

Name of work: Purchase of new xerox machine (Buy-back offer)

Tender Fee: Tender documents fee shall be **Rs. 590/-** which is required to be submitted with tender towards the cost of tender documents in the form of **demand draft** of any scheduled bank payable at Gandhinagar or by Pay order **in favour of “Dahej SEZ Limited”** The cost of the tender documents will not be refunded in any circumstances.

Earnest money deposit of Rs. 1,000/- is required to be submitted with tender in the form of demand draft of any scheduled bank / Nationalized bank payable at Gandhinagar or by pay order **in favour of “Dahej SEZ Ltd.”** (Co-operative bank DD will not be accepted unless valid RBI certificate submitted along with bid)

- The Earnest Money Deposit will be refunded to the unsuccessful tenderers after the award has been finalized, as per prevailing norms of the DAHEJ SEZ LIMITED without any interest.
- The Earnest Money Deposit (Tender guarantee) will be forfeited in the event, the successful tenderers fails to accept the contract .
- The Earnest Money Deposit of the successful tender shall be refund after completion of work / supply / installation.
- No interest shall be paid by the DSL on Earnest Money Deposit.

Price bid: Agency has to quote the rate without taxes as per SEZ Act & Rule and invoice is to be raised under GST Act and mentioned “Supply to SEZ under LUT/Bond without payment of GST.

Last date of submission of offer /Bid: 27.11.2019 up to 5.00 PM

Opening of bid / offer : 11.00 AM on 29.11.2019 at Dahej SEZ Ltd. Dahej office

SUBMISSION OF Offer/Tender: The offer/tender must be submitted in the prescribed pro-forma provided. Tenders not in the prescribed pro-forma are liable to be rejected. The tender/ offer shall be submitted to address mentioned below in sealed cover super scribe,

“Tender/Offer for Purchase of new xerox machine (Buy-back offer)”

Dahej SEZ Limited
Office of Dahej SEZ Ltd.
Dahej SEZ (Part-1)
At & Post- Dahej, Taluka-Vagra
Dist: Bharuch, Gujarat
Phone no.—02641- 256462

Pre – Qualification Criteria

- Agency must be register firm and approved dealer of company.
- Agency must have min. 3 year experience in similar type of work i.e Dealer of canon / HP for min.3 years..
- Agency must complete minimum one work order for supply of Xerox machine. Copy must be submitted.
- The Agency must have a valid PAN / TAN /GST Number and copy of same shall be submitted along with tender.
- The Agency must submit along with his Technical bid a list of major contracts for similar type of work already executed or under execution.

Note: Bidder/ Supplier /Agency not fulfilling the above criteria will be automatically rejected for tender process and hence bidder must submit all supporting documents along with bid/ offer.

SPECIAL TERMS AND CONDITIONS

01. Install Xerox machine at Dahej SEZ Ltd. office at Dahej SEZ,Ta: Vagara,Dist: Bharuch, Gujarat
02. No assemble system is accepted by DSL. Supply is to be made only of brand name mentioned in price bid.
03. Installation of software Configuration of Machine in required computer as directed by DSL.
04. After installation of Xerox Machine, agency has to receive the satisfactory installation report from end user/ concern official.
05. Agency will be responsible to attend any defect for defect liability period i.e 1 year from the date of payment made by DSL. In the case of defect, DSL will intimate to agency by email and agency has to co-ordinate with manufacture to rectify the defects. The defects will be resolve within 7 days failing which penalty @ Rs.500/- per day will be imposed by DSL on agency.
06. DSL will deduct 10% of amount of New Xerox machine and will be released after defect liability period i.e. 1 year from the payment made by DSL for Xerox machine.
- 07. Agency has to quote the rate without taxes. No any other charges will be paid by DSL. Agency is responsible to carry out all custom formalities for removal of old Xerox machine including duty payment ,if applicable.**
08. The supply of Xerox Machine in Dahej SEZ area, hence tax benefit is applicable as per GST act & rules as a SEZ Developer to DSL.

Agency will raise the bill in the name and address

Dahej SEZ Ltd. (SEZ Developer)
Dahej SEZ Part-1
At & Po: Dahej, Ta: Vagra,
Dist: Bharuch 392140, Gujarat.
GST No. 24AACCD8098E2ZK

Award of work

- **Price bid of qualified bidder/agency only consider for tender process as per the decision taken by DSL.**
- **No any clarification / justification will be given by DSL to any bidder in any case for bidder qualified / disqualified by DSL.**
- DSL will award the work to agency who has quoted lowest amount. Lowest amount (L1 bidder) will be considered based on the Net price quoted. Net price will be calculated as under ---

Net price =(Amount quoted for New Xerox Machine) – (Amount quoted for Old Xerox Machine)

SAFETY CODE - The Agency shall take necessary safety arrangements to ensure safety of the persons. DSL shall not be responsible for any injury/death caused to personnel while working under this contract. Contractor has to give compensation in case of any accident.

TOOLS & EQUIPMENTS - Agency shall arrange at his own expense all necessary tools and equipments required for Installation of machine.

SATISFACTORY works - The decisions of CEO, DSL shall be the final and binding on the Firm/Agency/Contractor for the purpose of determining satisfactory works.

RESOLUTION OF DISPUTE - In case of any dispute , the decision of CEO, DSL shall be final and must be binding to contractor/agency.

PAYMENT - The payment will be released after satisfactory installation of Xerox machine at DSL, Dahej.

DEDUCTION OF TAX – Tax shall be deducted at source from all accepted payment to be made, in accordance to statutory provision of Tax as amended from time to time.

SECURITY DEPOSIT

- (i) DSL will deduct 10% of the amount of New Xerox machine as a Security deposit .
- (ii) The amount of security deposit is liable to be refunded after completion of defect liability period.i.e (1 year from the payment made by DSL for Xerox machine). During defect liability period if any defect observed in the work executed / payment made by DSL for work/materials then contractor has to rectify/ repair/ redo/ replace at their own cost failing which DSL reserved the right to carry out required work at risk & cost of the contractor/ agency.
- (iii) No interest shall be given on the said security deposit.
- (iv) Security deposit will be forfeited if agency fails to execute the works as per terms and conditions mentioned in the tender.

INSPECTION OF MACHINE – Interested Agency, through their authorized representative, must personally visit the office of Dahej SEZ Ltd., Dahej for inspection of existing Machine before submission of tender/offer. If any agency quote the rate without inspection of existing machine then DSL will not be responsible in any case.

Inspection of machine is to be done in consultation with DSL, Dahej office.

DSL reserved the right to increase or decrease scope of work/ item/ Qty. and must be binding to bidders without any compensation.

DSL reserved the right to accept/ reject any or all bids without assigning reason thereof.

Terms & Conditions for Comprehensive Annual Maintenance

Contract (AMC) of Xerox machine for 5 years

1. **Contract includes all materials & manpower required for satisfactory functioning of machine. No any other extra payment will be made by DSL in any case for any material /part/ repairing etc.**
2. **Payment for cartridge will be reimburse by DSL as per the rate prevailing in the market and must be binding to agency.**
3. The agency has to depute competent person within 24 hours in the case of any break down or complaint launched from DSL either telephonic or by mail. The same complaint must be resolved in 48 hours otherwise penalty shall liable to be imposed @ Rs.500/- per day.
4. Only genuine /original spare parts /manufacturer suggested spare parts will be used or as approved by DSL.
5. **The agency must visit at least once in a month for preventive maintenance of Machine** and report card shall be prepared and must be sign by authorized person of DSL.
6. **Payment will be made on monthly basis based on the monthly report approved by authorized person of DSL.**

Price Bid For Canon 2600N

Sr.No	Description	Qty	Unit	Rate in figure without Tax/GST	Rate in word	Total Amount Without GST
1.	Canon 2600N	1	No			
2.	5 Year AMC Charges	1	No			
Total (A)						
3	Old Xerox Machine (Buy back offer)	1	No		Min. value	4590
					Premium / additional offer for old machine	
Total (B)						
Net amount quoted for tender (A) – (B)						

Price Bid For HP M436NDA LaserJet

Sr.No	Description	Qty	Unit	Rate	GST	Total Amount Without GST
1.	HP M436nda LaserJet	1	No			
2.	5 Year AMC Charges	1	No			
Total (A)						
3	Old Xerox Machine (Buy back offer)	1	No		Min. value	4590
					Premium / additional offer for old machine	
Total (B)						
Net amount quoted for tender (A) – (B)						

Note: DSL reserved the right to select the brand and must be binding to all bidder. No any clarification / reply will be given by DSL any bidder/ any person/ firm.