

www.cift.res.in
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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 PHOTOCOPIERS AT
ICAR-CIFT, KOCHI**

Tender Enquiry No.: [F.No. 12-1/2024-Purchase](#)

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345

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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. 12-1/2024-Purchase	
Published Date	04.07.2024 - 1700 hrs
Bid submission start date	04.07.2024 - 1730 hrs
Bid submission end date	25.07.2024 - 1200 hrs
Bid opening date	26.07.2024 - 1400 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.

Asst. Admn. Officer (S&P)
FOR DIRECTOR

Place: Kochi
Date: 04.07.2024

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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 ICAR-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 once in every three months 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 should be valid for a minimum of 01 year. 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.
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 of minimum 02 years in providing AMC for Photocopiers to reputed organizations only will be considered. Documentary evidences for the experience/references may also be uploaded in pdf format.
13. A preventive maintenance service is to be carried out every three months for all machines detailed in the annexure-I. Preventive maintenance, means quarterly servicing of the equipment, irrespective of whether the equipment has suffered a breakdown or not.
14. The entire responsibility for smooth working of all the components, under this contract shall rest with the contractor and the contractor will be required to give trouble free prompt service throughout the contract period.
15. Regular service will be provided by contractor's service engineer dedicated to this office and he should be available on call basis and should report to the O/o the CIFT, Cochin with 4 hours of lodging the complaint and after attending the work the service provider should ale counter signature by the respective section officers in his register and must be submit at the time of billing. His contract details such as name, Phone No. etc. should be informed to the Asst. Administrative Officer (Purchase). He should maintain a record of all his preventive maintenance visits to this office, duly acknowledged by Asst. Administrative Officer (Purchase).
16. The contractor will be responsible to come at site on call basis at any time during office hours (9.00 am- 5.30 pm) with their technical staff if needed at the time of repair and maintenance of Photocopiers. No extra payment will be made for the same.
17. In case of damages/losses occurred due to negligent of contractor or his working staff, said damages will be covered from the contractor's bill.
18. In case of any dispute between the employer and the contractor, the decision of the Director, CIFT, Cochin shall be final and binding on both the parties.
19. Any type of conveyance / transportation etc. will be borne by the contractor.
20. In case during the period of the contract for service, the contractor does not rectify the fault/defects pointed out to him within the above specified time, the job will be got done from the open market at the contractor's risk and cost. In case the contractor's service are found unsatisfactory, the contract shall be terminated without any notice.
21. The contractor would be required to hand over the repaired/new components to the department in perfect working condition at the time of expiry of the contract.
22. The contractor shall carry out work within the office premises.
23. The firm must have valid GST No. and submit documentary proof in this regard. PAN number of the firm is to be furnished

24. Payment will be made on quarterly /half yearly basis after the satisfactory completion of service for the quarter/half year along with user satisfactorily reports and pre-receipted stamped bill in triplicate.
25. The Tenderer shall upload copy of GST, Income Tax PAN, bank details in the e-tender in pdf format.
26. The tenderers shall upload their address with valid mail id in pdf format.
27. The firm shall upload the duly filled proforma attached as Annexure-II and Tender Acceptance Letter in Annexure-III in pdf format.
28. Quotations not complying with the above conditions are liable to be rejected.
29. 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.
30. The Director, CIFT, Cochin reserves the right to accept or reject any Bid and to cancel the Bidding processes or reject all Bids at any time prior to the award of Contract without hereby 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

Schedule of Work

The service provider should take care of smooth working/functioning of all the Photocopiers as detailed below available in the ICAR-CIFT headquarters, Willingdon Island, Cochin.

DETAILS OF PHOTOCOPIERS FOR AMC

Sl. No.	Brand Name	Model No.	Section/ Division
1	Kyocera TA	2201LX18Y14515	ESTABLISHMENT
2	Sharp	AR5516D	EXTENSION INFORMATION & STATISTICS (EIS)
3	Sharp	BP20M24	
4	Sharp	20M22T	PME CELL
5	Toshiba e-Studio	2309-A	BIOCHEMISTRY & NUTRITION(B&N)
6	Sharp	BP-20C25	
7	Sharp	BP-20M22	
8	Toshiba e- Studio	3018A	BILLS
9	Kyocera	TA 2201	FISHING PROCESSING (FP)
10	Toshiba e- studio	3018A	AUDIT
11	Toshiba e-Studio	2309A	ENGINEERING
12	Sharp	BP 20M22T	
13	Kyocera TA	TA-2201	COORDINATION
14	Toshiba e- studio	2309A- CLWF61913	MICROBIOLOGY FERMENTATION & BIOTECHNOLOGY (MFB)
15	Toshiba e-Studio	DP2309A	FISHING TECHNOLOGY (FT)
16	Ricoh	Aficio 2015	QUALITY ASSURANCE & MANAGEMENT (QAM)
17.	Sharp	AR6020 NV	
18.	Sharp	AR 6020N	PURCHASE
19.	Ricoh	MP2001SP	

TOTAL – 19 Nos.

Annexure - II

Proforma duly filled to be uploaded in pdf format

Sl. No.	Particular	Details
1	Name of Organization/Company	
2	Valid Registration Number of bidder of proprietary or firm or company and organization	
3.	Document related to minimum two year experience in providing maintenance of Photocopiers	
4.	Self attested copy of ST Registration Certificate; Copy of GST/PAN / IT returns for the last year	
5.	Self attested copy of Bank Account of Bidder	
6.	Mobile Number & Email address to all correspondence	
7.	Any other information	
	Details of authorized representatives	
8	Name	
9.	Postal address	
10.	Telephone No.	
11.	Fax Number	
12.	Mobile Number	
13.	Email address	

Signature of Authorized person with date:

Name & full address with Telephone No

Office:

Fax No:

Email:

TENDER ACCEPTANCE LETTER

(To be given on company letter head)

Date:

**To,
The Director,
Central Institute of Fisheries Technology
Cochin-682029.**

Sub : Acceptance of terms and conditions of tender -regarding.

Ref: Tender No.

Name of the tender:.....

Sir,

1. I/We have downloaded the tender documents for the above mentioned Tender from the Website(s) name:
.....
.....
as per your advertisement.
2. I/We have certify that I/We have read the entire terms and conditions of the tender documents from page No.....to.....(including all documents like annexure(s),Schedules(s), etc,) which form part of the contract agreement and I/We Shall abide hereby the terms /conditions, clauses contained therein.
3. I/We here by unconditionally accept the tender conditions of above mentioned tender documents(s), corrigendum(s)in its totality.
4. I/We do hereby declare that our firm has not been blacklisted /debarred by any Government Department. Public sector undertaking
5. I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect. Untrue or found violated, then your Department/Organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/We engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical specification indicated.
8. This offer is valid for 90 days from the date of opening of the tender.
9. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
		Telephone No: Fax No: Mobile No: Email id:	

Online Bid Submission Details

Online Bid Submission:

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

List of Documents to be provided as PDF file in cover -1 Technical Bid.

1. Full address/contact details.
2. Copy of GST Registration
3. Income Tax return of last three years ending March,2024
4. Pan card
5. Details of technical support and servicing facility available locally.
6. Documentary evidences for the experience/references for AMC Works.
7. Postal address, phone/mobile No., email id of the Bidder from whom the orders were received.
8. Tender documents duly signed by the bidder.
9. If the unit registered with MSME an attested copy of Certificate.
10. Duly filled proforma in Annexure-II
11. Tender Acceptance letter.

Cover-II -Financial Bid -in.xls format to be filled as per the instructions given in Financial Bid.

All the documents and BOQ (Financial Bid) has to be signed by the Bidder.

**Assistant Administrative Officer (Store & Purchase)
for the Director, CIFT**