

**ICAR – National Research Centre For Banana**

**(Indian Council of Agricultural Research)**

Thogamalai Road, Thayanur P.O.

Tiruchirappalli – 620 102, Tamil Nadu, India

Phone : 0431-2618125 (30lines)

Email : [director.nrcb@icar.gov.in](mailto:director.nrcb@icar.gov.in); [directornrcb@gmail.com](mailto:directornrcb@gmail.com); [hoa.nrcb@icar.gov.in](mailto:hoa.nrcb@icar.gov.in)

**TENDER FOR THE ANNUAL MAINTENANCE CONTRACT  
OF THE PHOTOCOPIERS**

**F.No. 26(1)/2020-2021-SP-AMC (Toshiba Photocopiers)/2020-2021**

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### NOTICE INVITING TENDER


ICAR-NRC for Banana invites e-tender for the Annual Maintenance Contract of the photocopiers at ICAR-NRC for Banana through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) under single bid systems from reputed service providers.

Tender Enquiry No. : F.No. 26(1)/2020-2021-SP-AMC (Photocopiers)/2020-2021	
Published Date	03.09.2020 - 1700 hrs
Bid submission start date	03.09.2020 - 1700 hrs
Bid submission end date	18.09.2020 - 1000 hrs
Bid opening date	19.09.2020 - 1000 hrs

#### IMPORTANT NOTES:-

1. Tender Documents can be downloaded from ICAR-NRC for Banana website [www.nrcb.res.in](http://www.nrcb.res.in) or from the Central Public Procurement Portal [www.eprocure.gov.in](http://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](http://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. ICAR - NATIONAL RESEARCH CENTRE FOR BANANA reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. ICAR - NATIONAL RESEARCH CENTRE FOR BANANA 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](http://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.

Place : Tiruchirappalli  
Date : 03.09.2020

  
Asst. Admn. Officer  
FOR DIRECTOR

**ICAR – National Research Centre For Banana  
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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. The Director, ICAR - NATIONAL RESEARCH CENTRE FOR BANANA, 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, ICAR - NATIONAL RESEARCH CENTRE FOR BANANA 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 communication with respect to the tender shall be addressed to:

**The Director,**  
ICAR – National Research Centre for Banana  
Thogamalai Road, Thayanur Post,  
Tiruchirappalli – 620 102  
Tamil Nadu

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(Indian Council of Agricultural Research)**

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**GENERAL TERMS & CONDITIONS**

Name of Contract : **Annual Maintenance Contract of the Photocopiers, at  
ICAR-National Research Centre For Banana,  
Tiruchirappalli, Tamil Nadu**


1. Only bids received on e-Procurement of Central Public Procurement Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/ delivered personally will not be considered.
2. 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.
3. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
4. Description/configuration of the items can be physically verifies before submitting quotation / entering into AMC
5. The contract includes preventive maintenance visit quarterly and attend the on- call complaints for the equipment as and when required.
6. The rate quotes 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.
7. 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.
8. 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.
9. Proper records of maintenance and repair, duly authenticated by the users (ICAR - NATIONAL RESEARCH CENTRE FOR BANANA Personnel) should be maintained.

10. The number of photocopiers given in the list is only tentative and may vary.
11. 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.
12. 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.
13. It shall be the responsibility of the firm to make all the photocopiers working satisfactorily throughout the contract period.
14. The firm must have valid GST No. and submit documentary proof In this regard. PAN number of the firm is to be furnished.
15. The Director, ICAR - NATIONAL RESEARCH CENTRE FOR BANANA, Cochin reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
16. Quotations not complying with the above conditions are liable to be rejected.
17. The Tenderer shall upload copy of GST, Income Tax, PAN, Bank details in the e-tender in pdf format.
18. The tenderers shall upload their address with valid mail id in pdf format.
19. 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.

  
Asst. Admn. Officer  
For Director

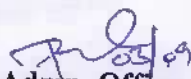
**SCHEDULE**

Sl. No.	Description	Qty.	Item code as in BOQ (Price bid)
1.	(S.No.SC2D237028) Model : E-Studio SE	1no.	Item No.1
2.	(S.No.CSJ843086) Model : E-Studio 207	1no.	Item No. 2
3.	(S.No.SC2D236962) Model : E-Studio SE	1no.	Item No. 3
4.	(S.No.CSJ843088) Model : E-Studio 207	1no.	Item No. 4
5.	(S.No.CNA151271) Model E-Studio 255	1no.	Item No. 5
6.	(S.No.CEBE61460) Model E-Studio e-357	1no.	Item No. 6
7.	(S.No.CYLD64252) Model E-Studio e2007	1no.	Item No. 7

  
Asst. Admn. Officer  
For Director

**DETAILS OF PHOTOCOPIERS FOR Annual Maintenance Contract**

Sl. No.	Description	Qty.	Available in Section / Division
1.	(S.No.SC2D237028) Model : E-Studio SE	1no.	Administration
2.	(S.No.CSJ843086) Model : E-Studio 207	1no.	Audit & Accounts
3.	(S.No.SC2D236962) Model : E-Studio SE	1no.	Director's Cell
4.	(S.No.CSJ843088) Model : E-Studio 207	1no.	PME Cell
5.	(S.No.CNA151271) Model E-Studio 255	1no.	Biotech Laboratory
6.	(S.No.CEBE61460) Model E-Studio e-357	1no.	Virology Laboratory
7.	(S.No.CYLD64252) Model E-Studio e2007	1no.	AICRP Cell


  
Asst. Admn. Officer  
For Director

**Online Bid Submission Details**


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

<b>COVER - 1</b> (the technical bid to be provided as PDF file)			
<b>S.No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	Terms & conditions of the contract	.Pdf
2.		Copy of GST Registration, Income Tax PAN	.Pdf
3		Copy experience in maintaining Photocopiers	.Pdf
<b>COVER - 2</b> (the financial bid to be filled in the Excel format available in the Portal)			
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 have to be digitally signed by the bidder.

  
Asst. Admn. Officer  
For Director



Government eProcurement System		eProcurement System Government of India			
		Tender Details			
		Date : 03-Sep-2020 04:34 PM			
		 Print			
<b>Basic Details</b>					
<b>Organisation Chain</b>	Department of Agricultural Research and Education  Indian Council of Agricultural Research,DoARE,MoA  National Research Centre for Banana-Tamil Naidu				
<b>Tender Reference Number</b>	F.No.26(1)-AMC for Toshiba-2020-2021-SP				
<b>Tender ID</b>	2020_DARE_581343_1				
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Item Rate		
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2		
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No		
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No		
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No		
<b>Cover Details, No. Of Covers - 2</b>					
<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>	<b>Description</b>		
1	Fee/PreQual/Technical	.pdf	Tender for Annual maintenance contract for Toshiba Photocopiers		
2	Finance	.xls	Tender for Annual maintenance contract for Toshiba Photocopiers		
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>				<b>EMD Fee Details</b>	
<b>Tender Fee in ₹</b>	0.00	<b>Fee Payable To</b>	Nil	<b>EMD Amount in ₹</b>	0.00
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil	<b>EMD through BG/ST or EMD Exemption Allowed</b>	No
<b>Tender Fee Exemption Allowed</b>	No			<b>EMD Fee Type</b>	fixed
				<b>EMD Percentage</b>	NA
				<b>EMD Payable To</b>	Nil
				<b>EMD Payable At</b>	Nil
<b>Work /Item(s)</b>					
<b>Title</b>	F.No.26(1)-AMC for Toshiba-2020-2021-SP				
<b>Work Description</b>	Tender for Annual maintenance contract for Toshiba Photocopiers				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	1,20,000	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work (Days)</b>	45
<b>Location</b>	National Research Centre for Banana	<b>Pincode</b>	620102	<b>Pre Bid Meeting Place</b>	NA
	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	

<b>Pre Bid Meeting Address</b>					National Research Centre for Banana
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	03-Sep-2020 05:00 PM	<b>Bid Opening Date</b>	19-Sep-2020 10:00 AM
<b>Document Download / Sale Start Date</b>	03-Sep-2020 05:00 PM	<b>Document Download / Sale End Date</b>	18-Sep-2020 10:00 AM
<b>Clarification Start Date</b>	03-Sep-2020 05:00 PM	<b>Clarification End Date</b>	18-Sep-2020 10:00 AM
<b>Bid Submission Start Date</b>	03-Sep-2020 05:00 PM	<b>Bid Submission End Date</b>	18-Sep-2020 10:00 AM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Tender for Annual maintenance contract for Toshiba Photocopiers	884.60

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	BOQ	BOQ_610541.xls	Tender for Annual maintenance contract for Toshiba Photocopiers	233.00

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	iravi24@gmail.com	Ravi I	IYYAKUTTY RAVI
2.	kumarnrcb@gmail.com	Kumar V	VADIVEL KUMAR
3.	giribabunrcb@gmail.com	Giribabu Palaniappan	P GIRIBABU
4.	ramajayamd@gmail.com	Ramajayam Devarajan	RAMAJAYAM D

**GeMARPTS Details**

<b>Reason for non availability of GeMARPTS ID</b>	<b>Remarks</b>
Non availability of GeM Portal	The indented scope of maintenance is not available in the GeM Portal.

**Tender Inviting Authority**

<b>Name</b>	Director
<b>Address</b>	National Research Centre for Banana Thogamalai Road, Thayanur Post, Tiruchirappalli Tamil Nadu

**Tender Creator Details**

<b>Created By</b>	Neela Mega Shyamala Kannan Ramalingam
<b>Designation</b>	Stenographer
<b>Created Date</b>	03-Sep-2020 03:01 PM