

CENTRAL INSTITUTE OF INDIAN LANGUAGES
(Ministry of Human Resources Development Dept. of Higher Education, Govt. of India)
Manasagangotri, Mysore 570 006, India.

Subject: **Tender for XEROX Services to CIIL, Mysore**

SEALED TENDERS are invited in two bid/dual bid system (Technical Bid and Financial Bid Separately) from reputed Service Providers, Agencies / companies located in Mysore having in annual turnover of Rs. 2.00 lakhs or more in the business Various Office Xerox in Different page sizes in the CIIL Premises in the Central Institute of Indian Languages, Mysore, initially for a period of ONE year. The contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the Director, Central Institute of Indian Languages, Mysore.

The Technical Bid should be offered in Annexure-1 containing the following details :-

- i. Name of the Firm
- ii. Business address of the firm
- iii. Location of the Office
- iv. Telephone No.
- v. Mobile No.
- vi. Annual turnover of the firm (Proof of the same must be attached in the form of CA's certificate/last 2 years balance sheet / profit & loss A/c
- vii. Copy of the details of the past experience of providing services in the same field in Government Ministries / Departments / PSUs / Reputed Corporate sectors, with contact persons and their telephone numbers.
- viii. Copy of PAN No. (with proof)
- ix. XEROX machines should be latest version with alternative machines should kept.
- x. The Xerox Machine along with latest pen drive option and directly print can be given from Computer System.
- xi. The Earnest Money of Rs. 5,000/- (Rs. Five Ten thousand only) through a Demand Draft/Pay order in favour of The **Director, CIIL**, Mysore payable at Mysore.
- xii. 15 digit Service Tax code number / Vat account no.

- a. The financial Bids should be in strictly as per the format given in the Annexure II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless the corrections are countersigned. The financial bid should properly sealed and signed.
- b. Financial bids of only those firms will be opened, who are short listed on the basis of the Technical bid and after inspection of their vehicles by CIIL, Mysore. The firm would be required to bring their vehicles for inspection as and when intimated by the CIIL, Mysore, before the financial bids are opened.
- c. The Technical bid Financial bid should be put in two separate envelopes super scribed as ‘TECHNICAL BID ‘ respectively, and sealed separately. Both these envelopes should be put in a bigger envelopes super scribed as “Tenders for hiring of vehicles”, and sealed and addressed to “THE DIRECTOR, CENTRAL INSTITUTE OF INDIAN LANGUAGES, MYSORE”.

Terms and Conditions:

- i. Service Provider should keep the latest version of Machines.
- ii. Xerox machine should in good Condition in all respects
- iii. Always Keep stock of Papers in following sizes:
 - i. A-4 Size, B-3 Size, A-3 Size and other sizes fit to Xerox machines.
- iv. Director, CIIL, Mysore is final decision reserve and right to cancel any time without prior notice if any work is not at our par.
- v. Service provider should provide machine along with papers rates should be per page basis only.
- vi. Price should be inclusive of all taxes and service charges etc
- vii. The Tender has to be accompanied by an earnest money deposit of Rs-5,000-00 (Five Thousand only) in the form of a Demand Draft/ pay order in favour of THE DIRECTOR, CENTRAL INSTITUTE OF INDIAN LANGUAGES, MYSORE. The successful bidder will have to deposit a Security Deposit of Rs-25,000-00 (Twenty Five Thousand only) with the Central Institute of Indian Languages Office in the form of FDR / Bank guarantee in favour of THE DIRECTOR, CENTRAL INSTITUTE OF INDIAN LANGUAGES MYSORE for due fulfillment of the contractual obligation which is refundable without any interest on termination of the contract after deducting any penalty/liability of any kind imposed by this office on account of unsatisfactory service.

- viii. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
 - ix. The Contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding not more than (3) three year at a time.
 - x. The successful bidder will also required to submit within five days copies of Registration Certificate, Insurance papers, PUC, permits etc. for the cars proposed to be given to this office which his earnest money deposit will be forfeited. Provided however that if the successful bidder proposed to purchase new vehicles, he will be given adequate time but not 15 days to do so.
 - xi. The Director, Central Institute of Indian Languages, Mysore reserves the right to reject any or all the quotations without assigning any reason thereof.
 - xii. Bids incomplete in any respect shall be liable to be rejected.
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- 2. The sealed envelopes containing the tenders marked' **TENDER FOR XEROX SERVICE TO CIIL MYSORE** “ should be deposited/ put in the Tender box Kept in the campus & welfare section (C & W)of institution on or Before 5.00 pm on 15/02/2017. The quotations received without the earnest money deposit will not be entertained and will be similarly rejected.
 - 3. The Director Central Institute of Indian Languages, Mysore reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
 - 4. The Tender document should be signed by the tenderers on each Page in ink and mention at the last page of the tender document “ The above terms and conditions laid down in the tender are acceptable tome and will be binding on us” and countersign the same.

Copy to :

- 1. I/c CAU section with the request to kindly upload the tender notice along with the terms and conditions on the Central Institute of Indian Languages, Mysore web site for wide publication.
- 2. Notice board in Central Institute of Indian Languages, MYSORE.
- 3. Guard file

ANNEXURE-1
TECHNICAL BID

Name of the firm/company/ agency	
Complete Address & Telephone Number	
Location of the Office with Telephone No. and Address	
Whether EMD of 5,000 enclosed in the form of Bank Draft / Pay order (No. and date)	
Annual turnover of the firm for two years (with proof)	
Name & Address of the departments/Ministries and other organization where, at present, vehicles are engaged on regular / monthly basis (self certified duly stamped copies of contract letters be attached)	
PAN Number (with proof)	
15 Digit Service Tax Code No. and VAT A/c number (with proof)	
Name, Address & Telephone number of the Proprietor	

ANNEXURE – II
FINANCIAL BID DOCUMENTS

Rates may be quoted for providing **XEROX SERVICE** to the CIIL, Mysore for Official use.

Sl No	Details	A-4	A-3	B-4	B-3
1	Xerox Per page rate 80-GSM				

Current Rate of Taxes applicable:

“The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us”.

Signature of authorized signatory with rubber stamp