

राजस्व मण्डल, मध्यप्रदेश, ग्वालियर

क्रमांक 3824 फोटोकॉपियर/स्टोर/2018

ग्वालियर, दिनांक 21.12.2018

प्रति

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विषय:- सीमित निविदा आमंत्रण।

राजस्व मण्डल में फोटोकॉपियर क्रय हेतु सीमित निविदा आमंत्रित की जाती है। निविदा प्रपत्र राजस्व मण्डल, म0प्र0, मोती महल, ग्वालियर की वेबसाइट www.boardofrevenue.mp.gov.in से डाउनलोड किया जा सकता है।

निविदा प्रस्तुत करने की अंतिम तिथि – दिनांक 05.01.2019 सायं 5:00 बजे तक।


तकनीकी निविदा खोलने का दिनांक – दिनांक 07.01.2019 को पूर्वाह्न 11:30 बजे।

वित्तीय निविदा खोलने का दिनांक – दिनांक 08.01.2019 को मध्याह्न 12:30 बजे।

अवर सचिव,
राजस्व मण्डल, मध्यप्रदेश,
ग्वालियर

प्रतिलिपि:-

1. कम्प्यूटर शाखा, राजस्व मण्डल, म0प्र0 ग्वालियर की ओर राजस्व मण्डल की वेबसाइट पर प्रकाशन हेतु।
2. नोटिस बोर्ड पर चस्पा करने हेतु।


अवर सचिव,
राजस्व मण्डल, मध्यप्रदेश,
ग्वालियर

M.P,Board Of Revenue
Government of M.P
Moti Mahal, 2nd Floor, GWALIOR

BID Documents for Supply and Installation of photocopier machine

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Signature with date, stamp/seal of bidders.

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Government of M.P
Office of the Board Of Revenue M.P
Moti Mahal, 3rd Floor, GWALIOR

Tender No. 04/store / /2018

Dated: 20.12.2018

**Subject: Short Term limited Tender Notice
for Supply and Installation of Photocopier machine**

1. Sealed Tenders are invited under two bid system (i.e Technical Bid and Financial Bid) , from Original Equipment Manufacturer (OEM) or authorized resellers of OEM for Purchase of Photocopier, having experience of government supplies of at least 3 years,
2. The method of submission of tender, amount of Earnest Money/Security Deposit and General Terms and Conditions applicable to supply has been mentioned in Section I .The supply and installation is to be made strictly as per parameters/technical specifications given in Annexure IV. The terms and conditions specific to the tender have been mentioned in Section II. The format for submission of tender has been given in Annexure II (for Technical Bid) and Annexure VI (financial Bid) to this Notice Inviting Tender.

2. Schedule. IMPORTANT INSTRUCTION :-

S.N	Description	Remark
1	Tender fee (non-refundable)	Rs. 2,000/- (Rupees two thousand) It should be paid through D.D and bankers cheque.
2	Earnest Money (to be submitted with the Bid)	Rs .20000 /-(Rupees Twenty thousand only)only by demand draft in the name of secretary, Board of revenue, Moti mahal Gwalior
3	Period of completion of work	With in fifteen days from issue of work order
4	Date of Publication	20-12-2018
6	Last date and time for submission of Bids	05-01-2019 by 5.00 P.m.
8	Date and time for opening of Technical Bid(s)	07-01-2019 at 11.30 A.m
10	Date and time for opening of Financial Bid(s)	08 .01.2019 at 12.30 P.M

Note

*Any future Corrigenda/ addendum shall be posted only on the official website of BOARD OF REVENUE website [www. boardofrevenue.mp.gov.in](http://www.boardofrevenue.mp.gov.in) Tenderers are advised to visit the website regularly during this period. In case of any query please write to Under Secretary, Board of revenue Gwalir M.P 474001

Signature with date, stamp/seal of bidders.

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TERMS & CONDITIONS OF CONTRACT.

1. NAME OF ORGANIZATION: BOARD OF REVENUE, M.P

2. CONSIGNEE: SECRETARY

3. NAME OF WORK: - Supply and Installation of 03 Photocopier machine

3.1. Eligibility Criteria: Bidder must have the following to be eligible to qualify in the tender:

a) The Bidder/Tenderer should be the original equipment manufacturer(OEM) or the authorized reseller of the original equipment manufacturer(OEM), engaged in the business of sales, service and support of Photocopier Machines with minimum experience of 03 (Three) years.

b) Must not be black listed by any government entity or any other private body, public sector undertaking or autonomous institution;

c) Only those firms are eligible for submitting bids, who have a minimum annual business turnover of Rs. 10 Lacs in supply of Photocopier Machines alone for the last three years (Attach Certificate from Chartered Accountant verifying the turnover).

NOTE:

i. The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.

ii. Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid.

Tenders/bids not meeting any of the above "Eligibility Criteria" shall be rejected.

3.2 The bidder /bidders means the firm / agency who participates in this tender and submits its bid.

3.3 Contractor/Agency/Firm means the bidder whose bid will be accepted by Board of Revenue M.P and shall include such successful bidder, its legal representatives, successors.

3.4 EMD shall mean Earnest Money Deposit.

3.5 Security Deposit shall mean monetary guarantee furnished by the successful bidders for due performance of the contract.

3.6 Near relatives of all employees working in Board of Revenue M.P are prohibited from participating in the tender. The near relatives for this purpose are defined as

a) Members of a HUF

b) They are husband & wife

c) The one is related to the other in the manner as father, mother, son & son's wife (daughter in

law), daughter & daughter's husband (son-in-law), brother & brother's wife, sister & sister's husband.

Signature with date, stamp/seal of bidders.

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4 Receipt and opening of Tenders

4.1 Tenders duly filled in will be received and opened on the same date and time indicated in the Notice inviting tenders in presence of bidders / their authorized representatives who wish to be present. In case of authorized representatives, they have to bring with them the letter of authority from the corresponding bidder as per **Annexure - X**.

4.2 If due date of receipt of tenders and that of opening of tender is declared to be a holiday subsequently, the tender would be received and opened on the next working day but the time of receipt and opening will remain the same.

4.3 Board of Revenue M.P reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Board of Revenue M.P.

5.0 Preparation of Tender

5.1 The bidders are required to submit the tender documents completed in all respects after Satisfying each and every condition laid down in the tender document.

5.2 All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All cutting, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**

6.0 Submission of Tenders



6.1 NIT (page 1 to 3), Section I to II (page 4 to 9) and DD or Banker's cheque towards Earnest Money Deposit along with duly filled in Annexure I, II & III, IV, V, VII, VIII, IX, X,XI) with requisite enclosures should **be duly signed** for having accepted the General and Special Terms and Conditions and kept in a sealed envelope (**Envelope 1**) super-scribed as '**Technical Bid**'.

Annexure VI (Financial Bid) should **be duly signed** and kept in a sealed envelope (**Envelope 2**) super-scribed as '**Financial Bid**'.

6.2 Both the sealed envelopes i.e. Technical Bid & Financial Bid are to be placed in another big cover super-scribing the same as '**Tender for Supply and installation of Photocopier machine**' addressed to Secretary, M.P Board of Revenue,Gwalior ,M.P.

6.3 'Financial Bid' of only those Agencies / firms who fulfill the terms & conditions as specified in Section I and II who have submitted Annexure I, II & III,IV,V,VII,VIII ,IX and X,XI duly filled in & compete in all respects along with requisite documents will be opened separately as indicated in the NIT.

Signature with date, stamp/seal of bidders.



6.4 The tenders should be sent only by Registered or Speed post or reputed courier service. However, delivery of the bid document before the stipulated time and date shall be the responsibility of the bidder.

6.5 Only tenders complete in all respects and received on or before the due date and time shall be considered. Any bid received after the deadline for submission of bids prescribed by Board of revenue, will not be accepted and returned unopened to the bidder.

6.6 Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address.

6.7 Board of Revenue M.P reserves the right to reject any or all tenders without assigning any reasons whatsoever.

6.8 The tender shall be valid for a period of at least 3(three) calendar months from the date of opening of the tenders.

6.9 The bidders should satisfy themselves before submission of the tender to Board of Revenue M.P that they meet the qualifying criteria and capability as laid down in the tender documents.

7.0 Cost

5.1 Bidders are requested to quote firm price. No cost escalation will be accepted for the rates quoted.

5.2 Rates to be quoted for Photocopier Machines should be inclusive of all exclusive of taxes, & levies. No any Transportation, installation and any other incidental charges on F.O.R. Board of Revenue Gwalior (point of installation) basis will be paid . No price revision/alternative will be allowed after the receipt of the Bid. Board of Revenue shall not pay anything extra over and above the quoted price. The bidders shall indicate on the prescribed Financial Bid format, item-wise and final

8.0 Earnest Money Deposit

8.1 Bidders shall submit along with the tenders, Earnest Money of Rs 20000/- (twenty thousand only) in the form of Demand Draft/ bankers cheque in favour of "Secretary ,Board of Revenue M,P,Gwalior". Tenders not accompanied with the DD/ bankers cheque shall be rejected.

8.2 Earnest Money shall be forfeited in the event of any of the following situations:

- (i) if the bidders withdraws or amends his tender or increases the rates after deadline for submission of the bid but before the validity of the quotation expires.
- (ii) on refusal to enter into contract after award of contract.
- (iii) on failure to furnish the required performance security or
- (iv) if the item is not supplied and the installation work is not completed within the given time to the contractor.

8.3 No interest is payable on the Earnest Money Deposit under any circumstances and will be returned on completion of tendering process.

9. Warranty:

The tenderer shall guarantee that the items supplied to Board of revenue under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Technical Bid and Tender enquiry.

Signature with date, stamp/seal of bidders.

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In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by Board of revenue. Decision of Board of revenue will be final on this account. The rejected items must be removed by the successful bidder from Board of revenue premises within 7 days from the date of information of their rejection and provide new and defect free product immediately. The exp

8.1. The onsite comprehensive warranty period for the photocopier machines will be 5 years. It will be onsite (Board of revenue office) comprehensive at site during warranty period. It will include all spares excluding consumables toner.

8.2. If the system remains down beyond 48 hours, the firm shall be liable to pay penalty at the rate of Rs.100/- per photocopier machine per day. In case of photocopier machines being down for more than seven working days, "Board of Revenue" reserves the right to get it repaired from any suitable agency at the risk and cost of vendor.

8.3 Warranty period begins from the day of successful installation of photocopier machines to be certified by firms engineer jointly with authorized "Board of Revenue" personnel.

8.4. The costs per year of the warranty shall be separate. The payment for warranty will be made on half-yearly basis at the end of each half-year.

9. Training :

The Bidder shall provide training for installation, maintenance & operative staff of the purchaser free of cost, as the time of installation at the premises of Board of Revenue. Board of Revenue reserves the right to accept or reject any offer in part of full without assigning any reason there of, and to amend the terms and conditions before award of the contract.

10.0 Performance Security:

10.1 The contractor shall furnish performance security to Borev to the extent of 10% of the value of the Photocopier machine and it accessories in the form of Performance Bank guarantee (PBG) as in Proforma Annexure-VIII within 7 days of award of the contract failing which necessary action including forfeiture of the Earnest Money Deposit will be taken against the contractor.

10.2 The PBG will be valid for a period of 90 days beyond the stipulated date for cessation of the contract which is co-terminus with the warranty period.

10.3 No interest is payable on the Security Deposit.

10.4 PBG will be realized by Borev in case of termination of the contract for un-satisfactory performance and/or non-performance of the contract

11. Termination of Contract:

11.1 In case of any default by the bidder and in case of any violation of the terms and conditions of this contract, Borev may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days notice in writing to the Contractor. In such a case the Security Deposit paid by the contractor will be forfeited to Borev and the contractor is liable to be blacklisted for a period of 3 Years.

11.2 All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date. Notwithstanding anything contained herein, Borev also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

Signature with date, stamp/seal of bidders.

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Arbitration: Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration in Indian Arbitration and Conciliation Act 1996 and the award made in pursuance thereof shall be binding on the parties.

13. Jurisdiction of Courts: The courts in Gwalior, M.P alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

14. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure IV & V and then on the basis of commercial information furnished in form given in Annexure VI. The Commercial bids (Annexure VI) of only such firms found valid based on technical parameters (as per Annexure IV&V) will be opened on a date to be communicated to bidders who have qualified in the technical bid stage. It must be kept in view that the decision given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the bidders or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of supply order will be further subject to any specific terms and conditions of the contract given in Section II of this NIT. During evaluation of bids, the Borev may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

15. DELIVERY SCHEDULE & INSTALLATION:

The Supply and installation of Photocopier machine must be made within 15 days from the date of issue of supply order. The supply should be as per specifications furnished in **Annexure IV** and as per delivery schedule. The ordered Photocopier machine are to be supplied and installed, in Office of Board of revenue M.P at Gwalior, M.P.

16. Payment terms:

Payment for the photocopier machine s / operating system supplied will be made immediately after the successful installation of the photocopier machine / operating system on production of bill/invoice for supply along with bank details (Name of the bank/branch/Account No./Type (SB or current)/IFSC Code etc.,) for arranging remittance. 90% of the bill will be paid immediately on executing the agreement and balance 10% will be released after the PBG is executed.

17. Force Majeure:

17.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.

17.2 The term 'force majeure' as employed herein shall mean acts of God, war, civil riots, fire directly affecting the performance of the contract, flood and acts and regulations of the two parties, namely BOREV and the contractor.

17.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to force majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively.

17.4 Time for performance of the relative obligation suspended by force majeure shall then stand extended by the period for which such cause lasts

Signature with date, stamp/seal of bidders.





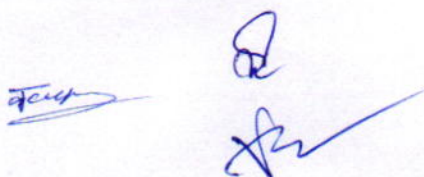
Special Conditions of Contract

Onsite Warranty maintenance & penalty

1. All tendered items shall be under Five years on-site comprehensive warranty support from the date of installation including free spare parts, kits etc excluding the consumable items
- 2.
3. The vendor should fulfil the following conditions during warranty period if any of the system is down beyond 48 hours as the case may be, penalty will be charged or recovered from out of withheld amount toward warranty or payment due, per day at the rate as per mention in para 8 of NIT.
3. Any item failing at sub-component level more than three times in three months after installation, displaying chronic system design or manufacturing defects or quality control problem will be replaced by the vendor at his cost and risk within 30 days, from the date of last failure

Signature with date, stamp/seal of bidders.

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ANNEXURE-I

BID FORM

Tender No.

Date

To

The Secretary
Board of revenue M.P,
Gwalior, M.P

Dear Sir,

Having examined the conditions of tender and specifications, the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to provide and install required photocopier machine in conformity with the specifications of the tender document and as per the schedule of prices attached herewith and made part of the Bid.

I/We undertake, if my/our Bid is accepted, to provide the photocopier machine as per your Work order.

If my /our Bid is accepted, I/we will obtain the guarantees of a Scheduled Bank for a sum as specified in the contract for the due performance of the Contract.

I/We agree to abide by this Bid for a period upto 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by me /us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We understand that you are not bound to accept the lowest or any bid, you may receive.

Signature
(in the capacity of)

Duly authorized to sign the bid for and on behalf of

Tele No(s):-
Fax No(s)
E-Mail Address:-

Signature with date, stamp/seal of bidders

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Technical Bid for Procurement of Photocopier machine in Borev

1	Name of the firm, Address and Telephone Number																							
2	Name of the Contact Person, Telephone/Mobile Number																							
3	Name of the bank (With full address)																							
4	Bank Account Number																							
5	PAN No. (photocopy of PAN Card is to be enclosed)																							
6	Income Tax assessment form of last 3 years issued by the IT Dept. is to be enclosed.																							
7	Affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co) to be enclosed																							
8	(i) Date/year of commencement of business.																							
9	A self-attested copy of authorized dealership Dealership certificate if the Bidder itself is not the manufacturing firm																							
11	Particulars of DD/Banker's Cheque towards EMD of Rs.75,000.																							
12	Details of work orders executed during last two years [attested copy of at-least one supply order to be enclosed].																							
	<table border="1"> <thead> <tr> <th rowspan="2">Sl. No</th> <th rowspan="2">Details of client (address telephone and fax No.)</th> <th rowspan="2">Value of annual contract</th> <th colspan="2">Duration</th> </tr> <tr> <th>from</th> <th>to</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No	Details of client (address telephone and fax No.)	Value of annual contract	Duration		from	to																
Sl. No	Details of client (address telephone and fax No.)				Value of annual contract	Duration																		
		from	to																					
13	The bidders should also mention in the tender the list of their service centers, nearest location of their principal's support centre and details of customer support establishment.																							

Signature with date, stamp/seal of bidders

DECLARATION

1. I, son/daughter/wife of Shri Proprietor/Director/authorized signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute the tender documents;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any sage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and Performance Guarantee.

Signature of the bidder / Authorized person

Date:

Name & seal:

Place:

Signature with date, stamp/seal of bidders

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CERTIFICATE REGARDING NEAR RELATIVES

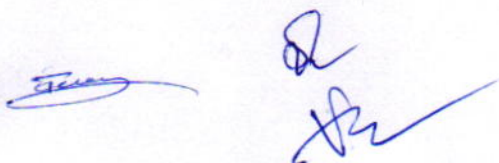
I S/o resident of
..... hereby certify that none of

my near relative(s) as defined in Clause 1.6 of Section I in the tender document is/are employed in Board of Revenue M.P. In case, at any stage, it is found that the information given by me is false/incorrect, Board of Revenue M.P shall have absolute right to take any action as deemed fit without any prior information to me.

SIGNATURE OF BIDDER WITH NAME AND ADDRESS

(In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all partners and in case of limited company by all the directors of company)

Signature with date, stamp/seal of bidders

The image shows three handwritten signatures in blue ink. The first signature is on the left, the second is in the middle, and the third is on the right. They appear to be cursive and somewhat stylized.

Technical Specifications for Photocopier machine

The photocopier machine to be procured will be of configuration given below.

S.NO	DESCRIPTION	REQUIREMENT	TECHNICAL COMPLIANCE (YES/NO)
General Specification			
1	Warm up time	About 30 sec	
2	Paper Capacity	250 Sheets x 2 Trays; minimum 50-Sheet Bypass Tray	
3	Feeder	Automatic Document Feeder / RADF	
4	Counter	6 Digit digital	
5	Power	AC 230 +/-10%Volts, 50 Hz	
6	Toner capacity	8,000-15000 approx.	
7	Copier Type	Digital	
8	Copy paper size	Upto A3	
9	Continuous Copy Speed (A4/Letter)	999	
10	Sorter of finisher	Electronic sorting	
11	Zoom	25% to 400%in 1% Step	
12	Copying resolution	600 X 600 dpi	
13	Copy mode	Text, Text/photo, Photo, Color Document	
14	Out put	Duplex	
15	Duplex Printing	Automatic / Manual	
16	Printing speed	35 (pages per minute)	
17	First copy out time	Approx. 3-5 seconds	
18	Original Size	Maximum A3	
19	Print resolution	Up to 1200X1200 dpi	
20	Print Cartridge	Black	
21	Print Technology	Monochrome Laser	

Accessories, Spares & Maintenance

1	Accessories	AC power cable, <input type="checkbox"/> Suitable Stand to be provided if the height of the machine is not enough to operator the machine	
2	Confirmation of availability of Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine.	
3	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier.	

Signature with date, stamp/seal of bidders

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Financial Bid

Sr.No	Name of Item	Quantity	Unit price	Duties and taxes	Total Price	
					Figures	words
1	Photocopier as per specification annexure IV	02				
2	Photocopier as per specification annexure IV with networking features	01				

Rate of Annual Maintenance Contract(AMC) after Warranty Period

Sl. No	AMC	AMOUNT	AMOUNT IN WORDS
1	AMC with Consumables		
2	AMC without Consumables		

Certified that the above rates are inclusive of statutory taxes as may be applicable Certified that I agree to all the terms & conditions of the tender document

Signature of the Bidders with stamp of the firm

Signature of the Bidders with seal

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AGREEMENT

This agreement is made this day of
between (name of the contractor) herein

after called the first party which expression shall include his heirs, executors and administrators/their successors and office of the Secretary,Board of revenue,M.P, after called 'Borev', the second party, through Secretary herein after include his successors and assignees, shown as under:-

That whereas the first party shall and will deliver Computer photocopier machine and related items to Office of the Borev,M.P as per all the terms and conditions given in notice inviting Tender dated _____ and all its sections and annexures which shall become part and parcel of this agreement.

This agreement is made for a period of five year with effect from.....

as in clause 1 of section II of the bid document as decided upon to do so by the second party on the same terms, norms and rate.

IN WITNESS THEROF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS DAYOF 2018.

Witness 1. Signature with date, stamp/seal of Contractor

(Signature, Name & full address)

Witness 2. for Borev

(Signature, Name & full address)

*** Signature of the Bidders with stamp of the firm

Format of PERFORMANCE BANK GUARANTEE

In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt..... (herein after called 'the said Contractor(s)' from the

demand, under the terms and conditions of agreement for the supply and installation

of Photocopier machine and photocopier machine software (hereinafter called 'the said Agreement'), for payment of security deposit on Production of a bank guarantee for Rs. ... we, (Name of the bank).....(hereinafter referred to as 'the Bank') at the request

of the contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs.... against any loss or damage caused to or suffered or would be caused to or suffered by

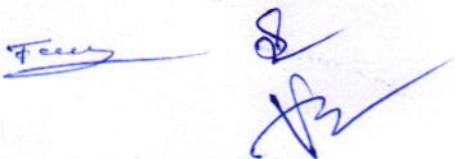
the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of the contractors(s) failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Government in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.

3. We (name of the bank) undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so make by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) have no claim against us for making such payment.

We (name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the office of the Board of Revenue M.P Gwalior 474001 certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

Signature with date, stamp/seal of bidders.



Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE and HALF YEAR from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

4. We (name of the bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of performance by the said contract(s) from time of time or the postpone for any time or from time to time any of the powers exercisable by the Government against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said

agreement and we shall not be relieved from our liability by reason of any such variation, of extension being granted to the said contract(s) for any forbearance, act or omission on the part of the Government of any indulgence by the government to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We (name of the bank)..... also undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

Dated theday of

Signature

For..... (indicate the name of the bank)

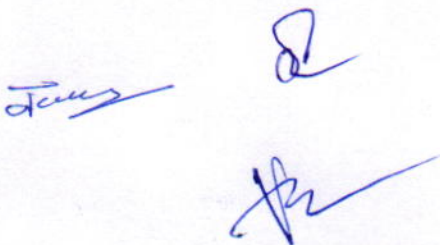
Telephone No(s)

FAX No.

e-mail:

[to be issued on non judicial stamp paper, stamped in accordance with the Stamp Act]

Signature of the Bidders with stamp of the firm Page 17 of 20

Three handwritten signatures in blue ink are present at the bottom of the page. One is on the left, one is in the center, and one is on the right.

Annexure VIII

UNDERTAKING

1 I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of Board of Revenue and shall abide by them.

2 I/We also undertake that I/We have understood technical specifications mentioned in the mentioned in the Tender No. Dated _____ and shall conduct the work strictly as per the clauses of the tender document

3 I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

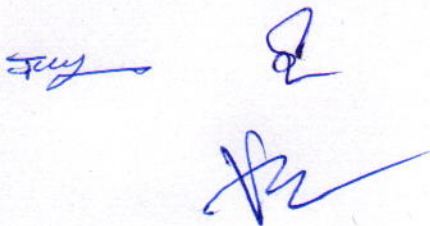
4 I/We also undertake that the spare/parts to be replaced/supplied will be in accordance with specifications given in Notice Inviting Tender and I/We shall be responsible for rejection/cancellation of contract if the replacement of parts/spares and the work are not found up to the mark or for civil/criminal proceedings if the materials replaced/supplied is found sub-standard.

Date:

Place:

Signature of the Bidders with stamp of the firm

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Three handwritten signatures in blue ink are present at the bottom of the page. One signature is on the left, another is in the middle, and a larger, more stylized signature is at the bottom center.

ANNEXURE IX

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject :- Authorization for attending bid opening on (date) in the tender for purchase of photocopier machine s in the office of the Board of revenueM .P,Gwalior

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1.		
2.		

Signature of the Bidders Or
Officer authorized to sign the bid
Documents on behalf of the Bidders

Note

1. Maximum of two representatives will be permitted to attend bid opening in cases where it is restricted to one first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the Bidders & Seal

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