



## REQUEST FOR PROPOSAL

State Council of Educational Research and Training Chhattisgarh,  
BTI Ground, Shankar Nagar, Raipur 492007

### Invitation of Bids for "REPAIR AND COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF Photocopiers"

Request for Proposal (RFP) No 1760 Dated 7.04.2016

1. Bids in sealed cover are invited for "REPAIR AND COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF Photocopiers" listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- a) Bids/queries to be addressed to: Director, State Council of Educational Research and Training Chhattisgarh.
- b) Postal address for sending the Bids: BTI Ground, Shankar Nagar, Raipur, PIN-492007
- c) Name/designation of the contact personnel: Mr. Santosh Tamboli, Lecturer, S.C.E.R.T.
- d) Telephone numbers of the contact personnel: 07587499903
- e) e-mail ids of contact personnel: scertcg@gmail.com
- f) Fax number: 0771-2443496

3. This RFP is divided into five Parts as follows:

- a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, duration of CAMC and the list of Buyers who will sign the contract with the successful Bidder.

- c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued on behalf of institutions mentioned at Annexure VI. The contract will be awarded institution wise.

5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

### **Part I – General information**

#### **1. Last date and time for depositing the Bids:**

**29/04/2016, 2:00PM**

The sealed Bids (both Technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

**2. Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box or sent by registered post/ by hand at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

#### **3. Time and date for opening of Technical Bids:**

**4:00PM, 29/04/2016**

(If due to any exigency, the due date for opening of the Technical Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

#### **4. Location of the Tender Box:**

**Room No. 111, S.C.E.R.T.**

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.