder confirms that the replacement of malfunctioning spares/parts/stores under this Contract is compatible and interchangeable with the replaced spares/parts/stores. In addition The Bidder shall associate the Buyer during repair and shall also provide the details of complete defects, reasons and remedial actions for defects.

8. Travel Expenses:

No travel expense will be borne by the Buyer.

9. Safety Measures

- a) The bidder shall take all precautionary measures in order to ensure the safety of their personnel (his representative, agent, workmen) working in the Buyers office while executing the work.
- b) The bidder shall ensure that unauthorized, careless or inadvertent operation of installed equipment, which may result in accident to their technical and office staff and / or damage to the equipment, does not occur.
- c) The bidder shall assume all liability for and give to Buyer the complete indemnity against all actions, suits, claims, demands cost charges or expenses arising out of and in connection with any accident, death or injury, sustained by any of their person or persons within the office premises and any loss or damage to Buyer's property sustained due to the act or omissions of the vendor



irrespective of whether such liability arises under the workmen compensation act or any other statute in force from time to time.

10. Buyer Furnished spare: No spare will be provided by the Buyer at his expense to the Bidder.

11. Product Support: The following Product Support clause will form part of the contract placed on successful Bidder –

- a. The Bidder agrees to provide Product Support for the spares/ parts/ stores/ assemblies/ subassemblies/ fitment items and consumables, for a maximum period of three years from the date of receiving the work order/ signing of the contract.
- b. The Bidder agrees to undertake Maintenance Contract initially for a period of three years, extendable for another two years on mutual consent.

Part V – Evaluation Criteria & Price Bid issues

1. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and financially.
- b. The technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
- c. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given with this RFP. The consideration of taxes and duties in evaluation process will be as follows:
- d. All taxes and duties quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.



e. The Bidders are required to spell out the rates of different taxes, duties in unambiguous terms; otherwise their offers will be considered firm and final and inclusive of all duties and taxes for the purpose of comparison of prices.

f. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

h. The Lowest Acceptable Bid will be considered further for placement of contract/supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to undertake the CAMC work.

i. Any other criteria as applicable to suit a particular case.

2. Price Bid Format: The Price Bid Format is given in Annexure-II (Institution wise separately) and Bidders are required to fill this up correctly with full details.

Price Bid format for CAMC- Annexure-II

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Annexure- A

1.	Name of the Company	
2.	Complete postal Address (with Mobile Number)	
3.	Telephone Number	
4.	Fax-Number	
5.	E-mail	
6.	Contact person with Address and Mobile Number	
7.	(a) The number of years of experience in maintenance business of this nature- Minimum 2 years in any govt. office.	
	(b) Turnover per year for last 2 years should be more than Rs. 5 Lakhs with respect of Service Income in business of Photocopiers)	
	(c) List of Customers including Govt. offices in Chhattisgarh state/ Other state/Central Govt.	
8.	(a) Registration Number (TIN Number)	
	(b) PAN Number	
	(c) Service Tax Number (Required before first payment)	
9.	Bank A/C Details with Address and IFSC Code of Branch	
10.	Bank Draft / Pay Order No. and Date	



11. Details of Technical Manpower

Name	Qualification	Experience

12. Details of AMC/CAMC

Name of organizations	Contact person	Period of AMC/CAMC	Value of AMC/CAMC	Details of Photocopiers handled

13. List of Service Centers in Chhattisgarh state.

S.No.	Place	Contact Person	Phone No.	Complete Address

14. Attach following documents:

- Technical literature about Company
- Company must submit the satisfactory performance certificate against latest contract completed. This certificate must be issued from the organization/department where bidder has provided the AMC/CAMC services against Photocopier.
- Income tax clearance certificate (Return) for the last two years.
- Details of AMC/CAMC support Engineer with Qualification and Experience.
- EMD Amount Institution wise (Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque).

Declaration

- I declare that we have thoroughly studied the tender document NO. SCERT/COMP/CAMC-2015-16/Computers dated /2016 issued


by State Council of Educational Research and Training C.G. Raipur and I/We agree to all terms and conditions.

2. I declare that our firm is not declared black listed by any institute of State Government/Central Government or Semi-Government organization.
3. I also declare that I am authorized to sign the tender document on behalf of firm.

Seal of Firm

(Signature of authorized signatory)

Full Name:
Complete Address:
Mob. No.
Phone No.:
E-mail Address:
Fax-No.



ANNEXURE-I

State Council of Educational Research and Training, Raipur/ College of Teacher Education, Raipur/ Institute of Advanced Studies in Education, Bilaspur/ District Institute of Education and Training (Raipur, Bemetara, Khairagarh, Bastar, Pendra, Dharmjaigarh, Ambikapur, Mahasamund, Nagari, Kanker, Jashpur, Janjgir-Champa, Korea, Korba, Dantewada and Kabirdham)/ Basic Training Institute (Dongargaon and Bilaspur).

LIST OF Projectors

S.NO.	Location	ITEM/ DESCRIPTION	Device Type	No.	Status
1	BTI Bilaspur	Cannon IR 2016	Photocopier	1	
2	BTI Dongargaon	Cannon IR 2016	Photocopier	1	
3	CTE RAIPUR	Cannon IR 2016	Photocopier	1	
4	CTE RAIPUR	Sharp AR5618S	Photocopier	1	
5	DIET Ambikapur	Cannon IR 2016	Photocopier	1	
6	DIET Bastar	Cannon IR 2016	Photocopier	1	
7	DIET Bemetara	Cannon IR 2016	Photocopier	1	
8	DIET Dantewada	Cannon IR 2016	Photocopier	1	
9	DIET Dharmjaigarh	Cannon IR 2016	Photocopier	1	
10	DIET Janjgir- champa	Cannon IR 2016	Photocopier	1	
11	DIET Jashpur	Cannon IR 2016	Photocopier	1	
12	DIET Kabirdham	Cannon IR 2016	Photocopier	1	
13	DIET Kanker	Cannon IR 2016	Photocopier	1	
14	DIET Khairagarh	Cannon IR 2016	Photocopier	1	
15	DIET Korba	Cannon IR 2016	Photocopier	1	
16	DIET Korea	Cannon IR 2016	Photocopier	1	
17	DIET Mahasamund	Cannon IR 2016	Photocopier	1	
18	DIET Nagai	Cannon IR 2016	Photocopier	1	
19	DIET Pendra	Cannon IR 2016	Photocopier	1	
20	DIET Raipur	Cannon IR 2016	Photocopier	1	
21	IASE Bilaspur	Cannon IR 2016	Photocopier	1	
22	SCERT	Cannon iR 3530	Photocopier	1	
23	SCERT	Cannon iR 2016	Photocopier	1	
24	SCERT	Cannon iR 2318L	Photocopier	1	
25	SCERT	RICOH MP2000Le	Photocopier	1	
26	SCERT	Cannon iR 2552	Photocopier	1	

Financial Offer

LIST OF Photocopiers FOR CAMC

S.NO.	Location	ITEM/ DESCRIPTION	Device Type	No.	CAMC RATE (Rs. in Figures and Words)				
					Year 1	Year 2	Year 3	Year 4	Year 5
1	BTI Bilaspur	Cannon IR 2016	Photocopier	1					
2	BTI Dongargaon	Cannon IR 2016	Photocopier	1					
3	CTE RAIPUR	Cannon IR 2016	Photocopier	1					
4	CTE RAIPUR	Sharp AR5618S	Photocopier	1					
5	DIET Ambikapur	Cannon IR 2016	Photocopier	1					
6	DIET Bastar	Cannon IR 2016	Photocopier	1					
7	DIET Bemetara	Cannon IR 2016	Photocopier	1					
8	DIET Dantewada	Cannon IR 2016	Photocopier	1					
9	DIET Dharmjaigarh	Cannon IR 2016	Photocopier	1					
10	DIET Janjgir-champa	Cannon IR 2016	Photocopier	1					
11	DIET Jashpur	Cannon IR 2016	Photocopier	1					
12	DIET Kabirdham	Cannon IR 2016	Photocopier	1					
13	DIET Kanker	Cannon IR 2016	Photocopier	1					
14	DIET Khairagarh	Cannon IR 2016	Photocopier	1					
15	DIET Korba	Cannon IR 2016	Photocopier	1					
16	DIET Korea	Cannon IR 2016	Photocopier	1					
17	DIET Mahasamund	Cannon IR 2016	Photocopier	1					
18	DIET Nagai	Cannon IR 2016	Photocopier	1					
19	DIETendra	Cannon IR 2016	Photocopier	1					
20	DIET Raipur	Cannon IR 2016	Photocopier	1					
21	IASE Bilaspur	Cannon IR 2016	Photocopier	1					
22	SCERT	Cannon iR 3530	Photocopier	1					
23	SCERT	Cannon iR 2016	Photocopier	1					
24	SCERT	Cannon iR 2318L	Photocopier	1					
25	SCERT	RICOH MP2000Le	Photocopier	1					
26	SCERT	Cannon iR 2552	Photocopier	1					

Seal and Sign of Authorized Signatory

Annexure – III

EMD Bank Guarantee format

Whereas(hereinafter called the “Bidder”) has submitted their offer dated.....for the supply of (hereinafter called the “Bid”) against the Buyer’s Request for proposal No.
KNOW ALL MEN by these presents that WEof having our registered office at..... are bound unto (hereinafter called the “Buyer) in the sum offor which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20..... The conditions of obligations are –

1. If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
2. If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract. WE undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer Seal, name & address of the Bank and address of the Branch



Annexure – IV

Performance Bank Guarantee Format

From:

Bank _____

To,

The Buyer,

Dear Sir,

Whereas you have entered into a contract No. _____ dated _____ hereinafter referred to as the said Contract) with M/s _____, hereinafter referred to as the "bidder" for supply of goods or services as per Annexure-I of the said contract to the said bidder and whereas the Bidder has undertaken to produce a bank guarantee for (10%) of total Contract value amounting to _____ to secure its obligations to (Name of Buyer). We the _____ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the (Name of Buyer) declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of _____ Rupees _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for twelve months from the date of issue of confirmed order to the Seller according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s _____

Q.W.

Annexure –V

Model ECS Mandate Format

Customer's option to receive payments through e-Payment (ECS/ EFT/ DIRECT / RTGS/ NEFT/ Other payment mechanism as approved by RBI.)

Credit Clearing Mechanism

1. Customer's name
2. Particulars of Bank Account –
 - a) Bank name
 - b) Branch name
 - c) Address
 - d) Telephone numbers
 - e) IFS code
 - f) 9 Digit code number of Bank and Branch appearing on MICR cheque issued by Bank.
 - g) Account Type (S.B. Account / Current Account or Cash)
 - h) Ledger number
 - i) Ledger Folio number
 - j) Account number as appearing on Cheque Book
3. Please attach a blank cancelled cheque, or, photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars.
4. Date of Effect

“I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under scheme.”

(.....)

Date:

Signature of Customer Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

(.....)

Date:

Signature of the Authorized Official from the Bank



List of Buyers

S.No.	DIET	POST	Name	E-mail	Phone	FAX	Mobile Number
1	DIETKORBA	Principal	S. K. Prasad	dietkorba@gmail.com	07759228048	07759227426	9406254800
2	DIETRAIPUR	Principal	M. L. Sonwani	dietraipur@gmail.com	07712442514	07712442514	9425512183
3	DIETMAHASAMUND	Principal	P. S. Shyam	dietmahasamund@gmail.com	0772324781	077232324781	7089875483
4	DIETPENDRA	Principal	Smt. Meeta Mukharjee	dietpendra@gmail.com	07751224718	07751224718	9926776412
5	DIETBASTAR	Principal	S. K. Choudhury	dietbastar@gmail.com	07782262267	07782262267	9424281491
6	DIETKANKER	Principal	P. S. Samund	dietkanker@gmail.com	07868224543	07868224543	9425593794
7	DIETKABIRDHAM	Principal	P. K. Adhikari	pdietkabirdham@gmail.com	07741232154	07741232543	9981282880
8	DIETDANTEWADA	Principal	J. K. Prasad	dietdant@gmail.com	07856252284	07856252284	9993088572
9	IASEBILASPUR	Principal	Smt. Nishi Bhambari	iasebilaspur@gmail.com	07752404706	07752221537	9425222737
10	DIETHARAMJAIGARH	Principal	Smt. Kamini Puri	dietdharajaiagarh@gmail.com	07766266250	07766266399	7587499812
11	DIETAMBIKAPUR	Principal	A. L. Rathia	dietambika@gmail.com	07774230799	07774230799	9300320554
12	DIETJASHPUR	Principal	P. Bakhala	dietjasp@gmail.com	07763223319	07763223319	9406310825
13	DIETJANJIR	Principal	Shri Kunjal Singh Tomar	dietjani@gmail.com	07817224081	07817223914	9826623916
14	DIETKHAIRAGARH	Principal	Harishkar Verma	dietkhairagarh@gmail.com	07820234206	07820234206	9827942940
15	BTIBILASPUR	Principal	P. R. Basanta	principalbtibilaspur@gmail.com	07752231412	07752231412	9406437879
16	BTIDONGARGAON	Principal	K. R. Kowachi	btidongargaon11@gmail.com	07745271036	07745271036	9424111256
17	DIETBEMETARA	Principal	Ghanshyam Netam	dietbemetara@gmail.com	07824222373	07824222436	9407697531
18	DIETNAGARI	Principal	Shri Pruthi	dietnagari@gmail.com	07700251532	07700251660	7587147649
19	DIETKOREA	Principal	Shri S.K. Gupta	principal.dietkorea@gmail.com	07836233053	07836233053	9425257232
20	CTERAIPUR	Principal	Dr. Yogesh Sheohare	ctechhattisgarh@gmail.com	07712443796	07712443796	9098145329
21	SCERT	Director	Shri S.K. Ojha	scertcg@gmail.com	07712443596	07712443496	

