



**OFFICE OF THE ACCOUNTANT GENERAL (A&E), PUNJAB & UT.,  
CHANDIGARH  
Plot no. 20, Sector 17-E, Chandigarh**

Website :- <https://cag.gov.in/ae/punjab/en>  
No- CRT 2/ Hiring of photocopier Machine/901

Email :- [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)  
Date : 21.01.2021

**NOTICE INVITING TENDER**

The office of the Accountant General (A&E), Punjab & UT. Chandigarh invites bids for **Hiring of Initially 01 (One) Digital Photocopier Machine for three Year in the first instance.**

Tender/bid document containing conditions of prequalification, detailed scope of work, etc., can be downloaded from <https://cag.gov.in/ae/punjab/en/tenders> and can be submitted online or personally or through post/courier along with required documents to the Sr. DAG (Admn) O/o the A.G.(A&E), Punjab & UT, Chandigarh, 160017 so as to reach on or before 01.02.2021 up to 15:00 Hrs.

The cost of bid document is Nil and **EMD is Rs 5,000/-**

| <i>Events</i>                           | <i>Tentative dates</i>        |
|---|-------------------------------|
| <i>Date for publication of NIT</i>      | <b>21.01.2021 at 3:00 PM</b>  |
| <i>Last date for submission of bids</i> | <b>01.02.2021 at 3:00 PM</b>  |
| <i>Opening of technical bids</i>        | <b>02.02.2021 at 11:00 AM</b> |
| <i>Opening of financial bids</i>        | <b>03.02.21 at 11:00 AM</b>   |

Sd/-

**Sr. Accounts officer (CRT1)  
Office of AG (A&E), Punjab & UT, Chandigarh**

**Technical Bid for hiring of Digital Photocopier.**

| S. No. | Specifications   | Information to be furnished by the vendor |
|--------|--|---|
| 1      | Name of the Bidder   |   |
| 2      | Full Postal Address  |   |
| 3      | Telephone Nos./ Mobile Nos/ Fax Nos.   |   |
| 4      | 4. Email   |   |
| 5      | Date of Establishment of Firm  |   |
| 6      | Nature of the Concern (Partnership / Limited Co./ Proprietorship etc.)   |   |
| 7      | Registration No. (attested / self-attested copy of registration / partnership deed / ownership deed should be attached)  |   |
| 8      | PAN Account No. (attested /self-attested copy of PAN should be attached)   |   |
| 9      | Service Tax Registration No. (attested /self-attested copy of Service Tax Registration Number should be attached)  |   |
| 10     | EMD Demand Draft No. and Date Issuing Bank Details   |   |
| 11     | Amount of EMD.   |   |
| 12     | Paper Quality Brand and GSM (Min 75 GSM of JK Bond/Trident etc)  |   |
| 13.    | Latest Digital Model of Photocopier having :<br>i. Speed = 30 CPM<br>ii. Max. copy size = A-3<br>iii. Continuous Copy time = 01 to 999<br>iv. Zoom range = 25% - 400% in 1% steps<br>v. Automatic Document Feeder<br>Vi Standard Network |   |

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Firm/Vendor \_\_\_\_\_

**Annexure-B**

**FINANCIAL BID / QUOTE YOUR PRICES FOR PHOTOCOPIER.**  
**Load capacity: 15000 copies appx. per month.**

| Sr. | Description                       | Model/ Make of Photocopier machine | Year of manufacturing | Tentative Quantity of Machines to be hired on rental basis | Quoted Rates inclusive of all taxes.* | Weightage |
|-----|-----------------------------------|------------------------------------|-----------------------|--|---------------------------------------|-----------|
| A   | Upto First 15000 Copies Per month |                                    |                       | Initially one  |                                       | 80%       |
| B   | Per page Addition to 15000 limit  |                                    |                       |  |                                       | 20%       |

\*Rates should be quoted for photocopy machine, operator, papers and all consumables except power and space.

The L1 bidder will be finalized based on the formula i.e. [ (A/15000 X 80%) + (B X 20%) ]

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Firm/Vendor \_\_\_\_\_

**General terms and conditions.**

1. A new Digital Photocopying Machine not older than one year shall be supplied by the vendor.
2. Sealed quotations duly filled in the specified Performa addressed to the Sr. Accounts Officer (CRT) office of the Accountant General (A&E), Punjab & UT, Chandigarh must reach latest by 11.00 am on 26/01/2021. The sealed quotations should be dropped in the tender box in CRT- Section (Ground Floor) of this office by the stipulated date and time. These are also available on website <https://cag.gov.in/ae/punjab/en/tenders> The Bids shall be opened in the Chamber of the Dy. Accountant General (Admn.) at 2<sup>nd</sup> floor of this office on 26/01/2021 at 3.00 p.m. by the Committee authorized by this office and in the presence of such bidders who may wish to be present. The Accountant General reserves the rights to reject any or all the quotations without assigning any reason.
3. The Technical (Annexure-A) and General terms and Conditions (Annexure-C) should be sealed in one envelope and financial bids (Annexure-B) should be sealed in second envelope superscripted Technical Bid and Financial Bid and both these sealed envelope will be put in one envelope and this sealed big envelope (Tender for hiring of photocopier) may be dropped in the Tender Box (placed in CRT-I) section by due date and time at Ground Floor. Technical Bid will be opened first and Financial Bid will be opened only of those firms, who qualified at the Technical bid and accepted terms & conditions.
4. Rates should be quoted for providing photocopy machine, operators, consumables like tonner, drum and all maintenance services etc. Good quality Paper (At least 75 GSM) like trident/JK Bond etc. make will be provided by the company.
5. Charges shall be F.O.R. Office inclusive of freight, handling, packing, insurance, maintenance, voltage stabilizer and trolley etc.
6. Taxes, duties etc., payable, if any, should be indicated separately, otherwise it will be presumed that the prices/rates quoted are inclusive of all taxes, duties etc. and department in such cases shall not pay any taxes, duties, etc .during the contract period what so ever may be the reason.
7. No revision of prices shall be entertained after the bids have been opened.
8. Late bid/tenders are liable to be rejected.
9. Charges shall remain FIRM without any variation till completion of contract period.
10. Department shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
11. Bid should be free from correction and **erasures**. Corrections, if any, must be counter-signed. All prices should be indicated both in words as well as in figures. If there is a difference between price quoted in words and figures or there is any other

discrepancy in the price schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.

12. The department will pay no advance or security deposit.
13. Payment will be made monthly on meter reading basis after completion of each month and submission of bill in duplicate along with copy of verified meter reading by the respective coordinator. Billing cycle will be taken on 1<sup>st</sup> working day of each month and shall verify by coordinator of the machine. The vendor shall obtain a satisfactory performance report from the coordinator and shall submit the same along with the bill.
14. Rental period for the machine will be effective from the date of its installation. Vendor may mention their PAN No./CST/Service Tax No. etc. for the purpose of payment.
15. Vendor shall be responsible for all preventive and correction. Maintenance of the machine inclusive of spares and consumables except power and space during the entire contract period.
16. Complaint lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a machine is found to be unsatisfactory i.e. it is giving frequent troubles, vendor will be required to provide suitable replacement of the machine immediately.
17. In case the complaint is not attended to as per para. 14 above, the deduction from the monthly charges payable will be deducted proportionately for the full day due to machine downtime.
18. Earnest Money of Rs.5,000/- (Rupees Five thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank must be deposited by bidders along with their duly filled up bidding documents. The validity of the Bank Guarantee must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favor of PAO, O/o the Accountant General (A&E), Punjab and UT and payable at Chandigarh.
19. The Technical (Annexure-A) and General terms and Conditions (Annexure-C) should be sealed in one envelope and financial bids (Annexure-B) should be sealed in second envelope superscripted Technical Bid and Financial Bid and both these sealed envelope will be put in one envelope and this sealed bid envelope may be dropped in the Tender Box (placed in CRT-I ) section by due date and time.
20. Department reserve the right to cancel the contract at any time during the carrying of the contract( without assigning the any reason whatsoever reason) by giving one month notice if the services found to be unsatisfactory.
21. In case, successful bidder declines offer of the contract for whatsoever reason(s) his EMD will be forfeited.
22. Any misconduct/misbehavior on the part of the machine operator deployed by the bidder will not be tolerated and such person have to be replaced by the bidder at his

own costs, risks and responsibility immediately with written intimation to this department

23. Break down of the machine for the 24 hours on any working day will attract a penalty of Rs. 300/- per day.

**Eligibility Criteria**

1. The firm must have three year working experience in similar work.
2. The machine operator to be provided by the firm must be at least matriculate. The firm will get police verification of its employee at its cost.

**All Terms and Conditions are accepted**

**Signature and Seal of the Vendor**

ANNEXURE-D

To

The Sr. Accounts Officer (CRT)  
O/o the Accountant General (A&E),  
Punjab & UT, Chandigarh.

Subject: Acceptance of the terms and conditions of the contract.

Name of work/service: Annual contract for hiring of digital photocopier.

Dear Sir,

I have obtained the tender document(s) for the above mentioned work/service.

1. I/we have certify that I/We have read the entire terms and conditions of the tender documents from Page No. to including annexure(s) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions contained therein.
2. I/We hereby unconditionally accept all the term and conditions of the above mentioned work/service.
3. In case any provisions of this tender are found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit.

Yours faithfully

(Signature of the Bidder with office seal)