

भारत सरकार Govt. of India, Dept. of Space
भारतीय अन्तरिक्ष अनुसंधान संगठन Indian Space Research Organisation
भारतीय सुदूर संवेदन संस्थान Indian Institute of Remote Sensing
4, कालिदास रोड, पोस्ट बॉक्स सं-135, देहरादून 4, Kalidas Road, Dehradun - 248001
Ph NO. 0135&2524317, 4318, 4322 FAX No. 0135 2104939
E-mail pns@iirs.gov.in

IIRS/ P&S/GIDI 2017000018 01 & GIRS 2017000084 01

दिनांकित/Dated : 03/07/2017

शुद्धि-पत्र / CORRIGENDUM

In continuation to Tender Notification No. GIDI 2017000018 01 & GIRS 2017000084 01 dtd 15/06/2017 for Hiring of Photocopier Machine and Supply of Light weight & Portable trihedral corner reflectors, the last date for submission of bids has been extended upto 11th August, 2017. Accordingly, the time schedule for issue of tender documents/ due date for receipt of tender & Date of opening of technical bids are revised. For details, please log on to IIRS website www.iirs.gov.in.

Starting date for issue of Tender Forms	:	11/07/2017	
Last date of issue of Tender Forms	:	11/08/2017	: 12. 00 hrs
Due date for receipt of bids	:	11/08/2017	: 14.00 hrs
Date of opening of Technical Bid	:	11/08/2017	: 15.30 hrs

निविदाकारों से आग्रह है कि, वे उपरोक्त संशोधन के अनुसार अपनी बोलियाँ जमा करें। मूल निविदा विज्ञप्ति के उपरोक्त से इतर अन्य सभी विवरण अपरिवर्तित रहेंगे।

Tenderers are requested to note these changes and submit their offers accordingly. All other details as per the original tender notification remain unaltered.

निदेशक, भा.सु.सं.सं.
Director, IIRS

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.डी.आई. 2017000018-01 / GIDI 2017000018-01	भाड़े 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.
2.	जी.आई.आर.एस. 2017000084-01 / GIRS 2017000084-01	हल्के और पोर्टेबल त्रिकोणीय कोने रिफ्लेक्टर की आपूर्ति / Supply of lightweight & portable trihedral corner reflectors (विस्तृत विवरण/विनिर्देश, निबंधन एवं शर्तें निविदा प्रलेखानुसार / Detailed Specifications, Terms & Conditions as per tender documents)	10 संख्या / 10 Nos.
निविदा शुल्क / Tender Fee			₹ 573/- प्रत्येक निविदा हेतु / For each Tender (निविदा शुल्क ₹ 500 + मूल्य वर्धित कर 14.5 प्रतिशत की सं. / ₹ 500 Tender Fee + VAT @ 14.5%)
निविदा प्रारूप जारी करने की तिथि / Starting date for issue of Tender Forms			27.06.2017 से / From 27-06-2017
निविदा प्रारूप जारी करने की अंतिम तिथि / Last date for issue of Tender Forms			06.08.2017, 12:00 बजे तक / upto 12:00 hrs
निविदा स्वीकृति की नियत तिथि / Due date for Receipt of Tender			06.08.2017, 14:00 बजे तक / upto 14:00 hrs
तकनीकी बोलीयां खोलने की तिथि / Date of opening of Techno-commercial Bids			06.08.2017 15:00 बजे एवं 15:30 बजे क्रमशः / 06.08.2017 15:00 & 15:30 hrs respectively

निविदा प्रपत्र किसी भी अनुसूचित बैंक से देहरादून में भुगतान योग्य, वेतन एवं लेखा अधिकारी, आई० आई० आर० एस० के पक्ष में जारी ₹ 573/- का डी०डी० जमा करके क्रय एवं भंडार अनुभाग, आई० आई० आर० एस० 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 डी०डी० जो वेतन एवं लेखा अधिकारी, आई० आई० आर० एस०, देहरादून के पक्ष में देय हो, बोली के साथ अवश्य संलग्न करें।
 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.

निदेशक / Director

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS**

Ph No: 0135 - 2524317, 4318

Fax 0135 - 2748041

Email: pns@iirs.gov.in

**DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER**

Date :12/07/2017

M/s

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Our Ref No : GIDI 2017-000018-01

Tender Due: 14:00 Hrs IST on 11/08/2017

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: ENCLOSURE)

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 . TERMS ATTACHED


SPECIFIC TERMS ENCLOSURE


ASHA CHANDRAN L
PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser

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

PURCHASE DEPARTMENT
SPECIFIC TERMS AND CONDITION TO THE TENDER NO. 2017000018-01/17-18

1. Please submit the Technical Details/Catalogue/Data Sheet.
2. The offer should be valid for a period of 90 days from the date of opening of tender.
3. Please send the quotation 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 and time. IIRS will not be responsible for any postal delays.
4. Email/Fax quotation will not be accepted.
5. Please quote normal rate of GST applicable.
6. Our standard delivery terms is FOR, IIRS. In case any vendor offers delivery term of Ex-Works, Packing & Forwarding charges, if any should be indicated separately either as a percentage of the quoted rate or as a lumpsum amount.
7. 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/F.D receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs. 200/- Non Judicial Stamp Paper and should be valid beyond two months from the date of completion of all contractual obligations. Micro and Small Industries Vendors are not exempted from the submission of Security Deposit.
8. In order to avail of the benefits extended to by the Government of India to the Micro & 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 Fee only.
9. If any bidder submits forged /false documents along with the tender, offer of such vendor will be summarily rejected and such bidders will be blacklisted for all future tenders.
10. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.


Purchase & Stores Officer

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
INDIAN SPACE RESEARCH ORGANISATION
No.4, Kaidas Road, P.B.No.135, Dehradun-248001**

**PURCHASE DEPARTMENT
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 & Conditions & Price Bid. Hence, quotation should be submitted in separate sealed covers superscribing "Tender No. **GIRS-2017-000018-01/(2017-18)** due on 11.08.2017 at 1400 hrs (Techno Commercial Bid) and Tender No. **GIRS-2017-000018-01(2017-18) due on 11/08/2017 (Price Bid)**).
2. Both the sealed tenders (Techno Commercial & Price Bid) should be kept in one big cover superscribing **TENDER for Hiring of Photo Copier Machine against Enquiry No.GIRS-2017000018-01/(17-18) due on 11.08.2017 at 1400 hrs.** and put in the Tender Box available in Purchase Division, IIRS or can be 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 Bid 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/- drawn in the form of Demande Draft in favour o Pay and Accounts Officer, IIRS payable at Dehradun though a request or Tenderer can download the tender documents from the website (www.iirs.gov.in). When tender from is downloaded, DD for Rs. 573/- drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached alongwith the technical bid.
6. Late and Delayed Tender 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

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

TERMS & CONDITION OF RATE CONTRACT FOR HIRING OF XEROX COPER

ANNEXURE III OF TENDER NO. GIRS-201700001801/17-18

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
- 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 ,Konica Minolta, Toshiba , Brother, Panasonic, Kyocera-Mita.


Purchase & Stores Officer

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**ANNEXURE-IV OF TENDER NO. 201700001801/PT-17-18
TERMS & CONDITION OF RATE CONTRACT FOR HIRING OF XEROX COPER**

1. PRICES ARE FIRM AND FIXED

The rates 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 Head.

4. PERIOD OF CONTRACT

4.1 Contract shall be valid for a period of one (01) year from the date placement of order or 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 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

11. Parallel/Adhoc Contract

11.1 The purchaser reserves the right to enter into parallel rental 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/ 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

As 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 Nos. of standby Photocopier Machine free of cost of same specifications as per the quote.


Purchase & Stores Officer

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TERMS & CONDITION OF RATE CONTRACT FOR HIRING OF XEROX COPER

ANNEDXURE V OF TENDER NO. GIRS-201700001801/PT/17-18

S.No	Technical Specifications	Compliance	
		Yes	No
1.	Photo Copier Machine should have the following facility		
1.1	Machine should have automatic document feeder		
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/A/3		
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 center, auto reduction/enlargement from 25%- 400% ratio		
1.11	Machine have the facility to connect LAN		
1.12	Make: Canon, Xerox, Ricoh, Sharp, Modi ,Konica Minolta, Toshiba , Brother, Panasonic, Kyocera-Mita. ,		
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