

<b>SP ACB Chennai</b>	<b>Central Bureau of Investigation Anti Corruption Branch Shastri Bhavan, 3 rd Floor, No.26, Haddows Road, Chennai - 600 006. Phone No.044- 28273186 and 044-28270992 Fax:- 044-28213828, e-mail:hobacchn@cbi.gov.in</b>
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BID DOCUMENT FOR SUPPLY OF:-

Photocopying Work

Non-transferable

CONTENTS OF TENDER DOCUMENT

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## NOTICE INVITING TENDER

Sealed Tenders are invited from reputed firms, who has photocopying machines and experiance of taking photocopies in bulk for photocopying work of documents in CBI ACB, Chennai on daily basis.

The method of submission of tender, amount of Earnest Money/Security Deposit and General Terms and conditions applicable to supply has been mentioned in Annexure 1. The supply and Installation is to be made strictly as per parameters/technical specifications given in Annexure II. The terms and conditions specific to the supply and the format for submission of tender has been given in Annexure III (for Technical Bid) and Annexure IV (for Commercial Bid) to this Notice inviting Tender. The schedule of tender is given as under.

Tender No.	Tender No.01/2018/CBI/ACB/CHN
Estimated value of tender	Rs.15,00,000/- (Approx) per annum
Amount of Earnest Money Deposit as per clause 3 of Annexure -1	Rs.10,000/- (Rupees Ten Thousand only)
Venue	Central Bureau of Investigation Anti Corruption Branch Shastri Bhavan, 3 rd Floor, No.26, Haddows Road, Chennai - 600 006. Phone No.044- 28273186 and 044-28270992 Fax:- 044-28213828, e-mail:hobacchn@cbi.gov.in
Last date and time of receipt of Tender through post/courier	26.02.2018 at 1500 hrs
Last date and time for submission of tender ( in person)	26.02.2018 at 1600 hrs
Date & Time of Opening of Tender	Technical Bid : 27.02.2018 at 11.00 hrs Commercial Bid: 27.02.2018 at 16.00 hrs
Period of Contract	Initially one year Extendable Maximum upto 02 years (one year at a time) subject to satisfaction of services.

1. The Tender form along with terms and conditions can be obtained from the undersigned in the office of Head of Branch, CBI, ACB, Shastri Bhavan, IIIrd Floor, No.26, Haddows Road, Chennai - 600 006 on any working day (Monday to Friday) from 10.00 AM to 03.00 PM till 17.02.2018 on payment of Rs.200/- in cash or in the form of DD drawn in favour of SP, CBI, ACB, Chennai towards the cost of tender documents.

2. Tender form can also be download from the CBI's website ([www.CBI.gov.in](http://www.CBI.gov.in)). The tender completed in all respects should be received in this office before the date and time indicated in the schedule of Tender. The tender may be submitted in the office of Head of Branch, CBI, ACB, Shastri Bhawan, IIIrd floor, No.26, Haddows Road, Chennai - 600 006 on all working days till the last date and time of submission. This office will not be responsible for any kind of delay for receipt of tender within specified date and time and the tenders received after the scheduled date and time will be rejected out rightly. Only one tender should be kept in one cover. The tender is not transferable.

s/d on 09.02.2018

SUPERINTENDENT OF POLICE  
CBI ACB CHENNAI

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Tender No.A7/72/Xerox/CBI/ACB/CHN/

Dated : - .02.2018

ANNEXURE-I

### GENERAL TERMS AND CONDITIONS

Sub: Notice Inviting Tender from reputed MANUFACTURES AND OR  
AUTHORISED DEALERS for photocopying work:-

#### NATURE OF WORK

(i) Photocopying Work

1. Parties:-

The parties to the contract are the firm (the tenderer to whom the supply order shall be issued) and the Government of India through the Head of Branch, CBI, ACB, Chennai.

2. Addresses:

For all purposes of the contract including arbitration hereunder, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Registered Post with Acknowledgement Due to the undersigned. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest Money:

Earnest Money of Rs.10,000/- (Rs.Ten Thousand only) must be deposited by bidders through DD from any of the Nationalized Bank payable at Chennai. The Demand Draft should be drawn in favour of "SP, CBI, ACB, Chennai". Technical Bid should be accompanied with DDS for EMD and Tender Fee. No other form of Earnest Money Deposit will be accepted.

3.1 No request for transfer of any previous deposit of Earnest money or security deposit or payment of any pending bill held by Department in respect of any previous supply will be entertained.

3.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.

3.3 The amount deposited as Earnest Money Deposit as required in Clause 3 above will not carry any interest.

3.4 The tenders without Earnest Money Deposit will be summarily rejected.

3.5 No claim shall lie against the Government/Department in respect of erosion in the value of interest on the amount of Earnest Money Deposit or Security deposit.

3.6 If the number of supplier firms is less than 3, the tender is liable to be scrapped.

#### 4. General

4.1 Any attempt on the part of the tenderer to influence in any way for the acceptance of his tender will render the tender for rejection.

4.2 The decision of the Competent Authority, in CBI, ACB, Chennai shall be final on any matter of dispute arising out of this tender.

#### 5. Preparation and Submission of Tender:

5.1 The tender should be submitted in two parts, i.e. Technical Bid along with the proof of Earnest Money Deposit (in form given in Annexure.-III) & Commercial Bid (in form given in Annexure-IV) and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the under signed. The outer envelope containing the sealed cover should bear the address. Tender Number and date, subject of tender, date and time of opening the same. The inner envelopes should be super scribed with Tender Number, Subject of the tender, whether the envelope is containing "Technical Bid" or "Commercial Bid" and date of opening of tender.

5.2 Bids must be received in the O/o, **Head of Branch, CBI, ACB, Shastri Bhavan, IIIrd Floor, No.26, Haddows Road, Chennai - 600 006** not later than the time and date specified in the invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday in the office of Head of Branch, CBI, ACB, Chennai, the bids will be received up to the appointed time on the next working day.

5.3 The Head of Branch, CBI, ACB, Chennai, may at his discretion, extend the deadline for submission of bids by amending the bid documents (in which case all rights and obligations of the Head of Branch, CBI, ACB, Chennai and bidders previously subject to deadline will thereafter be subject to the deadline as extended).

## 6. Signing of Tender:

6.1 Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

- (a) a 'sole proprietor' of the firm/concern or constituted attorney of such sole proprietor.
- (b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorised by the Board of Directors of the Company, if it is a company.

### N.B.

- i) In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the Certificate of registration of firm should also be enclosed along with the tender.
- ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has to been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Head of Branch, CBI, ACB, Chennai may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- iv) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a Contract. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.**

6.2 All columns in the tender schedule shall be duly, properly and exhaustively filled in ink. The rate shall be entered in words also underneath the figures. No alteration in the description of the schedule shall be permitted. All corrections should be authenticated under the full signature of the tenderer. In case of variations in the rate quoted in words and in figures, the rate quoted in words only will be taken into consideration.

7. Technical Bid:

The Technical Bid should be submitted in form given in Annexure III along with the documents specified therein and a Demand Draft for EMD money as per clause 3 to be drawn in favour of SP, CBI, ACB, Chennai. The Technical Bid should be kept in a separate sealed cover duly super scribed and must also include PAN Registration, VAT Certificate & GST No., if any.

8. Commercial Bid/Financial Bid:

8.1 The Commercial bid should be submitted in the form given in Annexure IV in a separate sealed cover duly super scribed and both technical and financial bid are to be put in a bigger cover which should also be sealed and duly super scribed. The Commercial Bids of the tenderers short - listed after evaluation of technical bids only will be opened on the date and time fixed for opening of tender. A Duly constituted Tender Evaluation Committee (TEC) will evaluate the Technical Bids and Commercial bids.

8.2 The price should be quoted for A-4, Full Size, B4 and A-3 size paper. The prices should also be quoted for spiral binding, normal soft binding, corner binding, Rebinding and stitching charges. The price quoted shall be firm and final.

8.3 Taxes, if any, to be paid need to duly indicated in the bid otherwise no extra payment would be made for this purpose.

8.4 Terms of payment as stated in the Tender Document shall be final.

8.5 All the time of payment of bills, the income Tax, if any, shall be deducted at Source as per Government rules and guidelines as may be prevailing at the time of payment.

9. Validity of Bids:-

The bids shall be valid for a period of 90 days from the date of opening of the tenders. This has to be so specified by the tenderer in the Technical bid and Commercial Bid.

10. Opening of Tender:-

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tenders on. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. On the date and time indicated in the "Schedule of Tender", Technical bids will be first opened and read out in the presence of tenderer's representative. The Commercial Bids of the tenderers

short listed after evaluation of technical bids will be opened on the specified date and time.

#### 11. Criterion for Evaluation of Tenders.

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-II and then on the basis of Commercial information furnished in form given in Annexure-IV. The Commercial Bid (Annexure-IV) of such firms found valid based on technical parameter (as per Annexure-III) will be opened on time and venue fixed for opening of tender, after opening of the technical Bid. The award of supply order will be further subject to any specific terms and conditions of the contract given in Annexure-ii of this Notice Inviting Tender. During evaluation of bids, TEC may, at its directions, ask the bidder for any clarification or its bid. The request for clarification and the response shall be in writing. The lowest bid will be determined on the basis of whole amount of all the items mentioned in Annexure -IV. (Financial Bid).

##### 11.1 Right of Acceptance

CBI reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the CBI in this regard would be final and binding. Any failure on the part of the vendor to observe the prescribed procedure and any attempt to canvas for the supply order will prejudice the vendor's quotation.

#### 12. Communication of Acceptance

Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated. The notification of award will constitute the formation of the contract.

#### 13. Delivery Schedule

The photocopying machine must be installed within a week from the date of issue of order. The photocopy machine and other equipment's should be installed in the Head of Branch, CBI, ACB, Shastri Bhavan, IIIrd floor, No.26, Haddows Road, Chennai - 600 006. **Installed machine should not be replaced with another machine without the approval of the competent authority of CBI. Meter Reading of the machine should be tallied with the copy taken while submitting the bill for payment.**

#### 14. Penalty

14.1 In the event of the firm failing to (i) Observance or perform any of the conditions of the order as set out herein; or (ii) Execute the order to the satisfaction of CBI and by the time fixed, it shall be lawful for the Head of Branch, CBI, ACB, Shastri Bhavan, IIIrd Floor, No.26, Haddows Road, Chennai - 600 006. in his discretion in the former event to remove or withhold any part of the order until such times as he may be satisfied.

14.2 Delay in supply will lead to penalty @ 1% of the value of tender for every week of delay or part thereof. (i.e. exceeding three days will be calculated as one week).

#### 15. Insolvency, etc.:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a Court or any other under the Insolvency, Act made against them or in the case of a company passing any resolution or making of any order or winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the CBI shall have the power to terminate the Contract without previous notice.

#### 16. Breach of Terms and Conditions

In case of breach of any terms and conditions mentioned above, the Competent Authority will have the right to cancel the supply order without assigning any reason thereof and nothing will be payable by CBI in the event and the Bank Guarantee shall also stand forfeited.

#### 17. Terms of Payment

Payment of the charges of the photocopying work will be made on every month subject to availability of fund.

s/d on 09.02.2018

SUPERINTENDENT OF POLICE  
CBI ACB CHENNAI

1. SPECIFICATIONS:-

The vendor is required to install two photocopying machines. In case of urgent requirement, the vendor is also required to install another photocopying machine. The photocopy work is required to be carried out on urgent basis also as such vendor/contractor is required to make available service of two persons from 9.30 AM to 6.00 PM for photocopy work. In case of urgent work, he will also be available till late hours and holidays. The good quality photocopy paper is required to be used. While quoting the rate make of the paper JK may also be specifically mentioned. In the event of any failure to meet the desired standard, it will be the right of CBI to terminate the contract and impose penalty as mentioned at S.No.14 of Annexure -1.

**Note:-The space for installing the photocopying machine and electricity will be provided by this office.**

s/d on 09.02.2018

SUPERINTENDENT OF POLICE  
CBI, ACB, CHENNAI

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ANNEXURE - III

TECHNICAL BID AND UNDERTAKING

(See Clause 7 of Annexure 1 of this Tender Document)

(Tenderer may use separate sheet wherever required)

SUB: Notice Inviting Tender from reputed MANUFACTURERS AND/OR  
 AUTHORISED DEALERS FOR Photocopying work for this office as  
 mentioned in Part -1 of Annexure II

1	Name of the Tenderer/Concern:
2	Nature of the Concern  (i.e.Sole Proprietor or Partnership Firm or a Company or Government Department or a Public Sector Organisation. In case of Company and Partnership Firm, the partnership deed, if any and the authority for signing the documents of tender and contract as per the respective law should be enclosed)
3	DD particulars viz.DD No.      Date, Bank & Amount of Earnest Money Deposit Rs._____(Rupees                      only)
4	PAN No./Registration No., GST No. And TIN Certificate (copy to be enclosed)
5	Each page of documents and its Annexure should be signed and stamped.
6	The machine should be ready to supply by the date given by the O/o. CBI, ACB, Chennai.
7	Any other information important in the opinion of the tenderer
8	Declaration as to acceptance of the specific terms and conditions as in Annexure-II
9	Copy of IT Return file for the last financial year
10	Whether the tenderer has fulfilled all the terms and conditions specific to the Contract and submitted all the necessary documents thereof or not. (Specific terms and conditions may be referred to.)

(Dated Signature of the Bidder with stamp of the firm)

## UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of the Head of Branch, CBI, ACB, Chennai, and shall abide by them.
2. I/We also undertake that I/We have understood “Parameters and Technical specifications terms and conditions for executing the Order” mentioned in the Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ and shall conduct the work strictly as per these “Parameters and Technical Specification terms and conditions for executing the Order”.
3. I/We further undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. I/We also undertake that the spare/parts to be replaced/supplied will be in accordance with specifications given in the Annexure II to the Notice Inviting Tender and I/We shall be responsible for rejection/cancellation of contract if the replacement of parts/spares and the work are not found up to the mark or for civil/criminal proceedings if the materials replaced/supplied is found sub-standard.

(Dated Signature of the Bidder with stamp of the firm)

DECLARATION

I, \_\_\_\_\_ S/O/Daughter of  
Shr. \_\_\_\_\_ hereby declare that  
none of my relative is/are employed in Central Bureau of Investigation, ACB, Chennai.  
In case at any stage, it is found that the information given by me is false/incorrect.  
Central Bureau of Investigation, ACB, Chennai shall have the absolute right to take any  
action as deemed fit without any prior intimation to me.

(Dated Signature of the Bidder with stamp of the firm)

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ANNEXURE-IV

**Financial Bid**

(See Clause 8 of Annexure I of this Tender Document)

Sub: Notice Inviting Tender from reputed MANUFACTURERS AND/OR  
AUTHORISED DEALERS for photocopying work for this office as mentioned in  
Part 1 of Annexure II

1. Total Price for the (i) Photocopying Work per page inclusive of all kinds of incidental charges and all taxes, etc, as per details given below will be Rs.\_\_\_\_\_. In words Rupees\_\_\_\_\_only).

2. Details:-  
Photocopying Work

I/We have read and understood the tender for photocopying work vide  
Tender No.\_\_\_\_\_/A7/72/Xerox/CBI/ACB/CHN/2018 dated  
\_\_\_\_\_ and other documents issued by you, we hereby quote the rates  
(inclusive of all taxes & duties) as under:

S.No	Items	Quality of Paper	Rate in Figures	Rate in Words
1	Photocopying on A-4 size paper (Single Side)	75GSM		
2	F/S Size (Single Side)	75GSM		
3	B4 Size (Single Side)	75GSM		
4	A3 Size (Single Side)	75GSM		
5	Spiral Binding, minimum of 100 sheets and above			
6	Corner Stitching	-		
7	Re binding	-		
8	Normal Soft Stitching, minimum of 100 sheets and above			

Any other information

(Dated Signature of the Bidder with stamp of the firm)