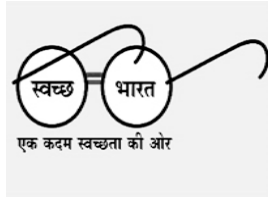


GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

TENDER SCHEDULE

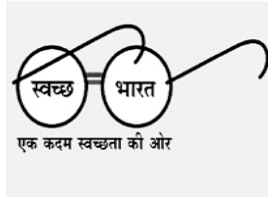
For installation of Heavy Duty Photocopier (Xerox) of approved model of reputed brands having all facilities including for set making, back to back photocopying, scanning etc at their own cost on Rental basis in the O/o Prl. Chief Conservator of Forests, Aranya Bhavan, Andhra Pradesh, Hyderabad.

1	Tender Notice No.	Lr.No.7/U2/2015,dt.25.03.2015
2	Region	Hyderabad & Secunderabad only
3	Name of Work	“Contract for installation of Heavy Duty Photocopier (Xerox) of approved model of reputed brands having all facilities including for set making, back to back photocopying, scanning, paper cost, toner , drum & developer etc and manpower for photocopying at their own cost on Rental Basis in the O/o Prl. Chief Conservator of Forests, Aranya Bhavan, Andhra Pradesh, Hyderabad”
4	Issue of Tender Document	From 28.03.2015 to 09.04.2015 on any working day from 10.30 A.M..
5	Last Date and Time for Submission of Tender	09.04.2015 upto 1.00 PM in the office of Forest Utilization Officer, Andhra Pradesh, Hyderabad
6	Date & Time of Opening Tender	On 09/04/2015 at 2.30 PM in the presence of tenderers



10	Address for all Correspondence	The Forest Utilization Officer, O/o Prl. Chief Conservator of Forests, Andhra Pradesh, Hyderabad – 500004.
11	Cost of Tender Document	Rs.100/- (which is not refundable)
12	Earnest Money Payable	Rs. 10000/- in the form of Demand Draft in favour of Forest Utilization Officer, Andhra Pradesh, Hyderabad.

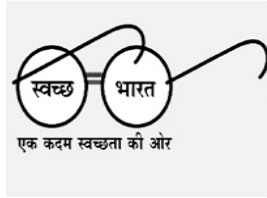
Signature of Tenderer



Terms and conditions

“for installation of Heavy Duty Photocopier (Xerox) of approved model of reputed brands having all facilities including for set making, back to back photocopying, scanning, paper cost, toner, drum & developer etc and manpower for photocopying at their own cost on Rental Basis in the O/o Prl. Chief Conservator of Forests, Aranya Bhavan, Andhra Pradesh, Hyderabad”

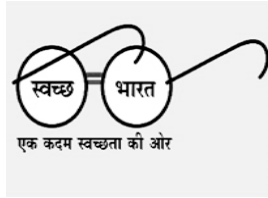
1. Sealed tenders are invited for the contract for hiring the services of one heavy duty multifunctional photocopy machines with manpower having all facilities including for set making, back to back photocopying, scanning, on Rental Basis in the O/o Prl. Chief Conservator of Forests, Aranya Bhavan, Andhra Pradesh, Hyderabad as per the specification mentioned in the proforma (Annexure-I) enclosed. Interested parties may submit their tenders as per the proforma enclosed. Downloaded tender schedule and terms conditions through online will be accepted only it consists of cost of tender schedule in the form of Demand Draft for Rs.100/- infavour of Forest Utilization Officer, Andhra Pradesh, Hyderabad.
 2. The last date of closing of tender is **09/04/2015 at 1.00 PM**. The tenders will be opened on the same date in the presence of such tenderer who may wish to be present at the time of opening of bids. The tender will be opened in the presence of a committee approved for the purpose on the **same date at 2.30 p.m.**
 3. Only one representative for any tenderer shall be authorized and permitted to attend the opening of tenders.
 4. Tenders received after the schedule time and date shall not be considered under any circumstances.
 5. The tenderer shall have atleast three year's experience in respect of above mentioned work.
 6. Bids received late i.e. after the expiry of the closing time will not be entertained.
 7. All entries in the tender form shall be legible and filled clearly. Any cutting in the bid application must be signed by the authorized signatory.
 8. Tender incomplete in any form are liable to be rejected outright.
 9. Conditional bids shall not be considered and liable to be rejected outright.
- Mandatory Machine Requirement:-**
10. The tenderer shall have to install one heavy duty multifunctional copier (black and white) in good condition, in the Office of Principal Chief Conservator of Forests, Aranya Bhavan, Andhra Pradesh, Hyderabad. No freight and installation charges will be paid by the Forest Department.



11. The Renting of Photocopier should function A3/A4/FS size photo copying, with black and white scanning and duplex printing with two trays, reduction /enlargement facility should be available.
12. The copy / print speed should be atleast 30 copies per minutes.
13. The photo copy paper cost, drum, developer and other spares and consumables have to be borne by the tenderer only.
14. Payment will be made only on monthly basis as per the rate quoted per copy by the tenderer as specified in **Annexure-I**. The per month workload is likely to be 5000 – 10000 copies and more.
15. Period of contract will be for one year and it is extendable for further one year subject to satisfactory performance at the decision of the Forest Utilisation Officer.
16. The tenderer shall be responsible for the installation, maintenance of the copiers. The photo copier machine shall remain in operation all the time. If any defect occurs in these machines, the successful tenderer / contractor shall get that rectify immediately and incase repair takes time the machine shall be replaced immediately. **In no case, the work of the office shall suffer due to the defects in machine. All repairs will be done by the tenderer. In case, repairs will take more than one day, the tenderer should install another machine till the machine is repaired and during the repair period, the work should not suffer.**
17. **The machine once installed in the O/o Prl. Chief Conservator of Forests, Andhra Pradesh, Hyderabad shall not be taken out without written permission of the F.U.O,AP,Hyderabad.**

Instructions to Manpower of tenderer for usage of Photocopier:

18. **The photocopying of the papers/document will be undertaken only on the receipt of the requisition slip prepared for the purpose duly signed by the officer authorized by the Prl. Chief Conservator of Forests, HoFF, Andhra Pradesh, Hyderabad. The successful tenderer shall keep all those requisition slips for record for verification by the inspecting officers. The tenderer shall maintain a register in a prescribed proforma in which all works done shall be entered at the end of the day every day. The register shall be updated every day.**
19. In case of substandard work, the Committee /F.U.O,AP,Hyderabad full authority to cancel the contract at the cost of the tenderer and the Forest



Utilization Officer is fully authorized to engage any other party / contractor to take up the work and the SD of the tenderer shall be forfeited.

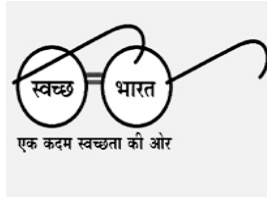
20. The operator shall not leak or divulge any information contained in the letter or document to anybody. All papers photocopied shall be considered confidentially and the tender shall not take any copy outside the office or give a copy to any unauthorized person.
21. **The manpower deputed with the machine shall be well trained and must have a sufficient technical knowledge to handle minor repair work in machine. The manpower shall be deputed for the office timings i.e. 10.00 a.m. to 5.30 p.m.** However, due to exigencies of work or work relating to some important meetings, the manpower may be deputed for 24 hours with no additional payment to the tenderer. The necessary instructions in respect of timely completion of assigned work shall be followed up by the tenderer.

E.M.D.

22. The tenderer shall submit an Earnest Money deposit of Rs. 10,000 (Rupees Ten thousand only) in the form of demand draft/pay order from a commercial bank drawn in favour of "Forest Utilisation Officer, Andhra Pradesh, Hyderabad". In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful tenderers after finalization of the contract.
23. If the work is found unsatisfactory or of the violation of the contractual obligation, the earnest money/performance security shall be forfeited.
24. No tenderer will be allowed to withdraw after submission of the bids otherwise the EMD submitted by the bidding tenderer would stand forfeited.
25. In case the successful tenderer declines the offer of contract for whatsoever reason the EMD submitted by the tenderer shall stand forfeited.

Parameters for quoting of Rate in Annexure-I:-

26. The tender form of rate given at Annexure-I duly filled in and signed by the Tenderer.
27. The rates shall be quoted only on the proper form in Annexure-I of the tender form of rates and each page of this tender form shall be signed in full by the tenderer or his authorized signatory. The rate for hiring should be



quoted both in words and figures. If there is variation between rates quoted in “figures” and “in words”, only the rates quoted in the words shall be taken to be as correct and valid.

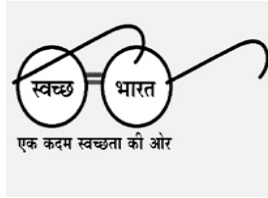
28. The tender form of rate should be filled in carefully after considering all the aspects after understanding the terms and conditions. No request for change or variation in rate or terms and conditions shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the tender form of rates quoted by the tenderer should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
29. No advance or extra payment in addition to rates already approved will be made in any case.
30. If there is a tie in the rates quoted by any of two different tenderers, then preference will be given basing on the experience. In these circumstances, the decision of the committee /FUO,AP,Hyderabad is final. The tenderers are bound to accept the decision of the committee/FUO,AP,Hyderabad.
31. The committee/FUO,AP,Hyderabad reserves the right to negotiate the rates with the lowest tenderer i.e, L1.

Execution of Agreement:

32. **Execution of Agreement :** The tenderer whose tender is accepted shall be required to appear at the office of FUO,AP,Hyderabad in person or his authorized person shall execute the agreement within seven days of the date of issue of communication tender acceptance letter from FUO,AP,Hyderabad.

Payment Conditions:

33. The successful tenderer shall prefer the bills in duplicate for payment on the company’s letterhead clearly mentioning the PAN/TAN/ Service Tax Numbers and submit to the Forest Utilisation Officer, AP, Hyderabad.
34. The payment will be released only after getting satisfactory report for the billing period from the user of the machine.
35. TDS & all other taxes will be deducted as per applicable rules.
36. The tenderers are advised to go through the tender document carefully and understand various provisions contained therein along with their specification. The tender document is not transferable under any



circumstances.

Other Conditions:

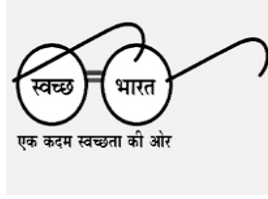
37. The Forest Utilisation Officer, Andhra Pradesh, Hyderabad / Committee reserves the right to reject all or any tender in whole or part without assigning any reasons.
38. The Tenderer shall abide by the terms and conditions as already stipulated. However, the Committee reserves the right to include exclude/modify the terms and conditions at any point of time before opening of tenders and tenderers are bound to accept the same.
39. If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then the committee/ FUU,AP,Hyderabad reserves the right to reject such tender at any stage of execution without any financial liability.
40. The tenderer is bound to submit information if required as per the notice issued by committee / FUU,AP,Hyderabad even after submission of tender document before finalization and announce of the successful tenderer.
41. The Committee or the person authorized by it Reserves right to add, modify and delete any conditions in the agreement and the successful tenderer is bound by such action.
42. In all matters of doubts and disputes, the decision of the Committee shall be final and binding on all the parties and no appeal lies with anyone else.

It is certified that I have read and understood all the 1 to 42 “Terms and Conditions” at (Page No. 1 to 7) which are supplied with the Tender schedule and also agreed to participate in the tenders. The terms and conditions of the tender schedule are agreed and signed by me.

Signature of Tenderer

Signature of the Tenderer

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Annexure-I

SCHEDULE OF RATE TO BE QUOTED FOR “INSTALLATION OF HEAVY DUTY PHOTOCOPIER (XEROX) OF APPROVED MODEL OF REPUTED BRANDS HAVING ALL FACILITIES INCLUDING FOR SET MAKING, BACK TO BACK PHOTOCOPYING, SCANNING, PAPER COST, TONER , DRUM & DEVELOPER ETC AND MANPOWER FOR PHOTOCOPYING AT THEIR OWN COST ON RENTAL BASIS IN THE O/O PRL. CHIEF CONSERVATOR OF FORESTS, ARANYA BHAVAN, ANDHRA PRADESH, HYDERABAD

**To
The Forest Utilisation Officer,
AP, Hyderabad.**

With reference to your Tender No.7/U2/2015,dt. /03/2015, we offer the rate as under;

- 1. Name of Tenderer :**

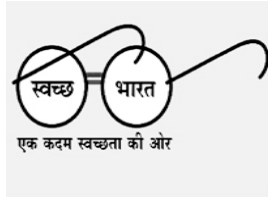
- 2. Address :**

- 3. Contact Number :**

- 4. Experience in supplying & Maintaining photo-copier in Govt. Offices. (proof documents duly attested by Gazetted Officer Should be enclosed) :**

Signature of the Tenderer

Page 8 of 9



5. Rate Quoted :

S.No.	Description of Item	Rate Quoted on hire basis on monthly basis. (inclusive all taxes)
1	<p>Name of the Company of the Photo Copier Machine (branded):</p> <p>1. Photo copier functions: i)A3/A4/FS size photo copying with black and white scanning and Duplex printing with two trays or not ii)Reduction/enragement facility available or not?</p> <p>2. Copy / Print speed: 30 copies per minute or not?</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
2	<p>Model Number & Brand of Machine</p>	
3	<p>Rate per copy</p>	

I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Signature of Tenderer with Name & Date