



Govt. of Bihar
Deptt. Of Health & Family Welfare
State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Tender Notice for Hiring Photocopier Machine on Rent

Sealed tenders are invited from the reputed registered agencies for hiring two photocopier machines on rent. The agency will be responsible for providing the uninterrupted photo copy facility with operator to SHSB as per requirement from 9.30 AM to 8 PM on all the days of the month. Interested agencies should quote their rates typed (Hand written quotation not allowed) in the format. Bids received in any other format will not be considered. Details of the tender can be obtained from our website (www.statehealthsocietybihar.org)

Eligibility Criteria:

Tenders in one large envelope marked as "Bid for Hiring Photocopier machine on Rent" containing two separate sealed envelopes.

- 1) Envelope 'A' marked with "Technical Bid for Hiring Photocopier machine on Rent"
- 2) Envelope 'B' marked with "Financial Bid for Hiring Photocopier machine on Rent"

Financial Bids of only those tenderers, who qualify in the technical bid, will be opened.

Interested agencies must enclose the following credentials in the

Technical Bid marked as Cover 'A':

1. Requisite document showing three years of market standing in the field of photocopy.
2. Registration No of the Agency.
3. Service Tax Registration No.
4. Copy of PAN card.
5. Audited Statement of Accounts for the last three years.
6. Average annual turnover of Rs 10 Lacs in the last three years.
7. Demand Draft/ Bankers Cheque of Rs. 10,000/- (Ten Thousand Only- Refundable-in case of not being selected) in favour of State Health Society, Bihar.

Financial Bid, marked as Cover 'B':

Financial bid should be given in the format as below:

SN	Particulars	Rates Inclusive of all the taxes	
		(In Figure)	(In Words)
1.	Monthly Fixed Rental Charges for 2 Pcs of Photocopier Machine with Operator		
2.	Rate for each copy with A4 Size 75 GSM century Paper/Modi Paper		

Terms & Conditions:

1. Rate quoted must be inclusive of all taxes and shall be valid till 31.03.2012.
2. Agency will have to provide A4 paper (75 GSM) as per requirement. Total payment will include fixed monthly rental charges plus number of photocopy done.
3. Selected party will have to submit Rs 25000/- (twenty five thousand only) as Performance Guarantee.
4. The machine should not be more that 1 year old (from the date of installation of machine)
5. The agency shall bear all the maintenance charges of the photocopier machine and shall provide one operator also. Space for installation of machine & electricity shall be provided by SHSB
6. Penalty (to be decided by SHSB) will be deducted for the period for which Photocopier machine is not in working condition or in the absence of operator.
7. TDS shall be deducted at prescribed norms on the payable amount as applicable.

The last date for submitting the complete tender document is 20th July 2010 (3 PM). The bid shall be opened on same day at SHSB in the presence of the parties those who wish to participate. SHSB reserves the right to accept or reject any offer/all offers without assigning any reason. For all enquiries the interested agencies may contact Mr Alok, Tel no. 0612-2281545 during office hours on all working days.

Executive Director