

**INSTITUTE OF SEISMOLOGICAL RESEARCH (ISR)**

Knowledge Corridor, Raisan, GANDHINAGAR 382009

[www.isr.gujarat.gov.in](http://www.isr.gujarat.gov.in) Phone: 079-66739009

**Tender Notice**

Sealed tenders are invited from reputed agencies/vendors for providing Xerox Machine service. The rates shall be valid for 3 Years from the award of the contract. The tender document may be collected from the Institute of Seismological Research, Raisan, Gandhinagar from **02/04/2018 to 23/04/2018** or downloaded from the above mentioned website. The last date for submitting the tender form with offer is **23/04/2018, 3:00PM**, which will be opened on the same day at **3.30 PM** at ISR.

Date: 02/04/2018

(Store & Purchase Officer)

Institute of Seismological Research

**INSTITUTE OF SEISMOLOGICAL RESEARCH,**

Knowledge Corridor, Raisan, Gandhinagar

Ph-079-66739003/09, [www.isr.gujarat.gov.in](http://www.isr.gujarat.gov.in)

**Tender Notice No.ISR/ Hire Xerox machine RC/2018**

On behalf of the Director General, Institute of Seismological Research (ISR), Raisan, Gandhinagar, a Short tender is invited in a sealed bid cover from reputed authorized dealers/firm/agencies, for providing Xerox Machine rate contract on cost per copy. The bid document can be downloaded from the website indicated above. Any further clarification(s) or corrigendum(s) shall be communicated through the website.

Date: 02/04/2018

(Store & Purchase Officer)

Institute of Seismological Research

**SUPPLY OF**

Xerox machine on cost per copy.

Invitation No: ISR/2018-2019

Director General

Institute of Seismological Research

Knowledge Corridor,

Raisan, Gandhinagar-382007.

079-66739009/23

BID REFERENCE/RFP No.	No. ISR/ Xerox machine RC/2018
Description	COMPETITIVE BIDDING FOR SUPPLY OF Xerox machine on cost per copy.
Tender Fee (non Refundable)	1500/-
EMD	5000/-
Security Deposit (5% of the Tender value)	(Rs. 2,000/-) In the form of BG, For from nationalized bank of India
DATE OF UPLOADING OF BIDDING DOCUMENT.	02/04/2018
LAST DATE AND TIME FOR SUBMISSION OF BIDS (Hard copy)	23/04/2018, @3:00 PM.
TIME AND DATE OF OPENING OF TECHNICAL BIDS	23/04/2018, @3:30 PM.
Address/PLACE FOR OPENING OF BIDS	INSTITUTE OF SEISMOLOGICAL RESEARCH DEPARTMENT OF SCIENCE & TECHNOLOGY (Govt. of Gujarat) Knowledge Corridor, Near Raisan Village, Gandhinagar. Pin. : 382 007. Phone: 079-66739009/23

Institute of Seismological Research, Gandhinagar invites sealed quotations from reputed firms for supply of Xerox machine contract with the following minimum Specifications.

Sr. No	Description: for A4Size copy	Rate/Copy
1	<u>Resolution:</u> 600x600 dpi or Higher. <u>Print:</u> Laser Print <u>Scan:</u> 600dpi (up to 22 originals per minute) or Higher. <u>Duplex:</u> Automatic <u>Speed:</u> Minimum 18 pg/Min or Higher	

**General Instructions:****•Tender Documents Submission:**

The agency/bidder submits the quotation clearly specifying the Brand name of the item with technical Specification/along with brochure.

2. Technical Bid, EMD, tender Fee (Envelope –A) & Price bid (Envelope –B)
3. The rate contract of the services of the Xerox machine should be valid for three years.
4. Sealed quotations are invited from Distributors/supplier/Contractor/Dealers for Supply of goods/work of above Items at ISR
5. In case of any dispute, Director General Decision is final and courts in Gandhinagar will have jurisdictions.
6. The quotation/tender should reach the undersigned on or before 23/04/2018, 3:00 PM. Quotations received after the deadline will not be entertained. And the proposals will be opened at 3:30PM, Bidders or his representative is requested to remain present.
7. The authority reserves the right to cancel tender without assigning any reason or notice at any stage.
8. Service provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality.
9. In case of machine break down, service provider will provide immediate repairing/ Back up machine so that the down time is minimized to less than 24 hours.
10. Service Provider shall raise bill on monthly basis and submit the same succeeding month for payment.
11. Monthly estimated copies is three thousand.
12. ISR will provide suitable Space along with power supply. And the new machine putting the supplier.
13. ISR may terminate the agreement with one-month notice in case the services are not found satisfactory and Security Deposit will not be return.
14. The period of contract would be for three years from the date of award of the contract and it may be further extended for another one year on the satisfactory performance of service provider.

15. Method of Selection: Based on experience, quality and price, the selection committee of ISR will finalize the bidders.

16. Payment: Payment may be released after the success training with supporting documents and Payment made as per monthly meter reading

17. Termination of Contract: If at any point of time, ISR finds that the work of the Tenderer is not satisfactory or as per the approved plan, ISR can terminate the contract and award the same to one or more parties in the panel to complete the assignment within the required timeframe. In such an event, the fabricator/tenderer who have failed in the performance shall be liable for penalty, damages and expenditure that ISR will have to incur for this work and no dispute regarding this will be entertained by the ISR.

18. A part from above, bidder will have to adhere any additional condition added to purchase/Work order with mutually agreed terms.

19. if possible, successful bidder shall take third party insurance to cover any accident of nature, damage, loss, etc. ISR will not be responsible for any Damage.

The Financial offer should be inclusive of all taxes, GST. Offers by Fax, e-mail or received in open condition will not be entertained.

**Please furnish the following details if yes**

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|--|-----|-------|
| 1. GST No.   | Y/N | ..... |
| 2. Registration no.  | Y/N | ..... |
| 3. PAN/ TAN no.  | Y/N | ..... |
| 4. Income Tax Return copy<br>(Submit last 2 years).  | Y/N | ..... |
| 5. Similar work<br>Govt. organization/board/Nigam/ corporation<br>(Submit work order copy) | Y/N | ..... |
| 6. Address with Telephone no. / Mobile no.   |     |       |
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(Store & Purchase Officer)

Institute of Seismological Research