

**THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI**  
(Incorporating the Vidarbha Co-op. Bank Ltd.,)  
**Scheduled Bank**

Sir Vithaldas Thackersey Smruti Bhavan,  
9, Maharashtra Chamber of Commerce Lane,  
Fort, Mumbai - 400 001.

**TENDER NOTICE**

We invite sealed tender for "**Supply of Xerox (Copier) Machines on Rental Basis**" for the period of 1.10.2022 to 30.09. 2027 at Banks various locations in Mumbai and Administrative Office Navi Mumbai. & Head Office, Mumbai.

Interested contractors should submit their quotation on or before 18.08.2022 during office hours i.e. 10.15 am to 5.00 pm.(Mon. to Sat.) (except bank holidays) in Two bid format i.e. **1) Technical Bid & 2) Commercial Bid** at given address as per following terms & conditions. Technical Bid will be opened on 19.07.2022 in presence of Bidders.

Offer should be as per following terms & conditions

**Terms & Conditions :-**

- Tender for "**Supply of Xerox (Copier) Machines on Rental Basis**" Name, Address & telephone number of Supplier Should be mentioned on respective envelopes. i.e. 1) **Technical Bid & 2) Commercial Bid**
- Rates should be inclusive of monthly servicing, refilling of toner & Spare parts.
- GST will be extra as applicable.GST should be mentioned in extra column given.
- % of Proper discount should be given on waste copies.
- Quality & standard of copy to be maintained during the contract period.
- Payment will be made monthly after submission of bill and report duly signed by concern authority as per Meter reading.
- Minimum capacity of machine should be 15000 copies per month.
- Quotation should be for the period of five years. Period of Rent agreement is not negotiable.
- Company should observe all provisions of Labour Act.
- Any mishap or accident while carrying out the work will be the responsibility of contractor.

- Stop gap machines to be provided in case of major repairs. And new machines to be provided if necessary.
- Bank reserve all rights to accept or reject any or all tenders without giving any reason.
- Incomplete and conditional tender will be rejected out rightly.
- New machine should be provided at the start of the contract.

**Location :- Account Dept., Head Office, Mumbai ( 1 No.)**

**H.R.D.M. Dept., Head Office, Mumbai ( 1 No.)**

**D.I.R.R. Dept., Head Office, Mumbai ( 1 No.)**

**Agro Dept., Head Office, Mumbai ( 1 No.)**

**Treasury Dept., Head Office, Mumbai ( 1 No.)**

**Adm. Office Vashi, Navi Mumbai ( 1 No.)**

**I.B.D. Dept., Y.C.P.Centre, Mumbai ( 1 No.)**

**Address:-**

The Manager

(General Administration)

The Maharashtra State Co-op. Bank Ltd.,

Estate & Maintenance Dept., 3rd floor,

Sir, Vithaldas Thackersey Smruti Bhavan,

9, Maharashtra Chamber of Commerce Lane,

Fort, Mumbai- 400 001.

Phone No. **022-69801000/69801163**

Note:- No Negotiation will be held in this context so contractors are requested to quote the competitive rates.

**TENDER SHOULD FULFILL THE FOLLOWING TERMS :-**

- 1) Tender should be submitted in official tender format given by us. If submitted in any other format the same will be rejected.
- 2) Tender form fee Rs.590/- (Incl. GST) D.D. in favour of "**The Maharashtra State Co.op. Bank Ltd., payable at Mumbai.**"
- 3) Earnest Money Deposit (EMD) Rs.25,000/- D.D. in favour of "**The Maharashtra State Co.op. Bank Ltd., payable at Mumbai.**"
- 4) Copies of Profit & Loss Account and Balance Sheets for the last three years should also be enclosed.
- 5) Copies of Valid GST & PAN registration should accompany the technical bids.
- 6) The bidder should be located in Mumbai.
- 7) The bidder should have at least five years experience in supply of tendered items.
- 8) Tender form should be complete in all respects.
- 9) The name and address of the tenderer shall be clearly stated in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender.
- 10) The tender is liable to reject if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
- 11) The tender shall be submitted in sealed envelopes super scribed as "**Tender for Supply of Xerox (Copier) Machines on Rental Basis** " two separate envelope **1) Technical Bid, 2) Commercial Bid** addressed to:

**The Manager, (Gen. Administration)**

The Maharashtra State Co-op. Bank Ltd.,  
3rd floor, Estate & Maintenance Deptt,  
Sir Vithaldas Thackersy Smruti Bhavan  
9, Maharashtra Chamber of Commerce Lane,  
**Fort, Mumbai 400 001.**  
Phone No.022- 69801163/1162

- 12) Duly filled tender should be submitted on or before 18.08.2022 during office hours i.e 10.15 a.m to 5.00 p.m (except bank holidays)
- 13) Late tenders will not be considered and shall be rejected.
- 14) The MSC Bank reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight- age shall be given to several factors besides the commercial bid.

- 15) The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless MSC Bank may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. MSC Bank decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 16) Dispute, if any, arising out of the contract shall be settled by mutual discussion.
- 17) The Contractor will work in close co-operation with Estate & Maintenance Dept., for the repair & Maintenance services as per tender.
- 18) Payment shall be made Monthly on satisfactory completion of the job and certification of concern authority and T.D.S as applicable will be deducted.
- 19) All statutory obligations under various laws from time to time shall be borne by contractor for which no extra payment shall be made at any time during the contractual period.
- 20) As per MSC Bank policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
- 21) **The rates quoted should be on FIRM & FIXED basis. No negotiation will be held in case of rate & terms and conditions.**
- 22) **"Supply of Xerox (Copier) Machines on Rental Basis "** should inclusive of monthly servicing, refilling of toner & Spare parts.
- 23) Any Mishap during carrying out the work will be responsibility of contractor.
- 24) The rates shall be submitted in the prescribed Performa. on company's letter head.
- 25) The rates shall be inclusive of cartridge loading, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of five years from the date of award of contract.
- 26) Promptly attending to complaints/ breakdowns calls whenever received to you within 2 hours.
- 27) Penalty against failure in attending the break down calls will be Rs.100/- per day after 24 hours.
- 28) Duly signed breakdown report should be submitted with the invoice.

**A) TECHNICAL BID of "Supply of Xerox (Copier) Machines on Rental Basis "**

1	Name of Contractor	
2	Address with Phone number and contact person.	
3	Address of Offices & Service Centers in Mumbai & Navi Mumbai .	
4	GST Number	
5	PAN Number	
6	License to Business Shop & Establishment License	
7	Company authorised certificate from concerned company	
8	List of Clients with name, address and Contact Numbers with copies of work orders	
9	Certified copy of Income Tax Return file for last five year	

Signature of Contractor

**B) Commercial Bid :-**

SR. NO.	DEPARTMENT	QTY	SPEED	TECH SPEC.	MAKE & MODEL OF THE PHOTO COPY MACHINE	RATE PER COPY	GST %	DISCOUNT OF WASTE COPIES IN %
1	Account Dept., Head Office, Mumbai	1	DUPLEX 35 PPM	SPEED: 21 PPM AND ABOVE  MEMORY: 128MB TO 2GB  PAPER SUPPLY CAPACITY:  250 SHEETS  PRINTING AREA: A3 SCANNING AREA:A3  PRINT RESOLUTIONS:  600dpi X SUB 600dpi				
2	H.R.D.M. Dept., Head Office, Mumbai	1	DUPLEX 35 PPM					
3	D.I.R.R. Dept., Head Office, Mumbai	1	DUPLEX 35 PPM					
4	Agro Dept., Head Office, Mumbai	1	DUPLEX 35 PPM					
5	Treasury Dept., Head Office, Mumbai	1	DUPLEX 35 PPM					
6	Adm. Office Vashi, Navi Mumbai	1	DUPLEX 35 PPM					
7	I.B.D. Dept., Y.C.P.Centre, Mumbai	1	DUPLEX 35 PPM					

Signature of Contractor

