

भारत सरकार, अंतरिक्ष विभाग / Govt. of India, Dept. of Space
भारतीय अंतरिक्ष अनुसंधान संगठन / Indian Space Research Organisation
भारतीय सुदूर संवेदन संस्थान / Indian Institute of Remote Sensing
4, कालीदास रोड, देहरादून-248001 / 4, Kalidas Road, Dehradun - 248001
उत्तराखण्ड / Uttarakhand
दूरभाष / PH : 0135-2524318 / 4317, फैक्स / FAX : 0135-2748041
ई-मेल / E-mail : pns@iirs.gov.in

निविदा आमंत्रण सूचना / Notice Inviting Tender

भारत के राष्ट्रपति की ओर से भारतीय सुदूर संवेदन संस्थान, देहरादून द्वारा निम्नलिखित के लिए दो भागों में मोहरबंद बोलीयां आमंत्रित की जाती हैं।
On behalf of President of India, Indian Institute of Remote Sensing, Dehradun invites Two Part sealed tender for the followings.

क्र. सं./ Sl. No.	निविदा सं./ Tender No	विवरण/Description	मात्रा/Qty.
1.	जी.आई.आर.एस. 2017000016-01/ GIRS 2017000016-01	भा.सु.सं.सं. परिसर में वायरलेस कनेक्टिविटी/Wireless Connectivity in IIRS Campus (विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार/Detailed Specifications, Terms & Conditions as per tender documents)	01 कार्य/01 Job.
2.	जी.आई.आर.एस. 2017000017-01/ GIRS 2017000017-01	भा.सु.सं.सं. की वेबसाइट के उन्नयन और रखरखाव के लिए वार्षिक रखरखाव अनुबंध/ Annual Maintenance Contract for up-gradation and maintenance of websites at IIRS. (विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार/Detailed Specifications, Terms & Conditions as per tender documents)	01 कार्य/01 Job.
3.	जी.आई.डी.आई. 2017000018-01/ GIDI 2017000018-01	भाडे पर डिजिटल फोटोकॉपियर मशीन/ Hiring of Photocopier Machine (Digital) (विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार/Detailed Specifications, Terms & Conditions as per tender documents)	01 कार्य/01 Job.
4.	जी.आई.आर.एस. 2017000019-01/ GIRS 2017000019-01	स्कूल एवं परिसर अनुबंध के तहत माइक्रोसॉफ्ट लाइसेंस का नवीनीकरण/Renewal of Microsoft licenses under School and campus agreement/(विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार/Detailed Specifications, Terms & Conditions as per tender documents)	01 कार्य/01 Job.
5.	जी.आई.ई.आर. 2017000020-01/ GIER 2017000020-01	एनओवाई ट्रेस गैस एनालाइजर/ NOy Trace Gas Analyzer (विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार/Detailed Specifications, Terms & Conditions as per tender documents)	01 संख्या/01 No.
6.	जी.आई.ई.आर. 2017000021-01/ GIER 2017000021-01	टोटल हाइड्रोकार्बन एनालाइजर/ Total Hydrocarbon Analyzer. (विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार/Detailed Specifications, Terms & Conditions as per tender documents)	01 संख्या/01 No.
निविदा शुल्क/Tender Fee		₹ 573/- प्रत्येक निविदा हेतु/For each Tender (निविदा शुल्क ₹ 500 + मूल्य वर्धित कर 14.5 प्रतिशत की से/ ₹ 500 Tender Fee +VAT @ 14.5%)	
निविदा प्रारूप जारी करने की तिथि/ Starting date for issue of Tender Forms		04.04.2017 से/From 04-04-2017	
निविदा प्रारूप जारी करने की अंतिम तिथि/ Last date for issue of Tender Forms		16.05.2017, 12:00 बजे तक/ upto 12:00 hrs	
निविदा स्वीकृति की नियत तिथि/Due date for Receipt of Tender		16.05.2017, 14:00 बजे तक/ upto 14:00 hrs	
तकनीकी बोलियां खोलने की तिथि/ Date of opening of Techno-commercial Bids		टेंडर क्रमांक सं 1 एवं 2/Tender S/No: 01 & 2 दिनांक 16.05.2017 को/on 16.05.2017, टेंडर क्रमांक सं 3 एवं 4/Tender S/No: 03 & 4 दिनांक 17.05.2017 को/on 17.05.2017 एवं/ & टेंडर क्रमांक सं 5 एवं 6/Tender S/No 5 & 6 दिनांक 18.05.2017 को/ on 18.05.2017 15:00 बजे क्रमशः /15:00 hrs respectively.	
<p>निविदा प्रपत्र किसी भी अनुसूचित बैंक से देहरादून में भुगतान योग्य, वेतन एवं लेखा अधिकारी, आई0 आई0 आर0 एस0 के पक्ष में जारी ₹ 573/- का डी0डी0 जमा करके क्रय एवं भंडार अनुभाग, आई0 आई0 आर0 एस0 से किसी भी कार्यदिवस में प्राप्त कर सकते हैं अथवा www.iirs.gov.in से डाउनलोड कर सकते हैं। यदि निविदा दस्तावेज वेबसाइट से डाउनलोड किया गया है, तो ₹ 573/- का डी0डी0 जो वेतन एवं लेखा अधिकारी, आई0 आई0 आर0 एस0, देहरादून के पक्ष में देय हो, बोली के साथ अवश्य संलग्न करें।</p> <p>Tender forms can be purchased from Purchase & Stores Section, IIRS on all working days on payment of ₹ 573/- in the form of DD drawn in favour of Pay & Accounts officer, IIRS Dehradun payable at Dehradun or can be downloaded from www.iirs.gov.in. When tender forms are downloaded, DD for ₹ 573/- drawn in favour of Pay & Accounts officer, IIRS Payable at Dehradun shall be attached with tender document.</p>			
निदेशक /Director			

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**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
DEH IIRS UN
PURCHASE & STORES**

Ph No: 0135 - 2524317, 4318
Fax 0135 - 2748041
Email: pns@iirs.gov.in

Date :06/04/2017

INVITATION TO TENDER

M/s

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Our Ref No : GIDI 2017-000018-01

Tender Due: 14:00 Hrs ISTon 16/05/2017

Opening : 15:00 Hrs ISTon 17/05/2017

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets / literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No:)

S.No.	Description of Items with Specifications	Unit	Quantity
1	Hiring of Photocopier Machine (Detailed Specifications, Terms & Conditions as per annexure enclosed)	Job.	1

DELIVERY AT: IIRS

MODE OF DESPATCH ON SITE

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS TWO PART TENDER

SPECIFIC TERMS



ASHA CHANDRAN L
PURS. & STORES OFFICER

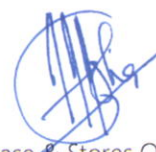
For and on behalf of the President of India
The Purchaser

DEPT. OF SPACE, GOVT. OF INDIA
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
No.4, KAIKAS ROAD, P.B.NO.135, DEHRADUN-248001

ANNEXURE I to Tender No. GIRS-2017000018 01/ PT-03/ 17-18

Specific Terms and Conditions to the Tender

1. Please submit the Technical Details / Catalogue / Data Sheets.
3. The offer should be valid for a period of 90 days from the date of opening of Tender.
4. Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by speed post so as to reach us on or before the due date & time. IIRS will not be responsible for any postal delays.
5. E- mail/ fax quotations 'WILL NOT BE ACCEPTED'.
6. Please quote normal rate of Sales Tax without 'C' Form.
7. Our standard delivery term is FOR, IIRS. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lumpsum amount.
8. **Security Deposit :** - Wherever the offer value is Rs. 5.00 Lakhs or above, the successful tenderer should submit Security Deposit @ 10% of the order value by way of Bank Guarantee / FD Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs.200/- Non Judicial Stamp Paper and should be valid beyond 2 months from the date of completion of all contractual obligations. Micro and Small Industries Vendors are not exempted from the submission of Security Deposit.
9. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre / Udyog Adhar / NSIC Registration Certification along with your offer for EMD & Tender Fees only.
10. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
11. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.



[Purchase & Stores Officer]

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ANNEXURE II to Tender No. GIRS-2017000018 01/PT-03/17-18
SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID

1. This is a two part tender viz., Techno-Commercial Bid (consisting of Technical Specifications, Commercial terms & condition etc.) and Price Bid. Hence, quotation should be submitted in separate sealed covers super-scribing "Tender No. GIRS-2017-00 0018-01/PT -03/17-18, Due on 16/05/2017 at 14.00 hrs (Techno-Commercial Bid) and Tender No. GIRS-2017-00 0018-01/PT -03/17-18, Due on 16/05/2017 at 14.00 hrs (Price Bid).
2. Both the sealed tenders (Techno commercial & Price bid) should be kept in one big cover super scribing TENDER for Hiring of Photocopier Machine against Enquiry No. GIRS-2017-00 0018-01/PT -03/17-18, Due on 16/05/2017 at 14.00 hrs and put in the Tender Box available in Purchase Division, IIRS or send by post or Courier within the due date and time prescribed.
3. Only Techno-Commercial bid will be opened on the date of tender opening. The price Bids of those tenderers whose Techno-Commercial Bids are found to be meeting our specifications / requirements will be opened. The bidders are allowed to attend the tender opening on the date and time of opening.
4. The Techno-Commercial Bid should have technical & commercial details only. No price should be quoted in the Techno-Commercial Bid.
5. Tender form can be purchased from Purchase & Stores Section, IIRS, Dehradun on all working days on payment of Rs. 573/- (Rs.500 + VAT @14.5%) drawn in the form of Demand Draft in favour of Pay & Accounts Officer, IIRS payable at Dehradun through a request or Tenderer can download the tender documents from the website (www.iirs.gov.in). When tender form is downloaded, DD for Rs 573/- drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached along with the technical bid.
6. Late and Delayed Tenders will not be considered. Therefore, please ensure that your tender is posted well in time to reach us before the due date and time.
7. Fax/Email offers shall not be considered
8. All the pages of your offer should be signed/initialed by competent authority and affixed with your company's Seal.
9. EMD of Rs. 30,000/- to be submitted along with the quotation in the form of Crossed Demand Draft drawn on any Nationalized / scheduled bank in favour of Pay & Accounts Officer, IIRS, payable at Dehradun. Quotation received without EMD will not be considered. The EMD of unsuccessful bidder will be returned after finalization of order.



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ANNEXURE III of Tender No. GIRS-2017000018 01/ PT-03/ 17-18

Descriptions/ Specifications of Digital Xerox Machine

Machine should have

- Automatic document feeder
- Total set making system, total touch screen operations with bin capacity i.e. set that can be made is 999 set in one go
- Multiple auto duplexing of 999 pages one command
- Automatic stapling, huge tray
- Speed ranging from 30/35 PPM/ or more
- Original/ image size: A3/A3
- Standard duplex paper output for paper usage efficiency
- Bypass tray: 100 sheets
- Tray: 2 x 500 sheets
- Overlay mode and multiple counters
- Auto zoom, auto centre, auto reduction/ enlargement from 25% - 400% in 1% ratio
- Machine have the facility to connect LAN

Make: Canon, Xerox, Ricoh, Sharp, Modi



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GOVT. OF INDIA
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
NO. 4 KALIDAS ROAD,
POST BOX NO. 135, DEHRADUN**

ANNEXURE IV to Tender No. GIRS-2017000018 01/ PT-03/ 17-18

TERMS & CONDITION OF RATE CONTRACT FOR HIRING OF XEROX COPER

1. PRICES ARE FIRM AND FIXED

The rate are should be firm and fixed during the currency of the contract. No upward revision of prices shall be allowed during the period of the contract and extended period of Contract.

2. TAXES AND DUTIES

2.1 On Rental Charges: .

2.2 On Copying charges:

3. DELIVERY PERIOD

2 weeks after receipt of Order.

3.1 Free Delivery at site (IIRS). Only brand new machines shall be supplied. All the consumables (except paper) shall be made available to all the end users in time. The Delivery & Installation to be arranged at your cost in our premises at different locations . Necessary training to operate the copier, shall be provided to the person identified by the respective Head of Department/ Section Heads.

4. PERIOD OF CONTRACT

4.1 Contract shall be valid for a period of 1 year years w.e.f. 1/7/2017 or from the from the date of installation of machine whichever is earlier. Installation report duly certified by End User should be produced to purchase. Contract can be extended by 1 more year based on mutual consent on same and terms and conditions. However the Contract can be terminated at any time by the Purchaser, if the services are not satisfactory, with 30 days notice.

4.2 Contract will be reviewed after three months from the date of installation of the machine to ascertain whether the service of the machine is satisfactory. In case of non-satisfactory service during this period or any time during the currency of contract, IIRS reserves the right to terminate the entire contract or part thereof.

5. SERVICING OF MACHINE

- 5.1 Down-Time: The contractor shall attend complaints within 04 (four) hours and complete the same within 24 (Twenty four) hours. If the machine is not brought to working condition within 24 hrs. of complaint, the Contractor shall provide a stand-by machine of equivalent capacity, failing which proportionate recovery from the bill of the coping charges will be made from the pending bills. The period of recovery shall commence after the lapse of 4 hrs. from registering the complaint and up to the installation of stand-by machine or satisfactory completion of repair of our machine whichever is earlier.
- 5.2 If the service provider fails to repair the machine beyond 5 working days, a brand new machine shall be provided and the stand-by machine shall be taken out.

6. SPARES AND CONSUMABLES

The service provider has to maintain a stock of spares and consumables required for the machines to ensure uninterrupted service.

7. MACHINE PERFORMANCE

Copy quality shall be maintained at the best level and to the satisfaction of the End User. The decision of end user shall be final & binding considered for the purpose of replacement of machine, drum or other accessories.

8. SERVICE REPORTS

When the complaint is attended to by the Contractor, the service report shall be got certified from the End User.

9. PAYMENT TERMS:

- 9.1 Payment shall be made on monthly basis against invoice duly certified by the Concerned End User of the machine and approved by the competent authority. The month will be reckoned from 1st to end of the month (Calendar Month).
- 9.2 Invoice should be submitted to our Pay & Accounts Officer duly certified as above. A copy of Invoice shall be sent to Purchase & Section, IIRS for information and records, along with the details of monthly accounting number of copies.

10. FALL CLAUSE

- 10.1 Copying charges claimed for the machines supplied under this Contract by the Contractor should in no event exceeded the lowest charges at which the Contractor charges for the hiring of machine to any other institution or Government Department etc.,
- 10.2 If at any time, during the currency of the contract, the Contractor shall reduce the per copy charges to any other person(s)/ organizations, he shall forthwith notify such reduction in price



to purchaser. The charges payable under the Contract for the per copy charges, after the date of coming into force of such reduction shall stand correspondingly reduced.

11. Parallel/Adhoc Contract

- 11.1 The purchaser reserves the right to enter into parallel I contract simultaneously or at any time during the period of this contract with one or more tenderers.
- 11.2 To place adhoc contract or contracts simultaneously or at any time during the period of this contract with one or more tenders.

12. INSTALLATION REPORT

Once the machines are installed in different Division/Sections, the installation report duly signed by the concerned end user should be submitted to the Purchase Section, under intimation to Purchase and Stores Officer, IIRS.

13. INSURANCE COVERAGE

While the machine is in our premises and in the event of damage or loss of the equipment due to reasons beyond our control, necessary insurance has to be arranged by you at your cost if required. Purchaser will not pay separately for any such insurance coverage.

14. MONTHLY REPORTS

At the end of every month a report shall be given (as per format) sent to along with the Invoice. A copy of the report shall be attached with every claim Bill/ Invoice presented to Accounts Officer for payment

- 15. No. of Machines: At present our requirement is for 4 Nos. Photo Copier, which will be installed in the various location of IIRS.
- 16. Number of Photocopier machine may be increased or decreased as per our requirement during the period of the contract.
- 17. Contractor shall provide 1 (One) or two (two) Nos. of Standby Photo Copier Machine free of cost of same specifications as per the quote.


Purchase & Stores Officer

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ANNEXURE VI of Tender No. GIRS-2017000018 01/ PT-03/ 17-18

TECHNICAL TERMS & CONDITION/TECHNICAL COMPLIANCE STATEMENT

S.No.	Technical Specifications	Compliance	
		Yes	No
1	Photo Copier Machine should have the following facility		
1.1	Machine should have automatic document feeders		
1.2	Total set making system, total touch screen operations with bin capacity i.e. set that can be made is 999 set in one go		
1.3	Multiple auto duplexing of 999 pages one command		
1.4	Automatic stapling, huge tray		
1.5	Speed ranging from 30/35 PPM/ or more		
1.6	Original/ image size: A3/A3		
1.7	Standard duplex paper output for paper usage efficiency		
1.8	Bypass tray: 100 sheets		
1.9	Overlay mode and multiple counters		
1.10	Auto zoom, auto centre, auto reduction/ enlargement from 25% - 400% in 1% ratio		
1.11	Machine have the facility to connect LAN		

1.12	Make: Canon, Xerox, Ricoh, Sharp, Modi		
2	EMD of Rs. 30,000/-		
3.	Firm should have their local office in Dehradun		
4.	Income Tax Pan No		
5.	Letter from at least two Govt/Reputed customers regarding providing satisfactory services by the bidder.		

Purchase & Stores Officer