

राष्ट्रीय इस्पात निगम लिमिटेड RASHTRIYA ISPAT NIGAM LIMITED
विसाखापटनम स्टील प्लांट Visakhapatnam Steel Plant
(भारत सरकार का उपक्रम) (A Govt of India Enterprise)



शाखा बिक्रय कार्यालय-लुधियाना Branch Sales Office – LUDHIANA
Address : 19-Feroze Gandhi Market, Opp. Ludhiana Stock Exchange, Ludhiana-141001
Phones : 0161-2433464, 2774207 Fax : 2528558 E-Mail : rinlludhiana@gmail.com

LTE No. VSP/MKTG/LDH/2016-17/01

Dated: 07.10.2016

Sub: शाखा बिक्रय कार्यालय, लुधियाना में वार्षिक फोटोकॉपिअर सर्विसिंग हेतु सीमित निविदा इन्क्वायरी / नोटिस बोर्ड निविदा सुचना Limited Tender Enquiry (LTE)/NBT AMC of Photocopier at Branch Sales Office, Ludhiana.

1. प्रतिष्ठित एवं अनुभवी संस्थाएं बंद लिफाफे में वार्षिक रखरखाव दर उपरोक्त निविदा सुचना के अनुसार शाखा बिक्रय कार्यालय में जमा करें। Sealed quotations are invited by RINL from the reputed and experienced agencies for maintenance of Photocopier with parts at Branch Sales Office, Ludhiana. The tender will be received up to 3.00 p.m. on 27.10.2016 and will be opened at 3.30 p.m. on the same date.

कार्य का संछिप्त विवरण : शाखा बिक्रय कार्यालय, लुधियाना में वार्षिक फोटोकॉपिअर सर्विसिंग हेतु सीमित निविदा इन्क्वायरी / नोटिस बोर्ड निविदा सुचना
DETAILS OF THE WORK IN BRIEF: Limited Tender Enquiry (LTE)/NBT for AMC of Photocopier AT BRANCH SALES OFFICE , Ludhiana.

अनुबंध की समय सीमा PERIOD OF CONTRACT : अनुबंध LOI मिलने से एक वर्ष के लिए मान्य रहेगा | The Contract will be for one year from the date of LOI.

टेंडर कागजात एवं विवरण विस्तृत जानकारी के साथ सभी कामकाज के दिनों में २७ अक्टूबर के दोपहर १ बजे तक शाखा बिक्रय कार्यालय से बिना किसी मूल्य के प्राप्त किया जा सकता है | सम्पूर्ण विवरण विश्वापत्तनम स्टील प्लांट के वेबसाइट

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www.vizagsteel.com में भी उपलब्ध होगा। पूरी जानकारी के साथ भरे हुए टेंडर को २७ अक्टूबर दोपहर ३ बजे तक जमा कर दें | Tender document/documents with detailed terms & conditions can be obtained from the Office of Sr. Branch Manager, Branch Sales Office, Ludhiana on all working days till 01.00 p.m. dated 27.10.2016 free of cost. It can also be down loaded from company's website www.vizagsteel.com for participation in the tender. The filled in tender documents shall be accepted at Branch Sales Office, Ludhiana upto 3.00 p.m. on 27.10.2016.

2. दर जमा करने के पूर्व सभी इच्छुक प्रतिभागी रविवार एवं अवकाश के दिनों के अलावा प्रातः १० बजे से शाम ५ बजे तक कभी भी शाखा बिक्रय कार्यालय में आकर टेंडर की पूर्ण जानकारी ले सकते हैं | Interested Parties may visit our office and discuss with the undersigned to assess the nature of work and volume of work and inspect the PHOTOCOPIER before quoting on all working days, except Sundays and Holidays between 10.00 AM to 05.00 p.m. with prior intimation.
3. सभी प्राप्त टेंडर शाखा बिक्रय कार्यालय में सभी प्रतिभागीओं के समक्ष ही खोला जायेगा। समय एवं दिनांक निम्नानुसार है। Tender received in the Tender Box in the Branch Sales Office will be opened in the presence of Tenderers who are present on the date and time.
Tender Receipt : Date 27.10.2016 Time 03.00 PM at Branch Sales Office, Ludhiana
Tender Opening: Date 27.10.2016 Time 03.30 PM at Branch Sales Office, Ludhiana
4. सभी प्रतिभागी टेंडर दो भाग में जमा करें। दोनों बंद लिफाफों को तीसरे बड़े लिफाफे में जमा करें। Tenderer should submit the quotations in two parts, one for Technical Bid with EMD along with signed with seal annexure I, II & III. Second part will be the Price Bid, which will be opened for tenderers whose Technical bid is accepted. Both the covers should be put in another cover, all super scribing the Tender No./Date and Due Date of opening and also "Quotation for Annual AMC of Photocopier at Branch Sales Office, Ludhiana and shall be sent to or dropped in the tender box at our office of:

The Sr. Branch Manager
Rashtriya Ispat Nigam Limited
Branch Sales Office
19-Feroze Gandhi Market, Opp. Ludhiana Stock Exchange, Ludhiana-141001

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5. अपूर्ण जानकारी से दरसूची निरस्त किया जायेगा| Incomplete Quotations will be rejected.
6. RINL / VSP प्राप्त टेंडर को जाँच के बाद बिना किसी कारण के निरस्त कर सकता है| RINL / VSP reserves the right to reject any or all the tenders without assigning any reason thereof. Decision of RINL Management will be final & binding.

(विकास कुमार गुप्ता Vikas K Gupta)
वरिष्ठ शाखा प्रबंधक SR.BRANCH MANAGER

Distribution:

1. All Sr. Branch Managers/Branch Managers of Northern Region
2. All RMs with a request to display in the Notice Board and to give wide publicity and to send to all Sr. BMs/BMs in your Region.
3. All Concerned Parties performing the job
4. DGM (Corporate Communications) with a request to incorporate this LTE, tender documents with detailed terms and conditions, in our website and Govt tender site www.govttenders.nic.in

दर सूची QUOTATION

(अपने लैटर हेड में निम्नलिखित टेंडर विवरण जमा करें)

(TO BE WRITTEN/TYPED ON ISSUED TENDER DOCUMENT OR ON TENDERER'S LETTER HEAD)

Sub: दरसूची Quotation against LTE No. 01 of 2016-17; Dtd.:07.10.16

From: _____ To
_____ राष्ट्रीय इस्पात निगम लिमिटेड RASHTRIYA ISPAT NIGAM
LIMITED
_____ विसाखापटनम स्टील प्लांट VISAKHAPATNAM STEEL PLANT
_____ शाखा बिक्रय कार्यालय, BRANCH SALES OFFICE,
लुधियाना LUDHIANA

हमारे सर्वश्रेष्ठ दर प्रस्तुत हैं We quote below our best rates:

टेंडर नोटिस नं Tender Notice Ref No: LTE No. 01 of 2016-17; Dtd.:07.10.16

(As per the standard)

| संछिप्त टेंडर विवरण Brief of tender work | स्थान LOCATION | प्रस्तवित दर सर्विस टैक्स के अलावा RATES QUOTED EXCLUDING SERVICE TAX (Rs.) |
|--|----------------|---|
| | BSO/RO _____ | |

सर्विस टैक्स लागु है SERVICE TAX APPLICABLE : हां/नहीं YES/NO

यदि हाँ, सर्विस टैक्स नंबर IF YES, SERVICE TAX REGN.NO. :

(Copy enclosed)

ऑफर की वैधता VALIDITY OF OFFER: टेंडर खुलने के बाद ३० दिन तक 30 DAYS (THIRTY) FROM THE DATE OF OPENING OF TENDER

कॉन्ट्रैक्ट की अवधि Period of Contract :Contract will be valid for one year with effect from date of LOI.

मैं/हम शाखा बिक्रय कार्यालय में वार्षिक फोटोकॉपीअर रखरखाव सुविधा हेतु टेंडर के सभी नियम एवं निर्देशों का पूर्णतः पालन करूंगा/करेंगे I/We abide by the Terms and conditions of LTE for the Annual Award of work for providing AMC of Photocopier at BSO-Ludhiana invited by RINL/VSP.

नोट NOTE: घोषणा पत्र सलंगन है Declaration form is enclosed.

हस्ताक्षर Signature of the Tenderer

सील Seal of the Tenderer

घोषणा DECLARATION

(अपने लैटर हेड में ही जमा करें TO BE WRITTEN/TYPED ON THE TENDERER'S LETTER HEAD)

विषय Sub: घोषणापत्र Declaration against LTE No. 01 of 2016-17;
Dated:07.10.2016

मैं/हम वार्षिक फोटोकॉपीर एएमसी सेवा के एन बी टी के सभी नियम एवं शर्तों को मानने हेतु तैयार हैं | मैं/हम यह घोषणा करते हैं कि हमने सभी नियम एवं शर्तों को भली भांति जांचकर ही टेंडर जमा करने का निर्णय लिया है | I/We have gone through the Terms and Conditions of NBT for the Annual Award of work for providing AMC of Photocopier service at BSO-Ludhiana invited by RINL/VSP and abide by the same. I/We hereby declare that I/We visited the office BSO-Ludhiana to assess the nature of work and volume of work and satisfied myself/ourselves about the nature of work to be carried out and the conditions etc. before submitting this Tender and have accordingly quoted.

हस्ताक्षर Signature of the Tenderer

सील Seal of the Tenderer

टेंडर का विवरण DETAILS OF TENDERER

(अपने लैटर हेड पर ही जमा करें TO BE WRITTEN/TYPED ON THE TENDERER'S LETTER HEAD)

Sub.: LTE No. 2 of 2016-17; Dtd.07/10/2016

1. नाम NAME OF THE TENDERER :
2. सम्पर्क विवरण DETAILS OF CONTACT PERSONS
ALONGWITH NAME & DESIGNATION :
3. TELEPHONE NUMBERS :
4. FAX NUMBERS :
5. MOBILE NUMBERS :
6. E-MAIL :
7. WEBSITE :
8. SERVICE TAX REGISTRATION NO. :
9. PAN NO. :
10. TIN NO. :
11. ANY OTHER DETAILS :

Signature of the Tenderer

Seal of the Tenderer

Consent for E-Payment

From:

To

Sr Branch Manager
RINL/VSP

Sub.: E-Payment
Ref.: Contract/WO _____ (No. and date)

“I/We hereby convey our consent that the payment made by RINL/VSP of any sum due to me/us, directly remitting the same to my/our Bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us and I/We shall not have any claim in respect of the same.

Undertaking:

“I/We hereby undertake that any payment made direct to me/us or to bank account shall be in full discharge of the obligations of RINL/VSP and I/We shall have no claim whatsoever in respect of the bill for which the payment is made.”

I/We opt for EFT or RTGS / Direct Credit (Strikeout whichever is not applicable)

I/We furnish here below the bank account details :

Name of the Bank _____
Branch Name, place and MICR Code of the Branch _____
Account Number in full _____
Type of Account _____
Name and style of account _____
IFSC No./RTGS No. _____

For _____ & Company

Authorised Signatory/Proprietor



**RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
(A Govt. of India Enterprise)**

**BRANCH SALES OFFICE
Master Chambers, 5th Floor, 19-Feroze Gandhi Market, Opp LSE,
LUDHIANA-141001**

PHONE NO. 0161-2433464, 2774207 FAX-2428558.

E-mail :rinl_ldh@yahoo.com

Website: www.vizagsteel.com

**Terms & Conditions for Annual Award of work for providing AMC of Photocopier at
BSO- Ludhiana against LTE/NBT No. VSP/MKTG/LDH/Tender No. 01 of 2016-17
dated : 07/10/2016**

PREAMBLE:

1.0 Providing AMC of Photocopier at BSO-Ludhiana:

1.1 The agency will be responsible for “ smooth operation” of Toshiba E Studio 195 Photocopier at BSO Ludhiana

1.3 The Contract will be valid for one year with effect from date of LOI/WO.

1.4 The rates should be quoted on lump sum basis per year for the system, covering all charges as mentioned above but excluding Service Tax. Service Tax, if applicable will be paid extra over and above quoted rates provided the agency have valid Service Tax registration number. Service Tax is to be shown separately. Other Statutory charges (if any) other than mentioned above will be to the a/c of agency.

1.5 Payment will be made on half yearly basis after satisfactory completion of work with due recommendation of Sr.BM. Payment will be made within 7 days from the date of submission of bill.

1.6 The Service Tax (if any, applicable) will be paid provided the bill contains the following details :-

- (I) Service Tax registration No. and jurisdictional Range
- (II) The name and address of provider of service
- (III) Description, classification and value of taxable service
- (IV) Service Tax and Education Cess and Higher Education Cess payable thereon.
- (V) The Company shall recover the Service Tax paid in case CENVAT credit is disallowed due to any reason attributable to the Contractor.

1.7 The agency shall maintain the logbook in the manner prescribed by RINL/VSP and observations, if any, shall be acknowledged by RINL/VSP.

1.15 Tenderer should give full details like: Contact Person, Telephone Numbers, Fax Numbers, Mobile Numbers, and E-mail, if any.

2.0 INSTRUCTIONS TO THE TENDERER:

- 2.1 Tenders will be submitted in a sealed cover mentioning the relevant information like the Name of the Tenderer, Tender No. & Tender Opening Date/Time etc. on the cover in bold letters. The tenders shall be accompanied by EMD in the form of DD in favour of RINL, payable at BSO-Ludhiana.
- 2.2 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letter head of the Tenderers where no tender document is specified.
- 2.3 Tenderers will quote the Rates in figures and also in words and corrections, if any, will be initialed. In case of any discrepancy in words and figures, the rate quoted in words will govern and will be treated as final.
- 2.4 If due to any reason the Tender receipt date is postponed to any other date, the details will be intimated by displaying a Notice on the Notice Board of the company where Tenders are accepted and also the same will be intimated by post to all those parties who have obtained the Tender documents from BSO/RO.
- 2.5 The Tender Opening will normally be done after closing Time of the Tender in the presence of the Tenderers who are present unless due to unforeseen/unavoidable circumstances the Opening of Tenders is postponed. The slit for dropping of the documents will be sealed immediately after the time specified for receipt of tenders in the Notice inviting Tender. The time to be followed is as per the clock available at BSO/RO. In case the tender is not opened due to any exigency, the next following working day will be the opening day and Tenders will be opened in the presence of Tenderers who choose to be present for witnessing the Tender opening and no intimation in this regard will be sent to the Tenderers individually this time.
- 2.6 Tenders will be accepted in the Tender Box kept at Branch Sales Office, Ludhiana. For details please see Notice Board or visit company's website www.vizagsteel.com.
- 2.7 Before submission of Tenders, the Tenderers may visit the office from where the tender is floated to assess the nature of work and volume of work etc. No Complaint/Claim on this account will be entertained after submission of Tender.
- 2.8 Tenderers have to keep their prices valid as stipulated in Tender Document. Tenders received with validity period lesser than the stipulated time are liable for rejection. In case of non finalization of tender even after expiry of one month period. Party shall extend their offer validity as required by the company.
- 2.9 Incomplete Tender or Tenders submitted with qualifying condition or with conditions at variance when compared to Terms and Conditions of Tender are liable for rejection.
- 2.10 Tenderer sending their Tenders by Mail/Courier will do so solely at their own Risk and RINL/VSP will not be responsible for any loss in transit or postal delay.
- 2.11 The Tenderer should sign all the pages of the Tender document as a token of acceptance.
- 2.12 If it comes to the notice of RINL/VSP at any stage right from request for tender document that any of the certificates/documents submitted by bidders are found to be false/fake/doctored, the party will be debarred from participation in all VSP tenders for a period of 5 years including termination of contract, if awarded, EMD/Security Deposit etc. if any, will be forfeited. The Contracting Agency in such cases shall make good to RINL/VSP any loss or damage resulting from such termination. Contracts in operation anywhere in RINL/VSP will also be terminated with attendant fallouts like forfeiture of EMD/Security Deposit, if any, and recovery of risk and cost charges etc. Decision of RINL/VSP Management will be final and binding.

3.0 SUBMISSION OF TENDER DOCUMENTS:

- 3.1 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letter head of the Tenderer where no Tender Document is specified.

- 3.2 Tender document duly filled in and signed and put in a sealed cover mentioning the Tender Number on top of closed cover should be put in the Tender Box.
- 3.3 Tender Documents shall be submitted in a sealed envelope super scribing, the Tender Notice Number/Date and Date of Tender Opening/Time. The Tenderers are requested to submit such sealed envelopes in the Tender Box kept at the designated place as mentioned in the Notice inviting Tender.

4.0 EVALUATION OF TENDER & ISSUE OF LOI:

- 1.1 Tenders will be evaluated on lowest rates quoted by the parties.
- 4.2 LOI will be issued to L-1 rate agency based on internal evaluation.

5.0 GENERAL terms and Conditions :

- 5.1 The successful tenderer has to give his acceptance to the LOI within one week from the date of issue of LOI.
- 5.2 The successful tenderer has to open their local office within 15 days from the date of issue of LOI incases the local office is not available.
- 5.3 The security deposit shall be Rs.5000/- or 5% value of the contract whichever is less and shall be submitted within 15 days from the date of issue of LOI in the form of DD in favour of RINL, payable at BSO-Ludhiana. In case of failure to submit the SD in prescribed time, the EMD submitted shall be forfeited. The EMD of the successful tenderer shall be returned after submission of stipulated SD in the contract. Incase of unsuccessful tenderer shall be returned after submission of stipulated SD in the contract. Incase of unsuccessful tenderers the EMD shall be refunded as soon as possible.
- 5.4 At the end of the contract period, the SD amount shall be released to the party based on the certification of the dealing officer for proper performance of the contract and with the due recommendations of the respective Sr.BM.
- 5.5 The Company at its entire discretion may terminate the contract without any notice to the Tenderer in case there is any malafide intention noticed during the contract period.
- 5.6 Tenderer will not be entitled to claim any compensation of whatsoever nature if termination/cancellation is imposed by RINL/VSP for any reason.
- 5.7 Any damage caused to RINL/VSP's property or its contractor's personnel within RINL/VSP's premises by the Tenderer during the operation of the contract will be to his account and are recoverable.
- 5.8 In case of non-performance or part performance of the agency on any reasons thereof, work or part work may have to be got done by other agency at Risk and Cost. In such case, the losses incurred by RINL/VSP have to be recovered from the agency or from the amount due to the agency in any other contract with VSP.