Central Bureau of Investigation
Government of India
Office of the Head of Branch
2nd MSO Bldg., 15th floor
234/4 AJC Bose Road, Kolkata 700 020
Ph. No. 033-2289-4408-11/4405 (Fax)
Email: hobackol@cbi.gov.in

Sub:– Tender Notice for outsourcing of Photocopying work etc.–reg.

Please find enclosed herewith tender documents for hosting on the CBI website. The last date and time of receipt of tender: 19th May, 2017 at 1800 hours and the date and time of opening of tender: 22nd May, 2017 at 1600 hours.

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

DIG & Head of Branch
CBI/ACB/KOLKATA

The Sr. System Analyst, CBI, HQ, New Delhi
No. 3957/38(1)/Estt./2010/ACB/Kol. Date: 11/04/2017
Central Bureau of Investigation
Government of India
Office of the Head of Branch
2nd MSO Bldg., 15th floor
234/4 AJC Bose Road, Kolkata 700 020
Ph. No. 033-2289-4408-11/4405 (Fax)
Email : hobackol@cbi.gov.in

BID DOCUMENT FOR SUPPLY OF:
Photocopying work
Non-transferable

CONTENTS OF TENDER DOCUMENTS

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NOTICE INVITING LIMITED TENDER

Sealed Tenders are invited on behalf of President of India, from reputed manufacturers/companies/organization/firms and or authorized dealers/registered supplier for outsourcing of photocopying work of CBI, ACB, Kolkata (West Bengal).

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-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 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.

<table>
<thead>
<tr>
<th>Tender No.</th>
<th>Tender No. 01/2017/CBI/ACB/KOLKATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly copy/volume of work</td>
<td>25,000 (Approx) which may vary according to office requirement</td>
</tr>
<tr>
<td>Amount of Earnest Money Deposit as per clause 3 of Annexure-I</td>
<td>1000/- (Rupees One Thousand only)</td>
</tr>
<tr>
<td>Venue</td>
<td>Central Bureau of Investigation Anti Corruption Branch, Kolkata, A.J.C. Bose Road, 234/4, 2nd MSO Building, 14th &amp; 15th Nizam Palace, Kolkata-700020. (West Bengal)</td>
</tr>
<tr>
<td>Last date and time of receipt of Tender</td>
<td>19/05/2017 to 18:00hrs.</td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Tender</td>
<td>22/05/2017 at 16:00 hrs.</td>
</tr>
<tr>
<td>Period of Contract</td>
<td>Initially one year extendable for further 03 years (one year at a time) subject to satisfaction of services.</td>
</tr>
</tbody>
</table>

The Tender form along with terms and conditions can be had from the undersigned in the office of Head of Branch, CBI, ACB, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th floor, Nizam Palace, Kolkata-700020 on any working day (Monday to Friday)
from 10.00 AM to 06.00 PM till 19.05.2017. Tender form can also be downloaded from the CBI's website (www.cbi.gov.in).

2. 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, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th floor, Nizam Palace, Kolkata-700020 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.

айл 10/4/17
DIG & Head of Branch
CBI, ACB, Kolkata
Central Bureau of Investigation  
Government of India  
2nd MSO Bldg., 15th floor  
234/4 AJC Bose Road, Kolkata 700 020  
Ph. No. 033-2289-4408-11/4405 (Fax)  
Email-hobackol@cbl.gov.in

Tender No. 01 /2017/CBI/ACB/Kol - Dated 11 /04/2017

GENERAL TERMS AND CONDITIONS

Sub: Notice inviting tender from reputed MANUFACTURES AND OR AUTHORIZED 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, Kolkata 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. 1,000/- (Rs. One Thousand only), must be deposited by bidders through DD from any of the Nationalized Bank payable at Kolkata. The Demand Draft should be drawn in favour of “Supdt. of Police, CBI, ACB, Kolkata”. Technical Bid should be accompanied with DDs for EMD, 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 deposited.

3.6 If the No. 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 manner for the acceptance of his tender will render the tender for rejection.

4.2 The decision of the Competent Authority, in CBI, ACB, Kolkata 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 undersigned.
The outer enveloped 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 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 Q/o Head of Branch, CBI, ACB, Kolkata, A.J.C. Bose Road, 234/4, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020, 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 or the office of Head of Branch, CBI, ACB, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020 the bids will be received up to the appointed time on the next working day.

5.3 The Head of Branch, CBI, ACB, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020, 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, A.J.C. Bose Road, 234/4, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020 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.**

i) In case of partnership firm, 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 or attorney. The attested copy of the Certificate of registration of firm should also be enclosed along with 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, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020 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 tenderere 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 Supdt. of Police, CBI, ACB, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020. The Technical Bid should be kept in a separate sealed cover duly superscribed and must also include PAN, Registration No. and Service Tax Registration 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 super scribed, and both technical and financial bids 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 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 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 to 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 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 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-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 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 & specification 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 photocopying machine and other equipments should be installed in the Office of Head of Branch, CBI, ACB, 234/4, A.I.C. Bose Road, 2nd MSO Building, 14th and 15th Floor, Nizam Palace, Kolkata-700020. **Installed machine should not be replaced with another machine without the approval of the competent authority of CBI.**
Mater 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, 234/4, A.J.C. Bose Road, 2nd MSO Building, 14th & 15th Floor, Nizam Palace, Kolkata-700020, 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 order 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 Gurantee 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.

DIG & Head of Branch
CBI, ACB, Kolkata
1. **SPECIFICATIONS:**

The vendor is required to install one photocopying machine. 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 10.00 AM to 6.30 PM for photocopy work. In case of urgent work, he will also be available till late hours and holidays. Good quality photocopy paper is required to be used. While quoting the rate, make of the paper JK 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.

\[\text{Signature}\]

DIG & Head of Branch
CBI, ACB, Kolkata
Central Bureau of Investigation  
Government of India  
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Ph. No. 033-2289-4408-11/4405 (Fax)  
Email :hobackol@cbi.gov.in

ANNEXURE-III

TECHNICAL BID AND UNDERTAKING

(See Clause 7 of Annexure I of this Tender Document)  
(Tenderer may use separate sheet wherever required)

SUB: Notice inviting Tender from reputed MANUFACTURERS AND/OR AUTHORIZED DEALERS FOR Photocopying 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 Service Tax Registration 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, ACB, Kolkata.
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)
UNDEARTAKING

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, Kolkata, 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 execution 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 replace/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, Kolkata. In case at any stage, it is found that the information given by me is false/incorrect, Central Bureau of Investigation, ACB, Kolkata 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)
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 e as mentioned in Part I 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:-
   (I) Photocopying Work:
   I / We have read and understood the tender for photocopying work vide Tender No. ______ / 2017/CBI/ACB/KOL dated _______ and other documents issued by you. We hereby quote the rates (inclusive of all taxes & duties) as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Quantity of Paper</th>
<th>Rate in Figures</th>
<th>Rate in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photocopying on A-4 Size paper (One Side)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Photocopying on A-4 Size paper (Both Side)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Photocopying on A-3 Size paper (One Side)</td>
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<td>4</td>
<td>Photocopying on A-3 Size paper (Both Side)</td>
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</tbody>
</table>

Any other information:

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