<table>
<thead>
<tr>
<th>S.No.</th>
<th>Tender No</th>
<th>Description</th>
<th>Unit/Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2017000016-01/GIRS</td>
<td>Wireless Connectivity in IIRS Campus (Detailed Specifications, Terms &amp; Conditions as per tender documents)</td>
<td>1/01 Job</td>
</tr>
<tr>
<td>2.</td>
<td>2017000017-01/GIRS</td>
<td>Annual Maintenance Contract for up-gradation and maintenance of websites at IIRS. (Detailed Specifications, Terms &amp; Conditions as per tender documents)</td>
<td>1/01 Job</td>
</tr>
<tr>
<td>3.</td>
<td>2017000018-01/GIDA</td>
<td>Hiring of Photocopying Machine (Digital) (Detailed Specifications, Terms &amp; Conditions as per tender documents)</td>
<td>1/01 Job</td>
</tr>
<tr>
<td>4.</td>
<td>2017000019-01/GIRS</td>
<td>Renewal of Microsoft licenses under School and campus agreement (Detailed Specifications, Terms &amp; Conditions as per tender documents)</td>
<td>1/01 Job</td>
</tr>
<tr>
<td>5.</td>
<td>2017000020-01/GIER</td>
<td>NOY Trace Gas Analyzer (Detailed Specifications, Terms &amp; Conditions as per tender documents)</td>
<td>1/01 No</td>
</tr>
<tr>
<td>6.</td>
<td>2017000021-01/GIER</td>
<td>Total Hydrocarbon Analyzer (Detailed Specifications, Terms &amp; Conditions as per tender documents)</td>
<td>1/01 No</td>
</tr>
</tbody>
</table>

**Tender Details**

- **Tender Fee**: Rs. 573/-
- **Starting date for issue of Tender Forms**: 28.04.2017
- **Last date for issue of Tender Forms**: 15.05.2017, 12:00 hrs
- **Due date for Receipt of Tender**: 15.05.2017, 14:00 hrs
- **Date of opening of Techno-commercial Bids**: 16.05.2017, 15:00 hrs

*Note: Tender forms can be purchased from Purchase & Stores Section, IIRS on all working days on payment of Rs. 573/- in the form of DD in favour of Pay & Accounts officer, IIRS Dehradun payable at Dehradun or can be downloaded from [www.iirs.gov.in](http://www.iirs.gov.in). When tender forms are downloaded, DD for Rs. 573/- drawn in favour of Pay & Accounts officer, IIRS Payable at Dehradun shall be attached with tender document.*

*Director*
GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
PURCHASE & STORES

INVITATION TO TENDER

M/s 000000

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: )

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Items with Specifications</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hiring of Photocopy Machine (Detailed Specifications, Terms &amp; Conditions as per annexure enclosed)</td>
<td>Job.</td>
<td>1</td>
</tr>
</tbody>
</table>

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

Date: 06/04/2017

Our Ref No: GIDI 2017-000018-01
Tender Due: 14:00 Hrs IST on 16/05/2017
Opening: 15:00 Hrs IST on 17/05/2017
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.

[Signature]

(Purchase & Stores Officer)
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 Photocopy 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.

[ Purchase & Stores Officer]
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

Purchase & Stores Officer
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 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, IRS 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 he 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 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 tenderers.

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

TECHNICAL TERMS & CONDITION/TECHNICAL COMPLIANCE STATEMENT

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Technical Specifications</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>1</td>
<td>Photo Copier Machine should have the following facility</td>
<td>No</td>
</tr>
<tr>
<td>1.1</td>
<td>Machine should have automatic document feeders</td>
<td>No</td>
</tr>
<tr>
<td>1.2</td>
<td>Total set making system, total touch screen operations with bin capacity i.e. set that can be made is 999 set in one go</td>
<td>No</td>
</tr>
<tr>
<td>1.3</td>
<td>Multiple auto duplexing of 999 pages one command</td>
<td>No</td>
</tr>
<tr>
<td>1.4</td>
<td>Automatic stapling, huge tray</td>
<td>No</td>
</tr>
<tr>
<td>1.5</td>
<td>Speed ranging from 30/35 PPM/ or more</td>
<td>No</td>
</tr>
<tr>
<td>1.6</td>
<td>Original/ image size: A3/A3</td>
<td>No</td>
</tr>
<tr>
<td>1.7</td>
<td>Standard duplex paper output for paper usage efficiency</td>
<td>No</td>
</tr>
<tr>
<td>1.8</td>
<td>Bypass tray: 100 sheets</td>
<td>No</td>
</tr>
<tr>
<td>1.9</td>
<td>Overlay mode and multiple counters</td>
<td>No</td>
</tr>
<tr>
<td>1.10</td>
<td>Auto zoom, auto centre, auto reduction/enlargement from 25% - 400% in 1% ratio</td>
<td>No</td>
</tr>
<tr>
<td>1.11</td>
<td>Machine have the facility to connect LAN</td>
<td>No</td>
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<td></td>
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</tr>
<tr>
<td>1.12</td>
<td>Make: Canon, Xerox, Ricoh, Sharp, Modi</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD of Rs. 30,000/-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Firm should have their local office in Dehradun</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Income Tax Pan No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Letter from at least two Govt/Reputed customers regarding providing satisfactory services by the bidder.</td>
<td></td>
</tr>
</tbody>
</table>