



भारत सरकार / GOVERNMENT OF INDIA

संयुक्त निदेशक का कार्यालय ,प्रवर्तन निदेशालय ,बंगलौर अंचल कार्यालय

OFFICE OF THE JOINT DIRECTOR, DIRECTORATE OF ENFORCEMENT, BENGALURU ZONAL OFFICE

3 तल, (बी) ब्लॉक, बी.एम. टी. सी. शांतिनगर, टी.टी.एम.सी. के.एच.मार्ग, शांतिनगर, बंगलौर – 560 027

3rd Floor, B Block, BMTC, Shantinagar – TTMC, KH Road, Shantinagar, Bengaluru – 560 027

फ़ोन सं. / PHONE NO: 080-2253 7827

फैक्स सं. / FAX NO: 080-2253 7883

फाईल सं. / F.No. D-4/1/BGZO/2017

दिनांक / Date: 5th April, 2018

TENDER NOTICE NO. 01

Sealed Tenders are invited in a 2-Bid system for renting of photocopy machines of branded Company on Comprehensive Basis (machines to be supplied, installed and fully maintained by the service provider, including the Toners, ink, spares, consumables etal) alongwith photocopy papers and photocopy operator. The bidders are to quote their best rates for a period of two years starting from 1st May, 2018, subject to satisfactory performance (extendable for a further period of one year) in the office of the Joint Director, Directorate of Enforcement, Bengaluru Zonal Office, 3rd Floor, B Block, BMTC Shantinagar TTMC. KH Road, Shantinagar, Bengaluru 560027. The details of the requirement are as under :-

MANDATORY MACHINE REQUIREMENT :-

S No.	Description	Requirement
01	Paper Size	A-4, legal size and Full-scape
02	Copy/print speed	30 copies per minute/Heavy duty branded Xerox machine/Reduction/ enlargement facilities available
03	Jumbo size photocopy	
04	Digital colour printout	A-4, Legal Size, Full scape printout
05	Spiral Binding and Lamination	A-4, legal size and Full-scape

The technical bid should be submitted as per the format given in **Annexure A** in a sealed envelope superscribed with the words "**Technical Bid**". Commercial Bid is required to be submitted in the format given in **Annexure -B** in a sealed envelope superscribed with the words "**Commercial Bid**". These two covers would be put in a bigger envelope which may be superscribed with the words "Bid for branded Photocopier Machine on hire basis". The covers should have name & address of firm printed/stamped/written on it.

The Technical bids will be evaluated by Technical Bid Committee. Commercial Bids of only those Bidders will be considered whose Technical Bids qualify as per the eligibility criteria. The eligibility criteria are based on fulfilment of the description of items as given above.

The Bids should reach the undersigned by 13th April, 2018 either by post or through an authorised representative. The technical and Commercial Bids would be opened on 16th April, 2018 at about 11.00 Hours in the conference room of the office at the address aforementioned.

Those desirous to be present at the time of opening of tenders should carry proper authority letter. Submission of Bids by itself does not confer any right or entitlement to do the job. Unsealed Bids will be rejected outrightly. The Competent authority reserves the right to accept or reject any or all tenders received, without assigning any reasons what-so-ever. Terms and conditions on which the work will be awarded to the successful tender are appended below. The undersigned may be contacted between 10.00 A.M. to 05.00 P.M. on any working day the office if further information is required.

The notification is uploaded on the official website <http://www/enforcement Directorate.com>

The last date for obtaining Tender Notice is 13th April, 2018 upto 16.00 Hours. The Tender will open on 16th April, 2018 at about 11.00 Hrs.

Terms and conditions:-

- 1) All Photocopy machines to be supplied and installed should be of a branded Company and in good working conditions.
- 2) The installation charges, transportation charges and other incidental charges should be inclusive of the total cost.
- 3) No deposit will be paid.
- 4) Toners, spares, consumables, services and photocopy paper will be provided free of cost by the contractor.
- 5) Payment will be made only on the total number of copies printed on monthly basis.
- 6) Payment against Bill/Invoice shall be released only after supply/installation and observance of satisfactory performance of the photo copiers.
- 7) 1% wastage reduction on total number of copies on monthly billing.
- 8) Breakdown calls to be attended immediately/within the same day.
- 9) Bids must be accompanied with photocopy of PAN card.
- 10) The requirement of quantity of photocopiers is subject to variation at the discretion of this office without assigning any reason.
- 11) Tender for items of lower configuration vis-a-vis specified at Sr, no, 1 will be summarily rejected. Erasing and overwriting in the rates quoted will make the tender void. All alterations in the rates should be signed in ink otherwise the tender will not consider.
- 12) The lowers quoted bidder (L-1) shall be chosen on the basis of total Bid price received.
- 13) Period of contract will be for a period of two years starting from 1st May, 2018, subject to satisfactory performance (extendable for a further period of one year) extendable for further one year subject to satisfactory performance.
- 14) The office reserves the right to cancel the bid/tender at any time without assigning any reasons.
- 15) The photocopy operator provided with the machine should be available in this office from 9.30 A.M. to 08.00 P.M. from Monday to Saturday and after office hours in case of any exigency.


(आशिमा बत्रा/Ashima Batra)
उप निदेशक/Deputy Director

(To be submitted on the letter head of the Bidder)

ANNEXURE - A

To

The Deputy Director (Admn)
Directorate of Enforcement
3rd Floor, BMTC Shantinagar TTMC,
KH Road, Shantinagar,
Bengaluru 560 027

Madam/Sir,

TECHNICAL BID

FOR RENTING OF PHOTOCOPY MACHINE ON COMPREHENSIVE BASIS OF ANY BRANDED COMPANY FOR A PERIOD OF TWO YEARS STARTING FROM 1ST MAY, 2018 SUBJECT TO SATISFACTORY PERFORMANCE (EXTENDABLE FOR A FURTHER PERIOD OF ONE YEAR)

With reference to your Tender Notice No. 01 dated 5th April, 2018. We offer Technical Bid as under :

1. Name of the service provider :
2. Address :
3. Name of the Contact person :
4. Contact Number :
5. Experience in supplying & maintaining Photo-copier machine in government Offices (enclose proof) :

Sr. No.	Description of Items	Details
01	RENTING OF XEROX MACHINE ON COMPREHENSIVE BASIS 1. Photo Copier functions: A-4, legal size and Full-scape photocopying, network printing with black and white scanning and duplex printing with two trays. Reduction/Enlargement facility available. Specifications Copy/print speed-30 copies per minutes Heavy duty branded photocopy Machines Spiral binding, lamination for all sizes	<u>FOR TWO YEARS FROM 1ST MAY, 2018 SUBJECT TO SATISFACTORY PERFORMANCE (EXTENDABLE FOR A FURTHER PERIOD OF ONE YEAR)</u>
02	Model Number & Brand of Machines	
03	The free service includes machines with all Toners, Spares, consumables, ink, copy power papers, etc.	Yes
04	Copy of PAN number, Service Tax Registration number	Copies enclosed
05	All branded machine in good working conditions will be supplies	Yes
06	1% Wastage, reduction on total no. of copies on monthly billing	Yes

07	Breakdown calls to be attended within same day	Yes
08	Must be a reputed firm dealing in photocopying duty	Yes

DECLARATION: I hereby declare that details furnished above true and correct. I have read over the entire terms and condition of ht tender document and abide by the same.

(Signature of Authorized Bidder with Name & date)
(To be submitted on the letter head of the Bidder)

ANNEXURE – B

Attached to Tender Notice No. 01 dated 5th April, 20189

To

The Deputy Director (Admn)
Directorate of Enforcement
3rd Floor, BMTC Shantinagar TTMC,
KH Road, Shantinagar, Bengaluru 560 027

Madam/Sir,

COMMERCIAL BID

FOR RENTING OF PHOTOCOPY MACHINE ON COMPREHENSIVE BASIS OF ANY BRANDED COMPANY FOR A PERIOD OF TWO YEARS STARTING FROM 1ST MAY, 2018 SUBJECT TO SATISFACTORY PERFORMANCE (EXTENDABLE FOR A FURTHER PERIOD OF ONE YEAR)

With reference to your Tender Notice No. 01 dated 5t April, 2018. We offer our Commercial Bid as under :

1. Name of the Service Provider :
2. Address :
- 3, Name of the contract person ;

Sr. No.	Description of Items	Details
01	RENTING OF XEROX MACHINE ON COMPREHENSIVE BASIS 1. Photo Copier functions: A-4, legal size and Full-scape photocopying, network printing with black and white scanning and duplex printing with two trays. Reduction/Enlargement facility available. Specifications Copy/print speed-30 copies per minutes Heavy duty branded photocopy Machines alongwith Photocopy operator	<u>FOR TWO YEARS FROM 1ST MAY, 2018 SUBJECT TO SATISFACTORY PERFORMANCE (EXTENDABLE FOR A FURTHER PERIOD OF ONE YEAR)</u>
02	Model Number & Brand of Machines	
03	Rate per copy 1) A_4/B-4 paper size 2) F/S. Ledger paper Xerox	

	3) Jumbo Xerox 4) Digital colour printout 5) Spiral Binding and Lamination	
04	Taxes to be levied to be indicated in percentage and Rupee amount separately, if any	

DECLARATION: I hereby declare that details furnished above true and correct. I have read over the entire terms and condition of ht tender document and abide by the same.

(Signature of Authorized Bidder with Name & date)
(To be submitted on the letter head of the Bidder)

DEPARTMENT OF ENFORCEMENT, BANGALURU ZONE