

Invitation to Quote

ALIMCO-AUXILIARY PRODUCTION CENTRE



**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A Govt. of India Undertaking 'Miniratna' Company)**

Plot No 8, Peenya Plantation (Near Jalasoudha), Jalahalli, Bangalore-560013

Website: www.alimco.in HQ's e-mail: alimco@alimco.in

AAPC-Bangalore Email: alimcobangalore@gmail.com, aapc_bangalore@alimco.in

Tel Phone: 080-29723071/29723029/29723037

CIN No: U85110UP1972NPL003646

GST No: 29AABCA8899F1Z4



Enquiry No: AAPC/BGL/LT /55/AY

Date : 03.12.2020

Due Date : 23.12.2020

Dear Sir,

Sealed quotations are invited for the following specification for the quantity/quantities and staggered delivery schedule indicated below. The terms and conditions governing this work contract are mentioned overleaf. Quotations on our prescribed format as enclosed should reach us on or before due date. **27.08.2020 15:00 hrs.**

Sl No	Specification	Qty
1	As per Annexure 'A', 'B' & 'C' enclosed	01 Nos

**For:- ALIMCO-Auxiliary Production Centre, Bangalore
Material Management Department.**

Encls: Annexure 'A', 'B' & 'C'

Tender Terms and Conditions

1. Submission of Tenders– (a) Tenders shall be sent in a sealed envelope super scribing the Enquiry No. & due date. (b) Tender shall be addressed to “Materials Department, ALIMCO-Auxiliary Production Centre, Plot No 8, Peenya Plantation (Near Jalasoudha), Jalahalli, Bangalore-560013. (c) The Tenderers may at their discretion send the Tenders by Registered/Speed Post Acknowledgement Due, but postal and transit delay shall not be necessarily considered in reckoning the tenders for our consideration.
2. The Earnest Money Deposit amount of @ Rs. 2,500/- should be furnished in the form of Demand Draft. Earnest Money drawn on any Nationalized bank in favour of “Artificial Limbs Manufacturing Corporation of India” (ALIMCO) payable at Bangalore. Offer received without EMD will be rejected.
3. EMD will be refunded to unsuccessful bidders within 30 days of finalization of Purchase Order/Work/Service Contract. In case of successful bidders EMD will be refunded on receipt of acceptable Security Deposit. Security Deposit will be refunded within 30 days after completion of the Purchase Order/Work/Service Contract and on receipt of the performance guarantee to cover the discharge of contractual obligations under the warranty period/defect Liability. In case the Supplier/Contractor is awarded PO/Work/Service Contract for few items and they have deposited the EMD/Security Deposit for all tendered items, the EMD/Security Deposit will be refunded after retention of EMD/Security Deposit as per Conditions of ALIMCO.
4. The normal rate of Bid security/EMD, where ever chargeable is 2½% (two and half percent) of the estimated value, if beyond Rs.10.00 Lakhs (While no EMD will be chargeable being the limit of Limited Tender). Rounded off to next (higher) Rs 500/-depending on the value subject to the maximum of Rupees five lakhs. The exact amount of bid-security/ EMD calculated as the percentage of estimated value should worked out, and indicated in the bid notice and tender document All SSI units / Micro & Small Enterprises (MSE) will be issued Tender Documents free of cost & Exemption to submit Earnest Money Deposit (EMD) on submission of valid Udyog Aadhar Memorandum (UAM) against Tender for the items/nature of business/ type of services specified therein in the UAM. The amount of Earnest Money should be furnished in the form of Demand Draft or Pay Order or Bankers Cheque only. No interest shall be claimed/ payable on the bid- security/ EMD furnished to the Corporation.
5. Bank charges / Draft making charges will have to be borne by the party only.
6. The GST portion shall be paid only after submission of proof /self- certified copy of GST Quarterly Return (GSTR-1) filed online by the tender clearly (duly highlighted) showing invoice/bill number and amount to be submitted to ALIMCO so as to enable the Corporation to avail GST input credit after matching of the GST return and Invoice submitted in the Corporation. In case, non- matching no payment of GST shall be made. 100% payment excluding GST shall be paid within 30 days after receipt of original invoice.
7. The GST Tax applicable shall clearly be indicated in %as well as Rupees Our GSTIN No is: **29AABCA8899F1Z4**
8. Average photo Copies may between approx. 2,000 to 3,000 copies per month.
9. If successful tenderer want to leave the offered contract before completion of work, the tenderer will have to give advance notice for 3 months. The ALIMCO management has right to terminate the contract without any notice.
10. The period of providing photocopier machines on cost per copy basis is initially for Two years, with a provision to extend further for a period of one year at a time on the same terms & conditions, provided the services of the Contractor are found satisfactory.
11. The Contractor shall have to provide the photocopying machines, consumables (Cartridge etc.) and other materials required. ALIMCO, Bangalore shall be responsible for providing Photocopy paper, machine operator, space to keep the photocopying machines, and power supply only. Everything other than this shall be the responsibility of the Contractor at their own cost. Necessary maintenance stores/ consumables should be provided by the Contractor as and when required for smooth functioning of the machine.

12. The photocopier machine provided by the Contractor should be of good quality and renowned brand and not more than 03 years old. It should be the responsibility of the Contractor to ensure that the photocopier machine is free from all defects and is in perfect running condition before installation.
13. The successful tenderer will be sole responsible for maintenance of the photocopy machines, must be ensure working proper and timely repair in case of breakdown.
14. In case the machine is not working satisfactorily or it is not found to be suitable, it should be changed immediately on receiving a request from ALIMCO, Bangalore to that effect.
15. No deposit will be paid by ALIMCO, Bangalore for supply and installation of photocopier machines. Fitment/ installation of all items/ equipment/ accessories will be done by the Contractor only on free of cost.
16. All repair/ replacement/ installation/ dismantling work will be done by the Contractor on free of cost. Any type of masonry, carpentry, or structural work will be done by the Contractor free of cost only.
17. Any fault reported before 12 noon on a given day, shall be attended by the Contractor within 6 hours of reporting/ logging through telephone call/ email/ message. Faults reported after 12 noon on a given day should be rectified before 12 noon on the next day.
18. The Service Engineer of the Contractor will carry out preventive maintenance of each photocopier machine at least once in a month.
19. All material to be used for installation of photocopier machines should be of good quality (IS Standard).
20. After issuing of work order If Machine gets breakdown or any improper visibility of photocopy within 24 hours repairing should be done otherwise per day Rs. 500/- penalty will be applicable.
21. ALIMCO reserve the right to reject any or all the tenders in part of full without assigning any reasons thereof. The Corporation also reserves the right to negotiate the rates and terms & conditions with any or all the tenderers at its sole discretion as deemed fit without assigning any reasons thereof.
22. If any dispute/question or controversy arises in respect of or arising out of the assignment / Job Work Contract, the matter in dispute shall be referred to the arbitration of the Chairman & Managing Director of ALIMCO or its nominee and the decision of the Chairman and Managing Director or nominee shall be final and binding on both the parties.
23. The provision of the ARBITRATION & CONCILATION ACT 1996 as amended from time to time shall apply to such arbitration proceedings.
24. Arbitration proceedings shall be held at Kanpur only and the Kanpur City Court will have the Jurisdiction in the matter.
25. Bidder has to Submit Annexure 'A','B' & 'C' with seal & signature

Seal & Signature of Tenderer

B.O.Q

Annexure- A

LT Ref No: AAPC/BGL/55/AY

Tender Date: 03.12.2020

Due Date: 23.12.2020

SI No	Specification	Qty	Monthly Rent Charges only for 3,000 copies per month	Per Copy Charges (after 3,000 Copies)	GST @ %
1	Supply of Digital Photocopier Machine on rental basis for a period of 02 years Paper Size : A3/A4, Letter, Legal	01 Nos			

Note:-

- I. Kindly mention the Enquiry No. and Due date on Envelop.
- II. In case of any such requirement the corporation will be entitled to place "Repeat Order" on the same rate, terms & conditions subject to mutual consent.
- III. Kindly provide GST Number along with percentage of GST rate and HSN/SAC Code.
- IV. Payment will be done after submission of bills within 30 days.
- V. **Tenderer/ Suppliers are requested to quote/ submit their offer FOR: "ALIMCO – APC, Bangalore".**

Seal & Signature of Tenderer

ANNEXURE 'B'

Sl No	Description	Details Submitted by the firm
1.	Name of Bidder	
2	Full postal address	
3	Telephone number, E-mail / Mobile No:	
4	Date of establishment of firm	
5	Registration No.(Self-Attested copies of registration/partnership deed/ownership deed should be attached)	
6	Whether the Bidder possess more than three years' experience in the similar field. (If Yes , supporting document / experience certificates , duly attested , from the respective organizations should be attached)	
7	Details of Government Contracts executed during the last twelve months. (List of Organization along with the Experience Certificates, duly attested / self-attested should be attached)	
8	PAN Account No. (attested / self-attested copy of PAN should be attached)	
9	GST Tax Registration No. (attested self - attested copy of Service Tax / GST Registration Number should be attached)	
10	EMD Demand Draft No. and Date Issuing Bank Details Amount	

Seal & Signature of Tenderer

Annexure – ‘C’

UNDER TAKING LETTER

(To be given on Tenderer/ Bidder's Letter Head)

UNDER TAKING

- 1) I, the undersigned certify that I have gone through the terms and condition mentioned in the bidding document and undertake to comply with them.
- 2) The rates quoted by me are valid and binding upon me for the entire period of Contract and it is certified that the rates quoted and the lowest quoted for any other institution in India.
- 3) I / We give the rights to the ALIMCO-Bangalore to forfeit the Earnest Money / Security money deposit by me / us If any delay occur on my / agent's part or fail to supply the articles within the appointed firms of desired quality.
- 4) I hereby undertake to supply the items and provide the services, as per direction given in the tender document / supply order within stipulated period.

(Signature of the Bidder)

Date: -

Place: -

Designation:-

(Office seal of the Bidder)