

No. 1134 /9/10/2010/PC/AC-I  
Central Bureau of Investigation  
Anti Corruption-I  
5-B, 8th Floor,  
Lodhi Road, New Delhi  
Tel. No. 011-24363049

Dated: 11/7/17

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:- Bid for photocopy work in CBI/AC.I - regarding.**

This office intends to enter into contract agreement for photocopying work in CBI/AC.I, New Delhi.


2. You are requested to send your **Technical Bid (Annexure-I)** and **Financial Bid (Annexure-II)** in the prescribed formats in separate envelopes clearly superscribed as : "Technical Bid" and "Financial Bid" taking into consideration below mentioned points within Seven days from the date of issue of this letter. As per our past experience photocopying of about 1500 papers (A-4 Size), 150 papers (legal/full size), 2-3 spiral Binding may be needed per day, on an average.

- a) Paper of ISI mark quality with minimum 75g/sqm has to be used for photocopying work.
- b) Rate is to be quoted inclusive of paper cost, toner cost, maintenance cost, operator cost and all taxes etc.
- c) One high speed automatic machine of speed more than 40 pages per minute will have to be installed in the office.
- d) The firm will be responsible to keep the machine in working condition.
- e) If down time exceeds more than 24 hrs, there will be a penalty of Rs. 200/-per day, for first 72 hours and Rs. 500 per day thereafter.
- f) An operator will be exclusively attached with the machine. As per the need of the branch/work he may be required to attend the office on holidays and beyond office hours.
- g) Work of other branches will not be handled without permission of SP-I of AC.I branch.

- h) The contractor has to maintained the secrecy of documents of the branch.
- i) No payment will be made, if the quality of the work is not upto the satisfaction of the undersigned.
- j) The firm should have provided similar service to at least one organization in last 02 years.

3. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

4. SP-I, CBI/AC-I reserves its right to cancel the contract at any time without assigning any reason whatsoever.

  
SUPDT. OF POLICE  
CBI/AC-I/NEW DELHI

**Encls. As Above**

Copy to:

- ✓ 1. ~~SP~~ SP, CBI, System Division, New Delhi. Letter calling the Bids may please be placed in CBI Website for publicity.

**ANNEXURE-I**

**Proforma for Technical Bid:**

<b>Sr. No.</b>	<b>Name of Firm with PAN No./TIN No.</b>	<b>Type and Name of Photo-copying Machine to be installed</b>	<b>Photo-copying speed (Pages/minute)</b>	<b>Paper quality to be used</b>	<b>Experience of Photo-copying in Last 2 years (Address of organisation and duration of contract)</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1					

Note:- You may be asked to submit proof with respect to above claim.

Proforma for Financial Bid

*Price should be inclusive of all taxes  
(In Rupees)*

Name of Firm	Rate Quoted by the Firms				Spiral Binding Rupees Per book	Remarks
	A-4 Size Paise Per copy		FS/Legal Size Paise Per copy			
	Single Side	Both side	Single Side	Both side		

### Details of Photocopy Firms

S.N.	NAME OF FIRMS
1	COPIER MAINTENANCE CORPORATION, 271A, CR-6, GF-1, LALITA PARK, LAXMI NAGAR, DELHI-110092.
2	DIGITAL SYSTEMS, G-165, G-1, DILSHAD COLONY, DELHI-110095.
3	QUALITY BUSINESS SYSTEMS, B-17/9 (NIRMAL KUTIR) KRISHNA NAGAR, DELHI-110051.
4	FRANK COPIER PVT. LTD., 4402 NO.5, ANSARI ROAD, DARYANGANJ, NEW DELHI-110002.
5	PROMPT SOLVE, 2/60, 1st FLOOR, LALITA PARK, LAXMI NAGAR, NEW DELHI-110092.
6	TPH INFORTECH, 305,3rd FLOOR, 4697/21A, NEPAL CARRIER BUILDING, DARYAGANJ, NEW DELHI-110002.
7	MULTI-TECH INFOSYS, 120,2nd FLOOR, SANT NAGAR, EAST OF KAILASH, NEW DELHI-110051.
8	SUN TECHNO SYSTEMS, A-2 SURYA APARTMENT, T.K.B.D. EXTN, NEW DELHI-110019.
9	UNICOM SYSTEMS 17, SAKET BLOCK, MANDAVALI, NEAR MOTHER DAIRY, NEW DELHI.
10	OMEGA TECHNOLOGIES, 360, MIG POCKET-B, SEC-14, DWARKA, NEW DELHI-110075.
11	SHIV SHAKTI INFOSYS 2504, BASTI PUNJABIAN, OLD SUBZI MANDI, CLOCK TOWER DELHI-110017.