

**Subject: Quotation for invited Limited Tender Notice for providing digital Photostats machines for official use of different branches/wings of the Municipal Corporation, Chandigarh.**

Sealed quotations are hereby invited in two parts i.e. **Technical bid and financial bid (attached herewith)** in separate sealed covers. The two sealed cover should be contained in **bigger** sealed cover. The technical bid would contain **EMD deposit and filled Specifications Performa** (enclosed herewith) duly signed by the firm with stamp/seal. The rates would be mentioned only in the financial bid not in the technical bid. The financial bids of those firms, who qualify on the basis of technical bid, would only be opened.

**CONDITIONS:**

1. Attached specification performa must be sent with technical bid alongwith EMD (DD) with Signatures with stamp by Firm otherwise quotation will be rejected.
2. The quotation/limit tender notice must reach in **office of the Chief Accounts Officer, Municipal Corporation, Chandigarh at 3 p.m. on/before the 15-06-2016**. The quotation so received will be opened on the same day and venue at **3.30 p.m.** in presence of the Purchase Committee. The quotations received after the given date and time shall not be entered.
3. The Quotation must be in sealed cover. The envelopes containing quotation must be super scribed with the subject on the top of outer envelope. The name of the firm must be mentioned on the envelopes.
4. It may be delivered either by post or by hand. The quotation must be addressed to the Commissioner. Municipal Corporation, Chandigarh.
5. Sale Tax/VAT/Service Tax will be applicable as per Govt. instructions issued from time to time.
6. Any quotation can be rejected by the undersigned/Purchase committee without assigning any reason.
7. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any information found incorrect the quotation liable to be cancelled.
8. Conditional quotation shall not be entertained.
9. In-case of date of receiving of quotation/opening of quotation declares/ happens to be public holiday quotation shall be opened on next working day.
10. In case of any dispute, jurisdiction of courts of UT Chandigarh is applicable.
11. Payment will, only be released subject to the satisfaction of the undersigned or the committee constituted by the undersigned after verifying the quality, specification and quantity of the material.
12. For further detail please contact office of the undersigned during the working hours.

13. The period of contract will initially be valid for a period of One year. The contract may be further extended for another period of one year based on the satisfactory performance of the service and at the sole discretion of the Corporation. The performance will be reviewed annually.

**Chief Accounts Officer,  
Municipal Corporation,  
Chandigarh.**

## TECHNICAL BID (PART "A")

- 1) Name of the firm: \_\_\_\_\_  
(In capital letter)
- 2) Complete Postal Address: \_\_\_\_\_
- a) Telephone No. : (Off) \_\_\_\_\_
- b) Fax No. : \_\_\_\_\_ e-mail \_\_\_\_\_
- 3) Is the firm proprietary/Partnership/  
Public Ltd/Pvt. Ltd./Others (specify) \_\_\_\_\_
- 4) Is the firm registered with: \_\_\_\_\_  
Any Central Government/ State Govt./Semi Govt./  
Govt. undertakings/ Municipal Corporation  
If so furnish details of registration. \_\_\_\_\_
- 5) PAN Number: \_\_\_\_\_
- 6) Service Tax/VAT/Sales Tax No. \_\_\_\_\_
- 7) EMD Details: Demand Draft /Pay Order No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank (Branch) \_\_\_\_\_

### Conditions:-

1. The Earnest money in the form of demand draft in favour of Commissioner. Municipal Corporation, Chandigarh and payable at Chandigarh for Rs. 10,000/- (Rupees Ten Thousand only) must be enclosed.
2. The firm should submit the Pan No.
3. The Service Tax No./VAT/Sales Tax number must be provided.
4. The Service Provider shall raise the bill on monthly basis and submit the same in the succeeding month for payment.
5. The affidavit regarding black listing is also required to be submitted.
6. The firms should submit the experience certificate of two years in the relevant field.
7. An undertaking with regard to sufficient capacity to do the work as per specification mentioned in the financial bid should also be submitted.

## FINANCIAL BID 'B'

1. Name: \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Residence Address : \_\_\_\_\_
4. Telephone No./Mobile No. : \_\_\_\_\_
5. Rates quoted for the following items:-

Name of Work	Sr. No.	Description	Rate quoted by the firm
<b>Providing 16-20 nos. digital photostat machines for official use of different branches/wings of the Municipal Corporation, Chandigarh.</b>	1	Digital photostat machine (print copy A4 and FS size)	Fixed rent per month per machine including 3000 copies and quote the rate per copy in excess of 3000 copies

### Note:-

1. The photostat machine provide should be reputed brand, possessing the latest features and should be new or not more than 2 years old along with stabilizers in all respects.
2. You will provide all the spares and consumables e.g. Toner, drum, developer etc. free of cost.
3. The period of contract will be initially for one year and is likely to be extended another one year subject to the satisfactory performance of the services by you.
4. You will provide prompt service for repair and maintenance and you will attend to the complaints within 24 hours.
5. The Corporation will pay fixed rent on monthly basis upto a maximum of 3000 copies per month and quote the rate per copy in excess of 3000 copies.
6. The machine will be operated by the staff of Municipal Corporation, Chandigarh.
7. The meter will be sealed in the presence of branch Incharge at the time of installation. The seal of the meter will be broken at the end of each month for recording the meter reading in the presence of the branch Incharge and fresh seal will be fixed immediately thereafter.
8. In case, the photostat machine or the stabilizer become(s) non functional due to some major defect then the same will be replaced by the service provider within 5 days of request made by the office.
9. Quote the rate as per above specification/Terms & Condition.
10. This form duly filled should be put in an envelope marked 'B' and name of the contract.