



**TENDER DOCUMENT
(FOR RATE CONTRACT OF PRINTERS [SERVICE,
MAINTENANCE, REFILLING, REPLACEMENT OF PARTS OF
PRINTERS])**

**ICAR-DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH
BORIAVI, ANAND-3873 10
ISO 9001-2008 Certified**

-: OFFICE: -

**BORIAVI- ANAND-387310
(Phone. No.: 02692- 271600,05,06 Fax: 02692-271601
Website: www.dmapr.icar.gov.in
E-mail: ao.dmapr@icar.gov.in**





भारतीय कृषि अनुसंधान परिषद - औषधीय एवं सगंधीय पादप अनुसंधान निदेशालय
बोरीआवी - 387 310, आणंद, गुजरात, भारत.

**ICAR-Directorate of Medicinal and Aromatic Plants Research
Boriavi - 387 310, Anand, Gujarat, India.**

Ph.No:(02692) 271600,05,06 Fax:(02692) 271601.

Website: www.dmapr.org.in

ISO 9001:2015 Certified

F.No. 15-27/15-A.M.C /

Date: /09/2017

Request for Quotation

Sealed quotations are invited by Director, ICAR-DMAPR, Boriavi, Anand in two bid system i.e. **Technical Bid and Financial Bid** from reputed firm / manufacturers / authorized dealers / retailers for the Rate Contract of Printers [Service, Maintenance, Refilling, Replacement of parts of Printers] for ICAR-DMAPR, Boriavi, Anand as **per the Specification detailed in Annexure-A.**

For Downloading the Tender Document please Visit "www.dmapr.icar.gov.in" and "www.eprocure.gov.in"

Tender Cost fee Rs. 100/- (Rs. One Hundred Only) (Non-Refundable) in the shape of Demand Draft prepared in favour of "ICAR-UNIT: ICAR-DMAPR," payable at Anand should be enclosed with the quotation.

Last date for the submission of the Tender document at DMAPR, Boriavi, Anand is on or before **03:00 P.M. on 12.10.2017.**

Date of Opening of Bid: 3.30 P.M. on 13.10.2017.



To

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Subject: Tender for the **Rate Contract of Printers [Service, Maintenance, Refilling, Replacement of parts of Printers]** for ICAR-DMAPR, Boriavi, Anand as **per the Specifications detailed in Annexure-A.**

Sir/Madam,

Bids are invited by ICAR-DMAPR, Boriavi, Anand a research institute under ICAR, Ministry of Agriculture, Govt. of India for the Rate Contract of Printers [Service, Maintenance, Refilling, Replacement of parts of Printers] from branded and reputed firms / manufacturers / authorized dealers / retailers. You are requested to submit your tender in two bid format (Technical & Financial) to the undersigned for the **RATE CONTRACT OF PRINTERS [SERVICE, MAINTENANCE, REFILLING, REPLACEMENT OF PARTS OF PRINTERS]** quoting details and other specifications.

TERMS AND CONDITIONS

The tenderer shall have to furnish the offer in two separate Envelopes, clearly mentioning Envelopes **No.1 "Technical Bid for RATE CONTRACT OF PRINTERS [SERVICE, MAINTENANCE, REFILLING, REPLACEMENT OF PARTS OF PRINTERS]"** and Envelopes **No.2 "Financial Bid for RATE CONTRACT OF PRINTERS [SERVICE, MAINTENANCE, REFILLING, REPLACEMENT OF PARTS OF PRINTERS]"**.

Both the Envelopes must indicate the description of the tender and then both should be placed together in one sealed cover indicating **"RATE CONTRACT OF PRINTERS [SERVICE, MAINTENANCE, REFILLING, REPLACEMENT OF PARTS OF PRINTERS] at ICAR-DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH BORIAVI, ANAND"**.



The tender must be sealed and bear the stamp of the firm/ company on the face of the Envelope and outer sealed cover. The technical bid and financial bid will be opened on two different dates.

The technical bid will be opened on due date as mentioned in the tender document.

The financial bid will be opened in respect of only those tenderers whose documents are found in order as per technical bid and whose items meet ICAR-DMAPR, specification and terms and conditions as given in the tender document.

The requirements of technical bid are as under:

1. Technical proposals submission Letter on the Letter head of the firm clearly indexing the enclosures.
2. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
3. Detailed profile of the Company, Articles / Memorandum of Association.
4. Copy of Pan Card, Authorization, GST Registration Certificate and company Registration Certificate. The company should operate in the same name and style at least for the last two years.
5. Supporting documents of orders executed.
6. Technical Brochures of items quoted, printed and published Brochure and/ or Web site reference essential for Technical Evaluation.



7. **Balance Sheet, Profit & Loss Account of the Last year should be attached duly certified by CA.**
8. IT return filed for past Year.
9. Demand draft for the Earnest Money Deposit.
10. **Minimum 06 months onsite warranty.**
11. The firm participating in the tender will be required to deposit an account payee bank draft of **Rs. 2,000/- (Two thousand Only)** for RATE CONTRACT OF PRINTERS [SERVICE, MAINTENANCE, REFILLING, REPLACEMENT OF PARTS OF PRINTERS] being the Earnest Money Deposit, in the name of **"ICAR-UNIT: DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH"** payable at Anand and to enclose the same with the Technical Bid. Earnest Money in any form shall not be accepted and would be summarily rejected. The earnest money shall be refunded without interest after successful completion of order.
12. The firm may also enclose their Bank Details in the enclosed format **Annexure-B** along with a cancelled bank cheque.

The Financial bid is as under:

1. Terms of delivery: Delivery at site, viz. Custodian, Store Section, ICAR- DMAPR, BORIAVI, ANAND.
2. Delivery period for goods: Within fifteen days from the issue of the supply order.
3. Erection/ installation and commissioning are to be completed within 15 days of delivery of the goods at site.



