

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
(A grant - in - aid institute under Department of Atomic Energy, Government of India)  
Sector-22, Kharghar, Navi Mumbai - 410210  
[www.actrec.gov.in](http://www.actrec.gov.in), e-mail- [anavkarsa@tmc.gov.in](mailto:anavkarsa@tmc.gov.in)  
Phone 022-27405000 Ext-5141

## **NOTICE INVITING TENDER**

### **GEM BID TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING & FUNCTIONING OF XEROX MACHINE FACILITY HAVING PHOTOCOPYING, PRINTING & SCANNING ON MONTHLY RENTAL BASIS IN THE CAMPUS OF ACTREC**

**For the Period of Two years from 01<sup>st</sup> January, 2024 to 31<sup>st</sup> December, 2025**

(Extendable for One-Year Subject to Satisfactory Performance)



Sr. No.	Particular	Amount
01	EMD by Demand Draft to be Drawn in Favour of Director ACTREC or TMC ACTREC Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money and security deposit for performance upto monetary limits specified in the NSIC certificate subject to Registration certificate being valid as on date of quotation & GST Registration Certificate. (Bidder must enclose copy and proof thereof)	Rs. 48,000/-

Note:-

1. Tender Notification and Documents are available on GEM Portal: - <https://gem.gov.in>
2. Interested agencies / firms may visit this website for registration.

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
(A grant – in - aid institute under Department of Atomic Energy, Government of India)  
Sector-22, Kharghar, Navi Mumbai – 410210  
[www.actrec.gov.in](http://www.actrec.gov.in), e-mail- [anavkarsa@tmc.gov.in](mailto:anavkarsa@tmc.gov.in)  
Phone 022-27405000 Ext-5141

No. ACTREC/Xerox/Tender/7167/2023

03<sup>rd</sup> October, 2023

Online GeM Bid Tender is Invited for Reputed Contractors/Xerox Machine Service Providers for Supply, Installation, Commissioning & Functioning of Xerox Machine Facility having Photocopying, Printing & Scanning on Monthly Rental Basis in the Campus of **ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)**, Sector-22, Kharghar, Navi Mumbai – 410210.

Sr. No.	Name of Work	Approx. Cost (Rs.) for Two Years	EMD (Rs.) Refundable
1	Providing 15 Nos. of Xerox Machines for the Work of Photocopying, Printing cum Scanning Services on Monthly Rental Basis in the Campus of ACTREC, Sector-22, Kharghar, Navi Mumbai – 410210	Rs. 24,00,000/-	Rs. 48,000/-

Contact Person: - Mr. S. A. Anavkar, Jr. Administrative Officer (EM)

**CRITICAL DATE SHEET**

Published Date	03 <sup>rd</sup> October, 2023
Bid Document Download/Sale Start date	03 <sup>rd</sup> October, 2023
Bid Online Submission Last Date & Time	25 <sup>th</sup> October, 2023
Technical Bid Opening Date	25 <sup>th</sup> October, 2023

ACTREC reserves the right to cancel any or all the tenders without assigning any reason thereof.

(S. A. Anavkar)  
Jr. Administrative Officer (EM)

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
(A grant – in – aid institute under Department of Atomic Energy, Government of India)  
Sector-22, Kharghar, Navi Mumbai – 410210  
[www.actrec.gov.in](http://www.actrec.gov.in), e-mail- [anavkarsa@tmc.gov.in](mailto:anavkarsa@tmc.gov.in)  
Phone 022-27405000 Ext-5141

**TENDER DOCUMENTS**

1. Notice for invitation of Tender
2. Tender acceptance undertaking (To be filled by Tenderer)
3. Tender Application Form
4. Instructions to the Tenderer
5. Scope of Work
6. Terms and Conditions of the Tender
7. Solvency Certificate
8. Agreement
9. Format of Notary Affidavit (To be filled by Tenderer)
10. Indemnity Bond
11. Acceptance
12. Financial Bid (Annexure-1)

## TENDER ACCEPTANCE UNDERTAKING

Date: \_\_\_\_\_

To,  
**The Director,**  
Advanced Centre for Treatment, Research & Education in Cancer  
Tata Memorial Centre  
Kharghar, Navi Mumbai - 410210.

**Tender Ref No.:** ACTREC/Xerox/Tender/7167/2023

03<sup>rd</sup> October, 2023

**Nature of Services /work: Tender for Providing the Services of 15 nos. of Xerox Machines for the Work of Photocopying, Printing cum Scanning Services for the Period of Two years from 01<sup>st</sup> January, 2024 to 31<sup>st</sup> December, 2025 (Extendable for One Year Subject to Satisfactory Services and Rates Mutually Agreed).**

Dear Sir/Madam,

I / We read the terms & conditions from the tender documents hereby agree to abide by the said conditions. I / We also agree to keep this tender open for acceptance for a period of 180 (One Eighty days) from the date of opening. I / We will be liable for forfeiture of my / our "SECURITY DEPOSIT /EMD "to Tata Memorial Centre, ACTREC, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are also bound to undertake work within a week time from the date of issue of letter of award.

A sum of Rs. 48,000/- (Rupees Forty-Eight Thousand Only) is forwarded herewith as Earnest Money Deposit in the form of Demand Draft.

The full value of the Earnest Money Deposit shall stand forfeited if – I / We do not undertake and commence the work within the specified time on receipt of the letter or failed to execute the work as required.

**Yours Faithfully**

**Signature and Rubber Stamp of the Bidder**

**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
 (A grant - in - aid institute under Department of Atomic Energy, Government of India)  
 Sector-22, Kharghar, Navi Mumbai - 410210  
[www.actrec.gov.in](http://www.actrec.gov.in), e-mail- [anavkarsa@tmc.gov.in](mailto:anavkarsa@tmc.gov.in)  
 Phone 022-27405000 Ext-5141

**TENDER APPLICATION FORM**

Tender No.: ACTREC/Xerox/Tender/7167/2023

03<sup>rd</sup> October, 2023

Name of the Services/Work	<b>Providing 15 Nos. of Xerox Machines for the work of Photocopying, Printing cum Scanning Services on Monthly Rental Basis in the Campus of ACTREC, Sector-22, Kharghar, Navi Mumbai - 410210</b>
Due Date of the submission of the tender	
Demand Draft for EMD Amount, Date and drawn at	
Name / Title of the Bidder	
Full Address	
	E-Mail
	Tel. No & Mobile No.
	Fax
Legal entity of the bidder whether Firm / Society / Company / Other entity	
a) Registration No.	b) Authority with whom registered
Name & Address of the Bankers of the bidders	
PAN No.	
Registration No. for Goods and Services Tax	

No. of manpower employed by the bidder in its office	
Experience of the bidder in dealing with the tendered services (attach copies of work orders)	
Whether provided services to TMC / ACTREC in past; if yes indicate the Work order No. & Date	
Any other relevant information wish to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible for the same.

**Signature**

**Name of Authorized Person for Bidder with Seal**

**Date:**

## **INSTRUCTION TO THE BIDDER**

Bidders are requested to take note of the following instructions while filling the tender form for submission of their offer.

1. The bidder must note that Tenders are accepted only through online mode on <https://gem.gov.in> .
2. The bidder should read the general terms and conditions and take note of them and give their acceptance to that effect.
3. The bidder should ensure that the amount written in such a way that interpolation is not possible. No blank space should be left.
4. Failure to fulfill any of the conditions shall render the bid for rejection.
5. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
6. The bidders are advised to carefully understand the documents required to be submitted as part of the bid. Please note the no. of documents have to be submitted. Any deviation from these may lead to rejection of the bids.
7. The bidder is also advised to ensure that all the tender documents are signed by the authorized person and rubber stamp should be affixed wherever asked for.
8. The Director, ACTREC reserves the right of cancellation, adding, reducing, deferring the tender in total or partially without assigning any reason there of and claim in this behalf shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the EMD without any payment of interest within reasonable time.

Certified that I have read the above instructions carefully and taken note of them for compliance.

Signature

Name of the Bidder

Rubber Stamp

Date -

### SCOPE OF WORK

1. The Photocopier Machines to be supplied by the vendor should be digital only and should be of reputed make like Canon, Samsung, etc.
2. Supply, Installation, Commissioning & Functioning of Xerox Machine Facility for Photocopying, Printing & Scanning on monthly rental basis in the following offices at ACTREC Campus for two years for the period from **01<sup>st</sup> January, 2024 to 31<sup>st</sup> December, 2025** (Extendable for one more year subject to satisfactory performance.)

Sr. No.	Department Name	Number of Machines
<b>FOR ACTREC</b>		
1	In the Office of the Director, ACTREC	01
2	Administration	02
3	Accounts Section	01
4	Purchase Section	02
5	Stores Section	01
6	General Administration	01
7	Engineering Section	02
8	Surgical Purchase	01
<b>FOR CCE</b>		
9	CCE (Black & White Copies) 1 <sup>st</sup> & 2 <sup>nd</sup> Floor CCE Building	02
10	CCE (Color Copies) 1 <sup>st</sup> & 2 <sup>nd</sup> Floor CCE Building.	02
	<b>Total Number of Machines</b>	<b>15</b>

3. At present the requirement of A-4, A-3, Legal Size etc. Xerox Machine is in above office i.e. total 15 numbers of Xerox Machine-Cum-Printer-Scanner. The number of Xerox machines can be increased or decreased as per the requirement of the institute as per the quoted rates.
4. The bidder will quote monthly rental for the first 70,000 Black & White copies & rate per page for extra copies beyond 70,000 copies for ACTREC (In Annexure – I (A)) and also quote monthly rental for the first 15,000 Black & White copies and 10,000 Colour copies separately & rate per page for extra copies beyond 15,000 Black & white copies and 10,000 Colour copies separately for CCE (In Annexure – I (B))
5. The Photocopier Machines to be supplied by the Service Provider should be installed at ACTREC, Navi Mumbai as per our requirements and the contractor shall have to supply lift off / shift from one place to another / replace photocopier machine as and when required by the Office during the contract period.
6. The contractor / agency shall bear all the maintenance like toner refilling, spare parts, 1 manpower etc. in the quoted amount only.



### Terms and Conditions of the Tender

- 1 Nature of work:- Supply, Installation, Commissioning & Functioning of Xerox Machine Facility for Photocopying, Printing & Scanning on monthly rental basis in the following offices at ACTREC Campus.

Sr. No.	Department Name	Number of Machines
<b>FOR ACTREC</b>		
1	In the Office of the Director, ACTREC	01
2	Administration	02
3	Accounts Section	01
4	Purchase Section	02
5	Stores Section	01
6	General Administration	01
7	Engineering Section	02
8	Surgical Purchase	01
<b>FOR CCE</b>		
9	CCE (Black & White Copies) 1 <sup>st</sup> & 2 <sup>nd</sup> Floor CCE Building	02
10	CCE (Color Copies) 1 <sup>st</sup> & 2 <sup>nd</sup> Floor CCE Building.	02
<b>Total Number of Machines</b>		<b>15</b>

2. At present the requirement of A-3 Size Xerox Machine is in above office i.e. total 15 numbers of Xerox Machine-Cum-Printer-Scanner. The number of this can be increased or decreased as per the requirement of institute on monthly rental basis.
3. Period of Contract:- The contract will be initially for Two Years for the period from **01<sup>st</sup> January, 2024 to 31<sup>st</sup> December, 2025** (Extendable for one more year subject to satisfactory performance).
4. The rates if accepted for this will be fixed for Two Years and extension period if contract extend for another one year.
5. The bidder will quote monthly rental for the first 70,000 Black & White copies & rate per page for extra copies beyond 70,000 copies for ACTREC (In Annexure – I (A)) and also quote monthly rental for the first 15,000 Black & White Copies and 10,000 Colour copies separately & rate per page for extra copies beyond 15,000 Black & white Copies and 10,000 Colour copies separately for CCE (In Annexure – I (B))
6. The functionality of each of the machines will be the responsibility of the contractor for 100% uptime and the down time for working days will be on proportionate basis of working days in a month. The non-functioning of machine will be caused with penalty of Rs. 200/- per day.
7. Break down calls to be attended within 2-3 hrs.

8. Payment against Bill / Invoice shall be release only after Supply / Installation and Observance of Satisfactory Performance of the Photo copiers.
9. The contractor will submit the bills for the payment of printing work along-with certification received from the sections in the prescribed format on monthly basis.
10. No advance payment will be made in any case and TDS will be deducted as per rules.
11. Therefore, contractor will have to advise to undertake the servicing/overhauling etc. of the machines during non-working days/non-working hours.
12. The institute will not be responsible for supply or bear the cost of maintenance/spare parts, including cartridges which will be exclusively borne and arranged by the contractor at his cost and responsibility thereof to ensure each and very machine remains functional during all working days for carrying out printing /Xeroxing and scanning work.
13. Contractor should replace printing and scanning machine if the machines gets inferior and non-serviceable condition.
14. The institute will be responsible for the operation of the machine by the trained operator at its liability for providing the services of manpower to operate the machine.
15. EMD of Rs. 48,000/- (Rupees Forty-Eight Thousand Only) must be paid by Demand Draft in favour of **Director ACTREC or TMC ACTREC** payable at Navi Mumbai. The Earnest money of the firms whose quotation is not accepted shall be released after the award of the contract to the successful bidder.
16. Tender received without Earnest Money Deposit (EMD) will be summarily rejected. Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money and security deposit for performance upto monetary limits specified in the NSIC certificate subject to Registration certificate being valid as on date of quotation & GST Registration Certificate. (Bidder must enclose copy and proof thereof)
17. The successful bidder shall enter into the contract/agreement consisting of terms and conditions laid down herein with the center on a non-judicial stamp paper of appropriate value after the award of contract.
18. If the firm is found violating any of the terms and conditions of the contract or the contractor's service is found unsatisfactory, Performance Security Money may be forfeited.

19. Bidders are requested to read and understand the terms and conditions of the tender mentioned in the forgoing paragraphs before sending the quotation, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office. Tender acceptance Letter is annexed with tender notice.
20. The Centre may terminate the contract by giving notice of one month. If the contractor wishes to discontinue the contract, he should give 03 months' advance notice in writing.
21. Bidders are advised to visit the ACTREC campus to see work and location before submitting the tender.
22. Tenders received after the due date and time for any reason whatsoever shall not be considered and are liable to be rejected.
23. Incomplete and unsigned quotations are liable to be rejected.
24. Each page of the tender should be signed /stamped by the bidder(s).
25. **The Bidder to Provide Self-Attested Copies of Documents as Given Below for Qualifying This Tender.**

a)	Address Proof (Aaddhar Card / Electricity bill / Telephone bill or any other documents etc.)
b)	Income Tax PAN number.
c)	GST (Goods and services Tax) Registration Number.
d)	EMD by Demand Draft to be Drawn in Favour of Director ACTREC or TMC ACTREC of Rs. 48,000/- (Rupees Forty-Eight Thousand Only) OR Agencies/firms/Companies/units registered under NSIC/KVIC or any other Authority designated by the MSE, Govt. of India are entitled for exemption from payment of earnest money deposit and security deposit for performance upto monetary limits specified in the NSIC certificate subject to Registration certificate being valid as on date of quotation & GST Registration Certificate. (Bidder must enclose copy and proof thereof)
e)	Copy of Latest of Last Three Years IT return and Balance Sheet with average annual financial turn over (gross) of Rs. 12,00,000/- (Rupees Twelve Lakhs Only) (Last three consecutive financial year ending on 31st March, 2023) certified by C.A.
f)	Bidder should have at least 3 years Satisfactory Experience of Providing Photocopying Services in reputed research Centers /Institutes/PSUs/Central/State Government Departments/Organizations (Please enclose proof).
g)	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.
h)	The bidder should be able to submit the Solvency Certificate of Rs. 9,60,000/- (Rupees Nine Lakhs Sixty Thousand Only) value from the any schedule bankers.

26. For due performance of obligations under the contract, the successful tenderer shall have to deposit 3% amount of total value as security deposit by Demand Draft or by way of Bank Guarantee or FDR in favour of **Director, ACTREC** with the absolute right. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.

## 27. BILLING AND PAYMENT

- a) The bill shall be submitted for each calendar month duly completed in all respects by 5<sup>th</sup> of succeeding month so as to enable the ACTREC for arranging payment at the earliest possible, the contractor will submit the bills for the payment of printing work along-with certification received from the respective sections in the prescribed format on monthly basis. The payment to the contractor shall be made by ACTREC through NEFT/RTGS within 15 days from the date of receipt of the bill and the contractor shall not be entitled to claim any interest for delay in payment due to unforeseen reasons.
- b) If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered for the date of actual submission of the bill.
- c) Recoveries towards TDS (Income-Tax) and applicable GST TDS will be made as per Government Orders in this respect and certificate to that effect will be issued by the ACTREC.

## 28. PENALTY

- a) The functionality of each of the machines will be the responsibility of the contractor for 100% uptime and the down time for working days will be on proportionate basis of working days in a month. The non-functioning of machine will be caused with penalty of Rs. 200/- per day.
29. All the Xerox Machine shall be off heavy duty for Photocopying, Scanning and Printing with this facility for A3, A4, Legal and Full Scape.
30. The institute will be responsible for arranging of papers to be used for printing/photocopying including scanning etc. at its own and contractor will not be responsible for disclosing of operational techniques along with the specifications of papers if any to the ACTREC through its user Section-In-Charge.
31. Offers of financial bids will be evaluated based on lowest offer rates. (L 1)
32. All Micro-Small Enterprises Units (MSE) registered with National Small Industries Corporation (NSIC)/KVIC, coir board or Directorate of industries or any other designated Authority as notified by the Central Government will be exempted from paying Earnest Money Deposit (EMD) etc. as applicable under policies or rules of Government of India. Proofs must be enclosed.
33. It is also certified that the agency should not be black listed by any government department/private organization nor any criminal case is registered/pending against the agency/firm/owner/ partner anywhere in India.

34. Debarment from bidding: A bidder shall be debarred if he has been convicted of an offence under the prevention of corruption Act 1988 or the Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
35. A bidder debarred under clause no. 34 or any successor of the bidder shall not participate in a tendering process of this center for a period not exceeding three years commencing from the date of debarment.
36. The Centre may debar a bidder or any of its successors from participating in any of the Tendering process undertaken by the Centre for a period not exceeding two years. If it determines that the bidders have breached the code of integrity.
37. If a firm/bidder quotes nil charge/considerations the bid shall be treated as unresponsive and will not be considered.
38. The resultant contract will be interpreted under Indian Laws.
39. In the event of any disputes arising out or in connection with this contract where during subsistence of the contract or thereafter the matter shall be referred to **Director, TMC** or any other officer nominated by the **Director, TMC** for arbitration, whose decision shall be final and binding on the parties. The contractor should agree that the arbitrator could be an employee of the center and shall not have any objection in this regards. The proceeding before the arbitrator could be governed by the provision of the Indian Arbitration Act 1996 and amendment thereof. The place of such arbitration should be Mumbai or Navi Mumbai and cost of such arbitration will be equally shared by the both parties.
40. The center reserves the right to accept or reject any/all tenders without assigning any reason whatsoever.

I hereby accept all terms and conditions above.

Signature and Rubber Stamp of Bidder

## SOLVENCY CERTIFICATE

This is to certify that M/s. \_\_\_\_\_ is a firm of Proprietorship / Partnership / body corporate (give legal entity) duly registered under the provisions of Act (give the name of Statutory Act) for which we are the authorized bankers and having bank transactions for their business through us and have good reputation.

Based on their financial transactions, we certify that financial position of the above named organization is sound and the solvency to the extent of amount Rs. \_\_\_\_\_ may be admitted.

Signature of Manager

Name of the Bank with Seal

Date:

## AGREEMENT

This deed of agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 between \_\_\_\_\_ having its registered office \_\_\_\_\_ which expression shall include its successors / assignees hereinafter called the supplier of the one part AND The Tata Memorial Centre (TMC) and ACTREC is part of TMC which is a society incorporated under the Societies Registration Act 1860 having its registered office Parel, Mumbai and branch at Sector-22, Kharghar, Navi Mumbai represented by the Director on the authority of the Society on the second part.

WHEREAS, the second party published notice inviting tenders for providing photocopying services at ACTREC, Kharghar, Navi Mumbai;

AND whereas, the first party applied and offered its offer in response of the notice of invitation for tender and the offer whereas, found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier on first part;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

1. The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender for the photocopying services to commence the as awarded with effect from the given date and time.
2. That the technical Bid containing technical specifications of the techniques to be used for maintaining the work schedule will be ensured by the first party and will be acceptable to the second party.
3. That the upward price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.
4. The maintenance of the vehicles / tools during currency period of the contract shall be the sole responsibility of the contractor. The alternative vehicles shall be provided by the contractor in case of failure of any of the vehicles required for maintaining the awarded jobs.
5. That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.
6. That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.
7. That the first party shall be liable for the liquidated damages to be paid to the second party for the defaults on the part of the contractor for commissioning and maintenance is delayed and the second party will be free to recover such liquidated damages as may be determined in the terms of the work order conditions from the due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.

8. That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at ACTREC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital and recover the cost together with damages as may be occurred on actual basis.

In WITNESS whereof, the first party - contractor and through its authorized representative has hereinto set his hands and authorized representative for and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party

Second Party

Witness: 1. \_\_\_\_\_

Witness: 1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_



**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER OF RS.100/-  
STATING THEIR IN AS UNDER**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date all the statutory taxes levied as per the law of land. (Upload scanned copy of clearance / Return certificate).

**Signature**

**Name of Authorized Person for Bidder with Seal**

## FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE

(To be furnished in Stamp paper as per Stamp Act)

(At presents not less than Rs. 100/- stamp paper)

This deed of Indemnity executed by .....hereinafter referred to as 'Indemnifier ' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Centre (ACTREC), hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has awarded to the Contractor herein a contract for Tata Memorial Centre ACTREC (Tata Memorial Centre), on terms and conditions set out inter alia in the NIT/work order contract/Award of contract no..... for a contract valued at Rs. .... (Rupees .....only) and whereas, clause \_\_\_\_\_ of the above mentioned contract/Award provides for an indemnity bond to be given to the Indemnified.

The indemnifier agrees to indemnify the indemnified against all or any liabilities arising out of hereby irrevocably conducting the contract towards the employees of the contractor assigned for carrying out the job of running the laundry from time to time at ACTREC, including the quantum and payment of salaries, allowances, statutory liabilities and any other payments to the contractors employees or on behalf of the contractor's employees or on behalf of the Indemnifier shall be the sole responsibility of the Indemnifier.

The indemnifier further irrevocably agrees to indemnify the indemnified against any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of two years after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier :

Designation :

Name and address of the contractor :

WITNESSES

1.

2.

## **ACCEPTANCE**

I /we have gone through the terms and conditions given in the tender document and agree with the same. I /We understand that in the event of non-compliance of the terms and conditions of the tender my/our tender can be rejected.

**Signature of the Contractor and Seal**

**Name of Authorized Person**

**Name of the Firm**

**Date:**

**FINANCIAL BID**  
**Annexure-I**

<b>SCHEDULE FOR FINANCIAL BID</b>				
<b>Annexure – I</b>				
<b>Contract Period 01/01/2024 to 31/12/2025</b>				
	<b>NAME OF FIRM</b>			
<b>Sr. No.</b>	<b>Particulars</b>	<b>Monthly Rates (In Rupees)</b>	<b>GST (In %)</b>	<b>Total Rate</b>
<b>(A)</b>	<b>For ACTREC</b>			
1	Upto 70,000 Black & White Copies (for 11 Xerox cum Printer – Scanner)			
	Rates per Page for Extra Black & White copies more than 70,000 Nos.			
<b>(B)</b>	<b>For CCE Building</b>			
1	Upto 15,000 Black & White Copies (for 02 Xerox cum Printer – Scanner)			
	Rates per page for extra Black & White copies more than 15,000 Nos.			
2	Upto 10,000 Colour copies (for 02 Xerox cum Printer – Scanner)			
	Rates per page for Extra Colour Copies more than 10,000 Nos.			
<b>Monthly Total</b>				
<b>Grand Total for Contract Period (24 Months)</b>				