



**CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED**

(A Successor Company of CSEB)

CIN No. U65993CT2008SGC020995

O/o AGM (HR), Chhattisgarh State Power Holding Company Limited

No. 01-02/Photocopier/TS-137/

Date : .....

**TENDER FOR HIRING OF 02 Nos. DIGITAL PHOTOCOPIER MACHINE  
For O/o ADDL. GENERAL MANAGER (HR), CSPHCL &  
O/o OSD (Energy), C.G. Govt. MAHANADI BHAWAN, MANTRALYA,  
ATAL NAGAR, NAVA RAIPUR**

**DATE OF OPENING – 03.03.2022**

**TENDER COST - ₹ 200/- + @ applicable GST extra**

**EMD - ₹ 3,600/-**

**Note:- “Conditional offers are liable for rejection”**

**Issued to**

M/s .....

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**ADDL. GENERAL MANAGER (HR)  
CSPHCL, RAIPUR**

**Raipur**

**Date :**

**“SAVE ELECTRICITY FOR SELF & NATION”**

Tender are invited for Hiring of 02 Nos. Digital Photocopier Machine O/o Addl. GM (HR), CSPHCL & O/o OSD (Energy), C.G. Govt. Mahanadi Bhawan, Mantralya, Atal Nagar, Nava Raipur. The terms & conditions of the tender are as under:-

**Schedule-I**  
**Terms & conditions**

1. Sealed offers are invited from the reputed/authorized dealer of Hiring of Digital Photocopier Machine.
2. Offers must be submitted in sealed cover addressed to the AGM (HR), C.S.P.H.C.L. Raipur with the name of work, due date of opening and the name of the tenderer superscribed on the cover.
3. More than one tender shall not be submitted by one firm.
4. Tenderers are required to furnish earnest money amounting ₹ 3,600/- (Rs. Three Thousand Six Hundred) only in the form of DD/bankers cheque in favor of "C.S.P.H.C.L." Raipur issued by nationalized/scheduled bank.
5. The tender shall be submitted to the AGM (HR), C.S.P.H.C.L. Raipur on 03.03.2022 before 3.00 PM. Tender offers received without earnest money will not be considered.
6. The envelope of EMD superscribed "Earnest Money Deposit" will be opened first and verified during opening of tender.
7. The Earnest Money will be refunded to unsuccessful bidder within a reasonable time on request through application. The earnest money deposit shall be forfeited, if the supplier fails to execute the order after acceptance of tender. This forfeiture shall be without prejudice to the right of the company to recover further damage, if any from the tender. No interest on Earnest Money will be paid by the company.
8. Tenderer must return the tender form (**schedule-III**) along with schedule –I & schedule-II duly filled and signed on the every page of tender. The schedule-I and II shall be submitted in one sealed envelope duly super scribed as "Commercial Bid". The schedule-III shall be submitted in another sealed envelope duly super scraped as "Price Bid". All two envelopes put in one envelope duly super scribed Tender specification number and date of opening.
9. Tenderer which do not full fil all or any of the above conditions or incomplete in any respect are liable to be rejected.
10. The submission of tender by the tenderer implies that the tenderer is ready and has accepted the instruction and conditions of the tender etc.
11. The company will not, after acceptance of order rate, pay any extra charges for any reason what so ever in case the tenderer later on to have misjudged the conditions of the order.
12. The tenderer shall quote the rates both in words and figures in the price bid enclosed. Rates quoted in tender shall remain firm throughout the period of order. In case of deviation of rates in figures and words, rates quoted in words only shall prevail.
13. The filled up tender form shall be legible and free from errors, over writing or conversion of figures. Any correction made should be duly signed.

14. It shall not be obligatory for the company or its officers to accept the lowest tender. The authority for the acceptance of the tender will rest with company, which does not bind itself to assign any reason for declining to consider any particular tender or tenders.
15. The tender should be valid positively, for acceptance for a period of three month from the date of opening otherwise it is liable for rejection.
16. Further information required, if any, regarding tender can be had from the Manager (P&S) O/o AGM (HR), C.S.P.H.C.L. Raipur.
17. The notice of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of contract.
18. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur and only the courts in Raipur shall be the jurisdiction to determine the same.
19. Any deviation from the enclosed terms and conditions should be specially mentioned in the offer, failing which it will be assumed that there is no deviation from the terms and condition, of the tender.
20. The tender received after the due date and time shall not be accepted /opened.
21. The company reserves the right to accept/reject any tender without assigning any reason thereof.
22. Security Deposit.
23. (a) Extension Order.  
(b) Price Reduction.

**Signature of Tenderer**

**ADDL. GENERAL MANAGER (HR),  
C.S.P.H.C.L. Raipur**

**Schedule-II**  
**Special Terms & Condition**

1. **Rates** :- Rates given by bidder are firm and the contractor have no right to change their rates. Throughout the contract period.
2. **Taxes** :- Rates quoted by the bidder shall be exclusive taxes. The taxes shall be indicated separately.
3. **EMD** :- ₹ 3,600/- (₹ Three Thousand Six Hundred) only deposited by bidder in separate envelope.
4. **Payment** :- Within 30 days from the date of receipt of bill.
5. **Period** :- For period of 3 years.
6. **Penalty**:- Apart from deduction of minimum daily rate calculated on month basis, ½% per week maximum up to 10% for outage of photocopier.

7. **SUBMISSION OF BIDS** :-

(i) The tender shall be submitted in three (3) parts:-

**PART-I** shall contain “**EARNEST MONEY DEPOSIT & TENDER FEE**”. (I Envelope)

**PART-II** shall contain “**TECHNICAL BID**”. Relevant information that the tenderers are liable to submit all the Schedules and any other information that is sought in the tender. (II Envelope)

**PART-III** – shall contain “**PRICE BID**”. (III Envelope)

(ii) **Tender being submitted must be signed by a person holding a power of Attorney authorizing him to do so, certified copies of which shall be enclosed.**

(iii) **All the three parts shall be submitted in three separate sealed envelopes and these envelopes shall be properly superscribed as Part-I “Earnest Money Deposit & Tender Fee”, Part-II “Technical Bid” and Part-III “Price Bid”. Each envelope shall also be superscribed with name of item and T.S.No. for which the tender is submitted, the name of the said tenderer and the date of opening, as advertised.**

(iv) **The above three envelopes duly sealed are to be kept again in one envelope called main envelope and sealed. If tender document downloaded from our website, tender fee (through Demand Draft) in part-I envelop should be attached with main envelop, otherwise in absence of tender fee your offer will not be consider for opening. This envelope should be properly superscribed in the following manner:-**

**TENDER SPECIFICATION NO. ----- DUE FOR OPENING  
ON-----TENDER FOR HIRING OF 02 Nos. DIGITAL PHOTOCOPIER  
MACHINE FOR O/O ADDL. GENERAL MANAGER (HR), CSPHCL & O/o OSD  
(ENERGY), C.G. GOVT. MAHANADI BHAWAN, MANTRALYA, ATAL NAGAR,  
NAVA RAIPUR.**

**THIS ENVELOPE CONTAINS 3 SEPARATE ENVELOPES FOR:-**

- i) PART-I “ EARNEST MONEY DEPOSIT & TENDER FEE”**
- ii) PART-II “COMMERCIAL AND TECHNICAL BID”**
- iii) PART-III “PRICE BID”**

**The following shall also be mentioned as main envelope:-**

**TO,  
THE ADDL. GENERAL MANAGER (HR)  
C.S. POWER HOLDING CO.LTD.  
DANGANIA, RAIPUR- 492013 (C.G)**

**8. Please give following information also :-**

**(Copy to be enclosed)**

<b>Sl. No.</b>	<b>Particulars</b>	
1.	Name of firm	
2.	Address	
3.	11 Digit Bank Account Number	
4.	Name of Account Holder/Account Name	
5.	Banks MICR code	
6.	Name of the Bank	
7.	Address of Bank	
8.	City of Bank	
9.	Bank Branch	
10.	Bank IFSC code	
11.	GST No.	
12.	Mobile No./Phone No.	
13.	E-mail ID	

**ADDL. GENERAL MANAGER (HR)  
CSPHCL, RAIPUR**

**Signature of Tenderer**

**Schedule-III**  
**PRICE-BID**

(To be submitted in sealed envelope)

The tenderer shall indicate their prices for following items. The prices shall be inclusive of all transportation, handling, installation charges etc.

<b>S N o.</b>	<b>Items</b>	<b>Quantity in nos.</b>	<b>Rate of (in ₹) Per Copy</b>	<b>GST 18% (in ₹)</b>	<b>Amount (in ₹)</b>
1.	Digital Photocopier Machine on rental, Small Size One Tre & One Sided, 20 Page per minutes,	02 Nos.			
2.	Digital Photocopier Machine on rental, Big Size, Dual Tre & Dual Sided, 25 Page per minutes,				

**Signature of the Bidder  
With Rubber Stamp**

**Date:**

**Address/ Contact No. -----**

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