



**OFFICE OF THE DY. INSPR. GENL. OF POLICE  
— CENTRAL BUREAU OF INVESTIGATION**

**DELHI SPECIAL POLICE ESTABLISHMENT**

Opp. St. Xavier's High School, Near CH-3 Circle

Sector 10-A, Gandhinagar (Gujarat)

☎ 079-23234301 & 23233211 Fax 23238402

No. AC – 26(viii)/II/2015/GNR/ 1141

Date : 10.03.2016

To

14,

The Sr. System Analyst,  
Central Bureau of Investigation,  
New Delhi


Sub:- Tender Notice for outsourcing of Photocopying work,  
Scanning work, etc. – regd.

Sir,

Please find enclosed herewith tender documents for hosting on the CBI website.  
The last date and time of receipt of Tender : 4<sup>th</sup> April, 2016 at 1600 hours and  
the date and time of opening of tender : 4<sup>th</sup> April, 2016 at 1700 hours.

It is requested that the enclosed documents may be web hosted.

Yours faithfully,

  
(RAMNISH GEER)  
Dy. SUPDT. OF POLICE(A)  
CBI/ DSPE/ GANDHINAGAR

Encl. As above.



**OFFICE OF THE DY. INSPR. GENL. OF POLICE  
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SECTOR 10-A, OPP. ST. XAVIER'S SCHOOL,  
GANDHINAGAR**

☎ 079-23234301 & 23233211 / Fax 23238402.

**BID DOCUMENT FOR SUPPLY OF :-**

- i Photocopying work
- ii Scanning work
- iii Spiral Binding work
- iv Punching & Tagging work

Non transferable

Price of Bid Document : Rs.200/-

**CONTENTS OF TENDER DOCUMENT**

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No. AC – 26(viii)/II/2015/GNR/

Dated:

**NOTICE INVITING LIMITED TENDER**

Sealed Tenders are invited on behalf of President of India, from reputed manufacturers/ companies/ organizations/ firms and/ or authorized dealers/ registered suppliers for outsourcing of photocopying work, scanning work, spiral binding work and punching & tagging work of CBI, ACB, DSPE, Gandhinagar (Gujarat).

The method of submission of tender, amount of Earnest Money/Securing Deposit and General Terms and Conditions applicable to supply has been mentioned in **Annexure I**. 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 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.: 01/2015/CBI/ACB/GNR
Estimated value of tender	Rs.5,00,000/- (approx.) per annum
Amount of Earnest Money Deposit as per clause 3 of Annexure – I.	Rs.8,000/- (Rupees Eight Thousand Only)
Venue	Central Bureau of Investigation, Sector 10/A, Near CH-3 Circle, Opp. St. Xavier's School, Gandhinagar – 382010 (Gujarat)
Last date and time of receipt of Tender	04.04.2016 at 1600 hrs.
Date & Time of opening of Tender	04.04.2016 at 1700 hrs.
Period of contract	Initially one year extendable for further 03 years (one year at a time) subject to satisfactory services.

The Tender form alongwith terms and conditions can be had from the undersigned in the Office of the Head of Branch, Central Bureau of Investigation, ACB, DSPE, Gandhinagar – 382010 (Gujarat) on any working day (Monday to Friday) from 10.00 AM to 04.00 PM till 03.04.2016 on payment of Rs.200/- in cash or in the form of DD drawn in favour of DDO, CBI, Gandhinagar towards the cost of tender documents. Tender form can also be download from the CBI's website ([www.cbi.gov.in](http://www.cbi.gov.in)) and in such case the tender should be accompanied with DD for Rs.200/- drawn in favour of DDO, CBI, Gandhinagar towards the cost of tender documents payable at Gandhinagar.

The tender completed in all respects be received in this office before the date and time indicated in the schedule of Tender. The tender may be submitted to the office of Head of Branch, Central Bureau of Investigation, ACB, DSPE, Gandhinagar – 382010 (Gujarat) 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 schedule date and time will be rejected out-rightly. Only one tender should be kept in one cover. The tender is not transferable.

  
**HEAD OF BRANCH**  
**CBI/ ACB/ DSPE**  
**GANDHINAGAR**



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GANDHINAGAR**

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Tender No.: 01/2015/CBI/ACB/GNR

Dated: .12.2015

ANNEXURE - I

GENERAL TERMS AND CONDITIONS

Sub: Notice Inviting Tender from reputed MANUFACTURERS AND/ OR AUTHORISED DELERS for photocopying work, scanning work, spiral binding work and punching & tagging work:-

NATURE OF WORK

(i) Photocopying work, Scanning work, Spiral Binding work and Punching & tagging 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 HoB, CBI, ACB, Gandhinagar (Gujarat) for and on behalf of the President of India.

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.8,000/- (Rupees Eight Thousand only) for aforesaid work, must be deposited by bidders through DD from any of the nationalized Bank payable at Gandhinagar. The Demand Draft should be drawn in favour of "DDO, CBI, Gandhinagar. 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 the 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 with 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 No. of supplier firms is less than 3, the tender is liable to be scrapped.

1. General

- 1.1 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.
- 1.2 The decision of the competent authority in CBI, ACB, Gandhinagar (Gujarat) shall be final on any matter of dispute arising out of this tender.

Preparation and Submission of Tender:

- 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) and 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 undersigned. The outer envelope containing the sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be superscripted with Tender Number, Subject of 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 the Branch, Central Bureau of Investigation, Sector 10/A, Near CH-3 Circle, Opp. St. Xavier's School, Gandhinagar – 382010 (Gujarat),~~ at the address specified 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 for the office of the HoB, CBI, Sector 10/A, Near CH-3 Circle, Opp. St. Xavier's School, Gandhinagar – 382010 (Gujarat), the bids will be received up to the appointed time on the next working day.

5.3 HoB, CBI, ACB, Gandhinagar, 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 HoB, CBI, ACB, Gandhinagar (Gujarat) 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 authorized by the Board of Directors of the Company, if it is a company.

**N.B.:**

1. In case of partnership firms, a copy of the partnership deed 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 deed or

the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

2. In the case of partnership firms, where no authority to refer disputes concerning the ~~business of partnership firm has been conferred~~ on any partner, the tender and all other related documents must be signed by all partners of the firm.

3. 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 HoB, CBI, ACB, Gandhinagar (Gujarat) may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

4. 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 and 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 in to consideration.

7. **Technical Bid:**

The Technical bid should be submitted in form given in Annexure III alongwith the documents specified therein and a Demand Draft for EMD money as per clause 3 to be drawn in favour of "DDO, CBI, Gandhinagar". The technical Bid should be kept in a separate sealed cover duly superscribed and must also include PAN, Registration and VAT Certificate.



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 superscribed and both technical and financial bid are to be put in a bigger cover which should also be sealed and duly superscribed. The Commercial Bids of the tenderers short-listed after evaluation of technical bids only will be opened on the same 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 size per page. The price quoted shall be firm and final.

8.3 Taxes, if any, to be paid need to be 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 At 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 the 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 tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter or 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 representatives and then commercial bids of the tenderers short listed after evaluation of technical bids will be opened immediately.

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 III 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 parameters (as per Annexure III) will be opened on the same date, 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 NIT. During evaluation of bids, TEC may, at its discretion, ask the bidder for any clarification of 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).

**Right of Acceptance:**

11.1 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.

3 **Delivery Schedule:**

The photocopying machine must be installed within ten days from the date of issue of order. The photocopy machine and other equipments should be installed in the office of the Head of the Branch, Central Bureau of Investigation, Sector 10/A, Near CH-3 Circle, Opp. St. Xavier's School, Gandhinagar – 382010 (Gujarat).

14 **Penalty:**

14.1 In the event of the firm falling to (i) Observe 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 HoB, CBI, ACB, Gandhinagar 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 with 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)

**Insolvency, etc.:**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the insolvency, Act made against them or in the case of a company passing any resolution or making of any order for 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 of 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 that event and the Bank Guarantee shall also stand forfeited.

17. **Terms of payment:**

Payment of the charges of the photocopying work, scanning work, spiral binding work and punching & tagging work will be made on monthly basis, subject to availability of fund.

  
11/3  
HEAD OF BRANCH  
CBI/ ACB/ DSPE  
GANDHINAGAR



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**ANNEXURE – II**

**1. SPECIFICATIONS:**

The vendor is required to install one photocopying/ scanning/ spiral binding machine. The photocopying & scanning machine would have the facility of getting prints at one end of the whole office. The scanned copies may be required to be transferred into CD. The CD will be supplied by the CBI for preparing CD with documents in PDF or other suitable format after scanning. 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 one person 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 may also be specifically mentioned and in the event of any failure to meet the desired standard, it will be right for CBI to terminate the contract and impose penalty as mentioned at Sl. No. 14 of Annexure – I.

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

*[Handwritten Signature]*  
**HEAD OF BRANCH  
CBI/ ACB/ DSPE  
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TECHNICAL BID AND UNDERTAKING

ANNEXURE-III

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

(Tenderer may use separate sheet wherever required)

Sub: Notice Tender from reputed MANUFACTURERS AND/OR AUTHORISED DEALERS for photocopying work, scanning work, spiral binding work and punching & tagging work for this office as mentioned in Part I 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 a Government Department or a Public Sector Organization). 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. 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 CBI, Gandhinagar.

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 HOB, CBI, ACB, DSPE, Sector-10/A, Gandhinagar 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 Specifications 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  
Shri. \_\_\_\_\_ hereby declare that

none of my relative is/are employed in Central Bureau of Investigation, ACB, Gandhinagar.

In case at any stage, it is found that the information given by me is false/incorrect, Central Bureau of Investigation, Gandhinagar 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, scanning work, spiral binding work and punching & tagging work for this office as mentioned in Part I of Annexure I

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:

(i) photocopying work, scanning work, spiral binding work and punching & tagging work

I/We have read and understood the tender for photocopying work, scanning work, spiral binding work and punching & tagging work vide Tender No.01/2015/CBI/ACB/GNR dated \_\_\_\_\_, and other documents issued by you, we hereby quote the rates (inclusive of all taxes & duties) as under.

Sl. No.	Items	Paper size	Quality of Paper	Rate for single page for photocopying, scanning and for 100 pages for spiral binding	
				Single side	Double side
1	Photocopying	A-4			
		Legal Size			
		Jumbo Copy			



2	Scanning work	A-4			
		Legal Size			
		Jumbo Copy			
3	Binding work	A-4			
		Legal Size			
		Jumbo Copy			
4	Punching & Tagging	100 Page			
5	Transferring scanned copies into CD	One CD			

Any other information:-

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