

www.cift.res.in
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ciftpurchase@gmail.com



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



TENDER FOR THE ANNUAL MAINTENANCE CONTRACT OF THE PHOTOCOPIER AT CIFT, KOCHI

Tender Enquiry No.: **[F.No. 12-4/2017-Purchase](#)**

( Click there to view the tender in CPP site)

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345 / 2412302

INDEX

S. No.	Description	Page No.
1	Notice inviting tender	3
2	Instructions to tenderers	4
3	General Terms & conditions	5-6
4	Details of Photocopiers (Annexure I)	7-8
5	Online Bid submission details	9



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NOTICE INVITING TENDER

CIFT invites e-tenders for the Annual Maintenance Contract of the Photocopiers through the website www.eprocure.gov.in under single bid system from reputed service providers

Tender Enquiry No. : F.No. 12-4/2017-Purchase		
Published Date	20.12.2017	- 1700 hrs
Bid submission start date	20.12.2017	- 1730 hrs
Bid submission end date	09.01.2018	- 1130 hrs
Bid opening date	10.01.2018	- 1130 hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. CIFT reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. CIFT will not be responsible for any delay in enrollment / registration as bidder or submitting / uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

(K.B. Sabukuttan)
Asst. Admn. Officer (P)
FOR DIRECTOR

Place: Kochi
Date: 20.12.2017

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INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available obtained at ["Bidders Manual Kit"](#)

2. **For Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link ["Online Bidder Enrollment"](#). Enrolment on the CPP Portal is free of charge.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, CIFT, reserves the right to accept/reject any bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute's action.
5. The Technical Committee constituted by the Director, CIFT shall have the right to verify the particulars furnished by the bidder independently.
6. All the tender documents to be uploaded as per this tender are to be digitally signed by the bidder.
7. All the communications with respect to the tender shall be addressed to:

The Director,
ICAR- Central Institute of Fisheries Technology,
Willingdon Island, Matsyapuri P.O.
Kochi – 682029.

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GENERAL TERMS & CONDITIONS

1. Name of the Contract : **Annual Maintenance Contract of the Photocopiers at CIFT, Kochi**
2. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/ delivered personally will not be considered.
3. Bidder should log into the site well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
5. Description/configuration of the items can be physically verified before submitting quotation/entering in to AMC.
6. The contract includes preventive maintenance visit quarterly and attend the on-call complaints for the equipment as and when required.
7. The rates quoted should be for the service at this Institute. The period up to which the rates quoted are valid should be specified. Separate rate for each copier should be furnished.
8. Cost of the spare parts, if any, to be replaced will be borne by this Institute, provided an estimate and service report in this regard by the contractor. Only original parts should be used for replacement of damaged or defective parts.

9. If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actuals/percentage of such taxes/duties/ charges should be clearly indicated. The rates quoted shall be inclusive of all taxes and in the Indian Rupees only. Please note that this Institute is entitled to concessional sales tax applicable, to Educational/Research Institutions/ Laboratories etc. against declaration form.
10. Proper records of maintenance and repair, duly authenticated by the users (CIFT Personnel) should be maintained.
11. The number of photocopiers given in the list is only tentative and may vary.
12. Firms having ample experience in providing AMC to reputed organizations only will be considered. **Documentary evidences for the experience/references may also be submitted.** The firm must have previous experience in maintaining Photocopiers in Govt. organizations/PSUS. Performance certificates from the existing clients (organizations) must be attached.
13. A preventive maintenance service is to be carried out every three months for all systems detailed in the annexure. Preventive maintenance, means quarterly servicing of the equipment, irrespective of whether the equipment has suffered a breakdown or not.
14. It shall be the responsibility of the firm to make all the Photocopiers working satisfactorily throughout the contact period
15. The firm must have valid GST No. and submit documentary proof in this regard. PAN number of the firm is to be furnished.
16. The Director, CIFT, Cochin reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
17. Quotations not complying with the above conditions are liable to be rejected.
18. The Tenderer shall upload copy of GST, Income Tax PAN, bank details in the e-tender in pdf format.
19. The tenderers shall upload their address with valid mail id in pdf format.
20. Payment will be made by half yearly basis by way of Bank/Electronic Transfer, only after satisfactory completion of service and receipt of pre-receipted bill in triplicate. Quotations giving any other mode of payment may be avoided.

ANNEXURE –I

SCHEDULE

Sl. No.	Items	Quantity	Item code as in BOQ (Price Bid)
1.	Ricoh Aficio Copier	11	Item No.1
2	Ricoh MP 2001Sp	1	Item No.2
3	Konica Minolta Bizhub Digital copier	3	Item No.3
4	Sharp AR Copier	2	Item No.4
5	Toshiba e-studio 2309A CLEF61913 MR-3029	1	Item No.5
6	Toshiba e-studio 2309A CLEF61950	1	Item No.6
7	Toshiba e-studio 3005 AC	1	Item No.7
8	Toshiba e-studio 182	1	Item No.8

DETAILS OF PHOTOCOPIERS FOR AMC

Sl. No.	Division/Section	Brand / Model No.
1.	FISH PROCESSING (FP)	1. Ricoh Aficio MP 200L2
2.	MICROBIOLOGY FERMENTATION & BIOTECHNOLOGY (MFB)	1 Ricoh Aficio MP 1600L 2. Toshiba E-Studio 2309A- CLEF61913 MR-3029
3.	QUALITY ASSURANCE & MANAGEMENT (QAM)	1 Ricoh Aficio 2015 2. Konica Minolta Bizhub 363
4.	ENGINEERING	1. Ricoh Aficio MP 2000L2
5.	EXTENSION INFORMATION & STATISTICS (EIS)	1. Ricoh Aficio MP 2000Le 2 Ricoh MP 2001 SP 3. KM Bizhub C-360 Digital Copier 4. Thoshiba e-studio 3005 AC 5. Sharp AR – 5516 D
6.	BIOCHEMISTRY & NUTRITION(B&N)	1. Toshiba e-studio 2309A CLEF61950 MR-3029
7.	PME Cell	1. Ricoh Aficio MP 2000Le
8.	LIBRARY	1. KM Bizhub C-360 Digital Copier
9.	ESTABLISHMENT	1. Ricoh Aficio MP 2000Le
10.	CO-ORDINATION	1. Ricoh Aficio MP 2000 L
11.	STORES (PURCHASE)	1. Ricoh AficioMP 2000Le 2. Ricoh MP 2001Sp
12.	BILLS	1. Toshiba-e-studio182
13.	AUDIT & ACCOUNTS	1. Ricoh Aficio 2018
14.	SAO's OFFICE	1. Sharp AR 5620 V Digital MFD
	Total	21 Nos.

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online as explained below:-

<u>COVER I</u>			
(The Technical Bid to be provided as PDF file)			
S.No.	Documents	Content	File Types
1.	Technical Bid	Terms & conditions of the contract	.PDF
2.		Copy of GST, Income Tax PAN	.PDF
3		Copy experience in maintaining Photocopiers	.PDF
4	Financial Bid	Price bid (BOQ) to be filled in Excel format as per instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

(K.B.Sabukuttan)
Asst. Admn. Officer (P)
For Director