



भाकृअनुप - केन्द्रीय बारानी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture

संतोषनगर, सैदाबाद-पोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059

040-24530161,24530163,24530224 Fax:040-24531802 www.crida.in Email : stores@crida.in



F. No: 2-1/(13)/2016/ST

Date: 05.07.2016

Sub: Quotation is invited Annual rate contract for color and Black & White photocopiers on per copy basis with rates valid for One year – Reg.

Dear Sir (s),

Quotations are invited for following item/job service with equipment cited below:

Sl.no.	Item	Rate per copy basis	
		Black & White	Color
1	Annual Rate contract for color and Black & White photocopiers on per copy basis including consumables, equipment & spare parts etc (Without paper) with rates valid for one year	A4	A4
		A3	A3

TERMS & CONDITIONS

- The last date for submission of quotation is on or before **30-07-2016**. Rates offered shall be F.O.R. CRIDA, Hyderabad
- Quotations should be sent by post only in a sealed cover addressed to the Director, Central Research Institute for Dry land Agriculture, Santoshnagar, Saidabad Post, Hyderabad – 500 059. The cover containing quotation should invariably be super scribed. The quotations in person by hand will not be accepted.
 - Enquiry F. No: 2-1/(13)/2016/ST
 - Due on 30-07-2016
 - For Annual Rate contract for color and Black & White photocopiers on per copy basis including consumables, equipment & , spare parts etc (Without paper) with rates valid for one year rate contract
- The quotation should remain open for acceptance for a period of 90 days from the date (due date)
- An earnest money of **Rs. 5,000/- (Rupees Five thousand only)** should be deposited in the form of Demand Draft / Banker's Cheque in favour of '**ICAR Unit - CRIDA**' payable at Hyderabad. The quotation will not be considered if earnest money is not deposited with the tenders. The earnest money would be refunded to all the unsuccessful bidders .
- An amount of Rs.25,000/- (Rupees Twenty Five thousand only) of total order value as Security Deposit (Performance Guarantee) in the form of DD/ PO/Bank Guarantee/FDR** is to deposited by the successful Bidder only after receiving a communication from the Institute. In the event of non-deposition of the same within 15 days of the communication, the earnest money will be forfeited. In the event of any default of performance or conditions of supply, the security deposit will be forfeited.
- The photocopier would be provided by the firm on rate per copy basis including all taxes and Government levies. The rate per copy should be specified separately for color and Black & White of A3 and A4pSizes.
- The contracted firm will be responsible for maintaining the photocopy machine including Tonners, Spares etc.
- This institute will only provide space for installation and power supply to run the machines. Copying would be taken care by CRIDA staff only
- The paper stationary would be providing by CRIDA.
- The machine should be brand new or less than one year old. Only Genuine/original print cartridges are to be employed. No pirated/tempered/filled cartridges are to be used at CRIDA.
- The firm will provided stand-by photocopy machine to ensure uninterrupted service in case of any breakdown failing which a penalty of Rs.500/- per day will be imposed, besides bills for the photocopying works done from the market will also be deducted from the pending bills/performance Security of the firm.
- It will be for the contracted firm to install more than one machine to ensure that the photocopying work in the institute goes on smoothly. There may be approximately two to three color Xerox machine locations required and four to Six Black & White Xerox machines locations may be required at CRIDA. The requirement may increase or decrease as per actual need of institute.
- If the services of the firm are not found to be satisfactory, this institute will be at liberty to terminate the contract at the risk and cost of the firm. Similarly, if the services of the firm are found to be satisfactory

the contract may be extended for a maximum period of two years beyond the contract period, if agreed to by both the parties.

14. The make & model along with the specification of the photocopy machine offered by the firm.
15. Confidentiality: It will be responsibility of the firm that machine will not be connected to internet and no outsider gets access to any official document of this machine via internet when in operation. Breach of this clause is liable to attract stringent action under the provisions of Official secret Act and contract of the firm is also liable to be terminated without further notice besides forfeiture of the performance Security and pending bills.
16. Firms interested in providing outsourcing services for photocopying in this institute, can submit their quotation as per prescribed proforma (enclosed) and should be dropped in 'Tender Box' pertaining to tender kept at stores & purchase section on or before 30-07-2016 by 3.30 PM, super-scribed " Quotation For Photocopiers". Quotation received after the expiry of last date and stipulated time will not be entertained under any circumstances.
17. No advance payment/delivery against payment is permissible. However, the payment shall be arranged in 10 days from the date of submission of pre-receipted bill in triplicate along with stores.
18. The rates quoted should be net payable as per copy based for color and Black & White for the services at the Institute at the address given above (inclusive of all taxes, packing, forwarding, transport, insurance and excluding rebate/discount etc.)
19. Payment would be made based on meter reading for Color and Black & white separately for all the machines summed up in a single bill on monthly basis.
20. This Institute is not in a position to supply any 'D' or 'C' forms.
21. While quoting the rates please mention the following:
 - Approximate time for grant of services from the date of placing order.
 - Guarantee/Warranty/of services
 - Any other condition

Quotation which do not conform to the above terms and conditions will not be considered. The Director, Central Research Institute for Dryland Agriculture, reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

Yours Sincerely

(Er C V K N Rao)
Stores and Purchase Officer