



**PURCHASE AND STORE SECTION**  
**INDIAN VETERINARY RESEARCH INSTITUTE**  
**IZATNAGAR-243 122, Bareilly U.P. (INDIA)**



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No.F.6-33/2013-14/P&S

Dated:

**NOTICE INVITING TENDERS**

Indian Veterinary Research Institute, a premier Institute, engaged in research & education in the field of veterinary and animal science, intends to enter into AMC for about sixty (60) photocopier machines of different make for a period of 12 months from the date of AMC.

The manufacturers/authorized dealers dealing in repair & maintenance/AMC of photocopier machines may obtain tender form alongwith specifications etc. from the Asstt. Adm. Officer(Purchase), IVRI, Izatnagar on payment of tender cost of Rs.500.00(Rupees Five hundred) only either in Cash or through Demand draft (Non-refundable) for each tender form on any working day between 11.00 A.M. to 3.00 P.M. Those who desire to obtain tender form by post should send the demand draft of appropriate value + 50.00 as postal charges drawn in favour of ICAR, IVRI unit payable at Bareilly & submit their competitive quotations in the enclosed format for the same.

The complete tender documents may also be downloaded from Institute's website [www.ivri.nic.in](http://www.ivri.nic.in), for which the tender fees in shape of demand draft should be enclosed with the tender documents otherwise tender shall not be entertained. The tender form should be submitted as per following schedule:-

Last date/time of sale of tender form	-	_____	upto 3.00 p.m.
Last date/time of submission of tender	-	_____	upto 2.30 p.m.
Date & time of opening of tender	-	_____	at 3.00 p.m.

**Venue : Committee Room; Biological Standardization Division.**

The vendors may send duly completed tender form as per instructions contained in the tender documents. Incomplete tenders or tenders received beyond date/time notified above shall be out rightly rejected.

The Director, IVRI, Izatnagar reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The tenders shall be opened as per schedule in the presence of intending tenderers who may wish to be present at that time.

**(Karunesh Shukla)**  
**Asstt. Adm. Officer(Stores)**

**APPLICATION FORM FOR AMC OF VARIOUS TYPE  
PHOTOCOPIER MACHINES WITH IVRI, IZATNAGAR**

**B I D F O R M**

- (1) Name of Vendors: \_\_\_\_\_
- (2) Complete mail address: \_\_\_\_\_  
\_\_\_\_\_
- (3) Telephone/FAX: \_\_\_\_\_
- (4) E-mail ID.: \_\_\_\_\_  
Web Site ID: \_\_\_\_\_
- (5) Service Tax Registration No.: \_\_\_\_\_
- (6) Income Tax PAN No. \_\_\_\_\_
- (7) Annual Turnover (at least Rs.25.00 lakh each year): \_\_\_\_\_  
Provide copies of P&L account or Balance Sheet duly certified by Chartered Accountant.  
a) 2011-12 Rs. \_\_\_\_\_  
b) 2012-13 Rs. \_\_\_\_\_  
c) 2013-14 Rs. \_\_\_\_\_
- (8) Details of clients having AMC with the firm during last 3 years  
Central Govt. Deptt./Autonomous Body & others.  
\_\_\_\_\_  
\_\_\_\_\_
- (9) Whether your firms have been debarred/blacklisted by any Central/State Govt.  
Deptt./University/Public Institution. If yes, furnish details.  
\_\_\_\_\_
- (10) Bank details:  
Name of Bank & Branch: \_\_\_\_\_  
Bank Account No. : \_\_\_\_\_  
IFSC Code No.: \_\_\_\_\_  
Branch Code No.: \_\_\_\_\_

**Signature(s) of Tenderer  
Seal of the Company**

## **SPECIAL CONDITIONS OF CONTRACT**

### **Eligibility conditions**

1. The firm should have at least five years work experience of having similar work preferable in 4-5 Govt. offices/big organizations and should submit the supporting documents including performance certificates given by the Govt./other organizations. The firm should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services.
2. The rates may be quoted on both “comprehensive” and “non-comprehensive” basis for each & every photocopier machines.
3. In comprehensive AMC the firm will provide all spare parts (including worn out parts)/consumables like toner etc./services for these machines during the contract period and no extra payment will be made for change/replacement of parts and toner etc. Only genuine spares/consumables must be used.
4. In non-comprehensive AMC the firm will provide services/consumables like toner etc. during the contract period. In case, some spare parts are required to be replaced, the same shall be provided/replaced by the firm under advance intimation/approval from the user. The cost of the spare parts as per company’s price list will be paid extra by this Institute. Only genuine spares/consumables must be used.
5. It shall be responsibility of the firm to maintain all the photocopying machines in good working order and take prompt action to rectify the machine. If the fault of the photocopier is not rectified within a week, liquidated damage charges @ 0.5% per week, subject to maximum of 10% will be deducted from the bill.
6. As a routine check, vendor’s service engineer will attend the photocopy machine monthly once for carrying out routine preventive maintenance including dusting, cleaning, any adjustments, refilling of consumables etc. needed for the upkeep of machine.
7. Vendor will attend the machine within 24 hours whenever there is a call from IVRI about the malfunctioning of the machine to rectify the same.
8. The firm will not be allowed for taking the machine out of the office premises for repairs and replacement of spare parts with original one. In case, it is very much essential, prior permission from the Head of the Division/Section Officer shall have to be taken by the firm. In such cases, no extra charges will be paid for transportation and labour charges.
9. **Documents required to be submitted** :-
  - (i) EMD (ii) Tender fee as applicable (iii) Service Tax registration copy
  - (iv) Copy of PAN card (v) Undertaking that bidder is not black listed
  - (vi) Documentary proof for turnover for last 3 years (2011-12, 2012-13 & 2013-14)
  - (vii) Cliental list for 3 years alongwith satisfactory performance certificate from clients

10. The tenders have to be submitted in sealed covers super-scribing “Tender for AMC of Photocopying machines” on the top of the sealed cover.
11. The tenderer shall keep their tender valid for acceptance for a period of 90 days from the date of opening. Tenders with shorter validity period will not be considered.
12. Tenders are to be submitted along with earnest money (refundable) of Rs.20000/- in shape of DD/Bankers cheque. The EMD may be prepared in favour of ICAR unit -IVRI. In case tender documents are downloaded from Institute website, the tenderer will have to deposit tender fee (non-refundable) of Rs.500.00 (Rupees five hundred) only alongwith quotation. Tenders received without tender fees and EMD will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract and the same in respect of the successful bidder will be returned after receipt of performance bank guarantee (10% of contract value) having validity period of 14 months.
13. AMC charges will be paid on quarterly basis after satisfactory rendering of services. Income Tax/Work Tax, as per rules, of the total value of work shall be deducted at source. The payment shall be released electronically, directly to vendor’s account. The firm should intimate the details of their bank account.
14. Service/Sales Tax and other Govt. levy, if any, will be paid extra, as applicable.
15. The details of photocopy machines is enclosed at Annexure-I, It can be inspected on any working day during office hours in consultation with Head of Divisions/Section Incharges before submitting the quotation by the interested tenderers.
16. No revision in rate (on higher side) will be accepted during contract period.
17. No payment will be made for unsatisfactory working report.
18. The contract cannot be sublet to any other person/firm.
19. In case the proposal is accepted, the firm shall sign an agreement with us while entering into AMC.
20. The firm should have not been blacklisted by any Govt. Departments/organization.
21. Tenders not properly filled in and signed or received after the closing date/ time will be rejected.
22. The tender should be addressed to Asstt. Adm. Officer (Store), Indian Veterinary Research Institute, Izatnagar, Bareilly (U.P.) – 243122.
23. The Director, IVRI, reserves the right to cancel the contract without assigning any reason.

**Signature(s) of Tenderer**  
**Seal of the Company**

**LIST OF PHOTOCOPIER MACHINE**

<b>Sl. No.</b>	<b>Name of Company &amp; Model of Photocopier Machine</b>	<b>Date of Purchase</b>	<b>Name of Division</b>	<b>AMC charges comprehensive</b>	<b>AMC charges non-comprehensive</b>
1.	Toshiba E-studio 455	Nil	P&S Section		
2.	Toshiba e-studio 181	14.10.2010	AAO (E-III)		
3.	Toshiba E-studio-160	14.01.2005	A.N. Division		
4.	Toshiba E-studio-2820	13.07.2009	A.N. Division		
5.	Toshiba E-studio-207	26.12.2008	A.N. Division		
6.	Toshiba E-studio-212	21.02.2012	Nicra Project (Stand.)		
7.	Toshiba E-Studio-282	15.10.2009	O.C. Engg. U-II		
8.	Toshiba E-Studio-182	06.03.2013	CWL		
9.	Toshiba E-studio 212	28.03.2012	HD/VB		
10.	Toshiba E-studio 166	19.03.2008	HD/VB		
11.	Toshiba E-studio 207	12.11.2008	Legal Cell		
12.	Toshiba E-studio 350	20.12.2005	JD (CADRAD)		
13.	Photo copier photo machine HCL-5210	1996	P&T		
14.	Toshiba E-studio 18	06.03.2013	Vigilance Section		
15.	Toshiba E-studio 181	26.10.2010	Ext. Edu.		
16.	Toshiba E-167 digital Copier	28.12.2009	P.A to CAO		
17.	Toshiba E-195 digital Copier	19.12.2012	B&C Section		
18.	Toshiba E-195 digital Copier	31.03.2013	Academic Sec.		
19.	Toshiba E-167 digital Copier	12.03.2010	AAO (A&F)		
20.	Toshiba E-studio 207 digital copier	30.10.2007	P&C Division		
21.	Toshiba E-studio 455	30.03.2012	Medicine Div.		
22.	Toshiba Digital copier with printer	26.09.2009	R.B. Rai, Path.		
23.	Toshiba E-studio 181	11.10.2010	PS to JD(A)		
24.	Toshiba E-studio 182	21.03.2012	I/c Wildlife		
25.	Toshiba E-studio 655	28.01.2011	Communication		
26.	Toshiba E-studio 450	21.09.2005	Communication		
27.	Toshiba E-studio 107	30.01.2010	I/c Immunology		
28.	Toshiba E-studio 195 Digital Copier with printer	23.05.2013	HD/Pathology		
29.	Toshiba E-studio 181 Digital Copier machine	20.01.2011	Human Hospital		
30.	Toshiba e-studio 282 digital photocopier MFD	04.12.2008	I/c NLVS		
31.	E-studio 207 Toshiba	-	Internal Audit		
32.	Toshiba E-studio 160	Feb. 2006	Acad. Section		
33.	Toshiba E-studio 195	Feb. 2013	Acad. Section		
34.	Ricoh 2550B	24.04.2009	AAO (E-II)		
35.	Ricoh, Aficio MP 1600 LE	18.11.2011	AR Division		

36.	Ricoh, Aficio-2020D	13.04.2006	VPH		
37.	Ricoh digital Photocopier Machine, Model MP1600 LE	26.03.2010	Referral Veterinary Polyclinic		
38.	Ricoh Digital Photocopier Model No.Aficio MP2000 LE	29.03.2010	JD(R)		
39.	Ricoh Aficio 2018	04.02.2005	O.C. Engg. U-I		
40.	RICHO, Aficio 5000B	23.07.2009	AAO (C.R.Cell)		
41.	Modi Xerox (Photocone) Model No.2851	28.03.2000	KVK		
42.	Modi Xerox Model No.5834 LV	21.03.2005	KVK		
43.	5020 DAD Modi	May,2013	LPM Section		
44.	5821 XC Model Modi	22.05.2002	Parasitology		
45.	Xerox Copier Model work centre 7232 (Coloured)	31.03.2008	DPS		
46.	Xerox Copier Model WC 5325 digital Multifunctional copier	30.03.2013	DPS		
47.	Modi photocopier 1821N	28.06.2005	BP Division		
48.	Modi Xerox Machine 5821 IV	30.01.2007	HD/LPT		
49.	Modi-5821	March, 2000	A.G.		
50.	Photocopier Model 5821 XC	09.06.2008	JD (EE)		
51.	Coloured Photocopier Xerox WC 7232	31.03.2008	JD (EE)		
52.	Xerox-5821 star	12.07.2005	Farm Section		
53.	Godrej Photocopier G-2238	2004	Exam. Section		
54.	Panasonic Photocopier DP-8020E	2010	Exam. Section		
55.	DUPLO-DPS 850 Machine Digital Duplicator	21.01.2010	AAO (Record)		
56.	DUPLO Digital Copier DP 63 S	Feb, 2002	Acad. Section		

Signature(s) of Tenderer

