



सीएसआईआर-को शकीय एवं आण वक जीव वज्ञान केन्द्र
CSIR-CENTRE FOR CELLULAR & MOLECULAR BIOLOGY

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)

उप्पल रोड, हैदराबाद/Uppal Road, Hyderabad - 500 007 (तेलंगाना/TELANGANA)भारत/India

File Ref : 2300/061124/1492/MISC

Date: 25/06/2025

NOTICE INVITING TENDER (NIT)

Online Bids are invited on behalf of **Director, CSIR-CCMB**, Hyderabad in **Single Bid System** only in **Indian currency** format for procurement of the Photocopier Machine on Rental basis for the purpose of Photocopying work of paper, documents etc.

क्रमांक Sl. No.	सामग्री- ववरण Description of items	मात्रा Quantity	बोली प्रणाली Single / Double Bid	बोली प्रतिभूति Bid Security (EMD)
1.	<p><u>Conclusion of Rate Contract for Hiring of Photocopier on Rental basis</u></p> <p>Photocopier on Rent/Hire basis (Without Operator) Copy Speed – 30 Copies/Min. Average Copies to be taken per month 2500 copies per each machine. (Specification and details as per Annexure – I)</p>	06 Nos.	एकल बोली प्रणाली Single Bid System	शून्य Rs. 20,000

CRITICAL DATE SHEET

Tender Ref. No.	2300/090119/1697/MISC
Bid Submission Start Date and Time	26/06/2025
Bid Submission End Date and Time	07/07/2025 upto 13.00 hrs.
Date and Time for Opening of Bids	10/07/2025 from 14.30 hrs. Onwards
Address for Communication	Controller of Stores & Purchase CSIR – Centre for Cellular & Molecular Biology (CCMB), Uppal Road, Habsiguda Hyderabad 500007, TELANGANA STATE Phone: 040-2719 2681 E-mail: spo@ccmb.res.in

Bids shall be submitted only using this **online** web portal <https://etenders.gov.in> only and bids in hard copy by mail / hand shall not be considered.

Sd/-
Controller Stores & Purchase



वै.औ.अ.प. – केन्द्रीय कोशिकीय एवं आणविक जीवविज्ञान केन्द्र
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

हब्सीगुड़ा, उप्पल रोड, हैदराबाद – 500007, तेलंगाना, भारत

CSIR - CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CCMB)

(Council of Scientific and Industrial Research)

HABSHIGUDA, UPPAL ROAD, HYDERABAD 500007, TELANGANA,
INDIA.

दूरभाष / Tel: +91-40-27192681, ई पी बेक्स / EPABX: + 91-4027160222 to
240

e-mail: spo@ccmb.res.in

Ref. No.2300/061124/1492/MISC

OPEN TENDER ENQUIRY

FOR

**“CONCLUSION OF CONTRACT FOR HIRING OF PHOTOCOPIER
ON RENTAL BASIS -06 NOS”**

Contact Details

Controller of Stores & Purchase

CSIR - Centre for Cellular & Molecular Biology

Council of Scientific & Industrial Research

Uppal Road, Hyderabad – 500 007 (Telangana) INDIA

Ph: +91-40-271602681 Fax: +91-40-27160996

E-Mail: spo@ccmb.res.in

INVITATION FOR BIDS / NIT

Sirs / Madam,

Sub: **Conclusion of Rate Contract for Hiring of Photocopier on Rental Basis** – Reg.

We are interested in Hiring the Photocopier on Rental Basis as per the terms and conditions given below.

Kindly submit your detailed tender through e-procurement portal (etenders.gov.in): **Latest by 09.07.2025, at 1.00 pm. To be opened on 10.07.2025, at 2.30 PM.**

Sl. No.	Description of items	Quantity	Bid Security (EMD)
1.	<u>Conclusion of Rate Contract for Hiring of Photocopier on Rental basis</u> Photocopier on Rent/Hire basis (Without Operator) Copy Speed – 30 Copies/Min. Average Copies to be taken per month 2500 copies per each machine. (Specification and details as per Annexure – I)	06 Nos.	Rs.20,000

IMPORTANT TERMS & CONDITIONS

1. The bid is invited from local suppliers as per Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry Order No. P-45021/2/2017-PP (BE-II) dated 16 September 2020

Class – I Local supplier – means a supplier whose goods offered for procurement meets the minimum local content of 50%.

Class – II Local supplier – means a supplier whose goods offered for procurement meets the minimum local content of 20%.

Local content: Means the amount of value added in India, which shall, unless otherwise prescribed by Nodal Ministry, be the total value of item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.

The bidder is required to indicate percentage of local content and provide self-certification the items offered meet the local content requirement for Class –I Local Supplier /Class – II Local Supplier as the case may be. **Further the bidder shall also give details of the location(s) at which the local value addition is made.**

Fall declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 **for which a bidder or its successors can be debarred for up to two years** as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

A supplier who has been debarred by any procuring entity for violation of above cited order **shall not be eligible for preference** under above Order **for procurement by any other procuring entity for the duration of the debarment.**

2. **In case of bids from Dealer/Agent, Tender specific Manufacturers Authorization Form(MAF)** (As per format attached) to be submitted.

Other Terms & Conditions

1. **Reasonability of Prices:**
 - a. Please quote best minimum prices applicable for a premiere Research Institution, leaving no scope for any further negotiations on prices.
 - b. A certificate should be given to the effect that the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to CSIR-CCMB to any other customers nor they will do so till the validity of offer or execution of the Purchase Order, whichever is later.
2. **Payment Terms:** Payments for service(s) will be made by the RTGS through our bankers State Bank of India, Habsiguda Branch, Hyderabad-500 007, Telangana only after providing satisfactory service(s) on quarterly basis.
3. **Penalty clause for late services:** Subject to operation of Force Majeure, time for delivery and acceptance is the essence of this contract. The supplier shall arrange the ordered materials within the delivery period mentioned in the order unless extended with/without penalty. In case of delay in supply on part of the supplier, a penalty @ 0.5% per week of Order value will be charged for delayed period.
4. Performance Bank Guarantee (PBG) shall be 3% on Contract value.
5. **Validity Period:** Your offer should be valid for 30 days from the date of opening of tender.
6. The Contract will be valid for **TWO YEAR** form the date of P.O
7. **FORCE MAJEURE:** The Supplier shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a **Force Majeure** situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
8. **Arbitration:** The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration

may be commenced prior to or after delivery of the Goods under the Contract. The dispute settlement mechanism/ arbitration proceedings shall be concluded as under:

- a) If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement, including the rights or liabilities or any claim or demand of any party against other or in regard any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this agreement, such disputes or differences shall be referred to Delhi International Arbitration Centre (DIAC) New Delhi. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties.
- b) In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration. In accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

The venue of the arbitration shall be the place from where the purchase order/contract is issued. Notwithstanding any reference to arbitration herein, a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and b) the Purchaser shall pay the Supplier any monies due the Supplier.

9. **Conditional Tender:** Conditional tender will not be accepted. The tender should be addressed to the Director, CSIR- Centre for Cellular & Molecular Biology, Hyderabad, India.
10. The acceptance of the tender will rest with the Director who does not bind himself to accept the lowest tender and reserves the right to himself to reject or partially accept any or all the tenders received, without assigning any reason.
11. **JURIDICTION:** Any dispute will be subject to Indian Law and local courts at Hyderabad, India only.
12. The tenders are liable to be rejected if any of the above conditions are not complied with.

Yours faithfully,

Controller of Stores & Purchase

Manufacturer's Authorisation Form (Mandatory)

[The Bidder shall ensure that the Manufacturer shall fill in this form in accordance with the instructions indicated. This letter of authorisation should be on the letterhead of the manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the manufacturer].

Date: *[insert date (as day, month and year) of bid submission]*

Tender No.: *[insert number from invitation for bids]*

To: *[insert complete name and address of purchaser]*

WHEREAS

We *[insert complete name of manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of manufacturer's factories]*, do hereby authorise *[insert complete name of the bidder]* to submit a bid the purpose of which is to provide the following goods, manufactured by us *[insert name and or brief description of the goods]*, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorised representative(s) of the manufacturer]*

Name: *[insert complete name(s) of authorised representative(s) of the manufacturer]*

Title: *[insert title]*

Duly authorised to sign this authorisation on behalf of: *[insert complete name of bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

The technical and commercial deviations should be indicated separately.

- ✓ If the bidder fails to enclose the compliance statement, his bid is likely to be rejected.

Place:

Date:

Signature and seal of the Manufacturer/Bidder

NOTE:

Specification for Conclusion of Rate Contract for Hiring of Photocopier on Rental Basis

Photocopier on Rent/Hire basis (Without Operator) - 06 Nos.:

S.No	SPECIFICATION AND REQUIREMENT	QTY
1.	<p>Supply of Photocopier new or one which is in perfect working condition on Rent/Hire basis meeting enclosed specifications and requirement – (Detailed Technical specs. as per enclosed Annexure)</p> <p><u>{Supply, installation, maintenance and servicing (including toner cartridges) will be sole responsibility of the supplier/service provider ONLY}</u></p> <p>Average approximate photocopies to be taken per month for <u>each machine</u> is – 2500 copies</p> <p>Note: CCMB's responsibility will be limited to providing necessary photocopier paper, space for machine and electricity to the machine.</p> <ul style="list-style-type: none"> • <i>In case of any complaint, response time should be less than <u>2 working hours</u> from the time call logged. If the machine is down for <u>24 hours</u>, a standby machine should be provided.</i> • <i>Duration of Contract – Initially for TWO YEARS, which can be extended further on mutually agreed terms for a further period of one year at the discretion of Director, CCMB subject to satisfactory service by the service provider and requirement of CCMB.</i> 	06 Nos.

DETAILED TECHNICAL SPECIFICATIONS OF THE MACHINE

Device Type	B/W Copier/Printer/Scanner
Maximum Original Size	A3 (11" x 17")
Fixing Method	On Demand Fusing
Copy Speed (A4)	90 to 100 copies/min.
Multiple Copying	1 - 999 copies
DADF (Duplex Automatic Document Feeder)	Yes – 20 to 36 PPM
Duplexing Unit (Automatic Two side Mode)	yes built-in
Zoom / Magnification	50% to 400% (in 1% increments)
Resolution (printing)	600 dpi
Developer type	Mono Component Dry Toner Projection
Paper Capacity	500 x 4 (1000 Sheets) (2 Cassettes)
Bypass	50 Sheets
Cassette Type	Universal (A5 - A3)
Interface	USB, Ethernet (RJ45)
Network connectivity	10 base T/100 base T
Scanning	Push Scanning / Scan to file
Literature of offered Photocopier Make/Model to be enclosed in Support of above.	

FORMAT FOR SUBMISSION OF QUOTE

Sl. No.	Information/Compliance to be indicated by the Bidder (Yes / No)	REMARKS
1.	Machine make:	
2.	Model No.	
3.	Maximum Original Size: A3	Yes / No
4.	Copy Speed (A4) - 30 copies/min	Yes / No
5.	Magnification 25% to 400%	Yes / No
6.	Monthly Rental Charges (2500 copies to be done free of cost, shortfall to be carried forward to next month)	Rs. per month
7.	Charges for extra copy beyond 30,000 copies (i.e.2,500 x 12) basis. To be billed beyond the yearly ceiling 30,000 copies on cumulative basis.	Paise each copy
8.	Payment will be made on quarterly basis on the certification of the user on 30 days credit	
9.	Validity of the quote days
10.	Taxes with applicability of TDS - IT/GST	
<p>I undertake that machine offered by my firm meets the specifications / requirement given in the enquiry and I agree to abide by terms and conditions of enquiry.</p>		

(Signature of authorised representative of firm with seal)