

Office of the Governor's Secretariat

Raj Bhavan, Walkeshwar Road, Malbar Hill,
Mumbai-400 0035

No.RB/tender (1)/2015/01

Date:- 05 March,2015

Tender Notice

Tenders are invited under "Two Bids System" (Technical & Financial Bid) for Purchase of Microfilm Reader (Two numbers), from manufacturers, authorized dealers of microfilm readers for the Rajbhavan Archives.

The Tender form and terms & conditions may be downloaded from Rajbhavan, Mumbai's website www.Rajbhavan.maharashtra.gov.in. **The Tenders along with tender form cost Rs.1000/- in the form of Bank Draft, drawn in favour of Accounts Officer, Raj Bhavan, Mumbai, should be submitted in the Office of Secretary to the Governor, Governor's Secretariat, Raj Bhavan, Walkeshwar Road, Malabar Hill, Mumbai- 400 035 or send by registered post on or before 26 March,2015, 2.00 p.m.**

Tenders received up to 2.00 p.m. on 26 March, 2015. Will be opened at 4.00 p.m. on the same day in the presence of representatives of Tenderers, who are present.

The undersigned reserves the right to consider or reject any or all the Bids at any stage without assigning any reason.

(Vikas Chandra Rastogi)
Secretary to Governor

Office of the Governor's Secretariat

Raj Bhavan, Walkeshwar Road, Malbar Hill,
Mumbai-400 0035

No. RB/tender (1)/2015/01

Date : 05 March, 2015

Tender Notice

Tenders are invited under "Two Bids System" (Technical & Financial Bid) for purchase of two microfilm readers.

Bid Requirement

1. The agencies will require to submit the tenders in two parts viz. 'Technical bid' separately in two separate sealed envelopes and should be superscribed accordingly. Both the envelopes should be kept in another sealed cover and superscribed as "Tender for micro film readers".

Earnest Money Deposit/Security Deposit

1. All Tenders should be accompanied with an earnest money of Rs.5000/- (Rupees Five thousand only) in the form of Bank Draft of a scheduled bank in favour of the "Accounts Officer, Raj Bhavan, Mumbai."
2. The successful bidder would be required to submit security deposit of Rs.10,000/- (Rupees Ten thousand only) at the time of delivery of the micro film readers.

Preparation of Tender Document

a) First Cover (Documents to be attached)

1. Technical Bid
2. Earnest Money Deposit
3. Company profile along with registration number of the firm with VAT/CST No.
4. A list of the client(s) organization(s), indicating the name, address of the organization and the name of the contact person to whom the item has been supplied and installed.
5. Acceptance certificate on printed letterhead to the effect that the agency agrees to abide by the conditions of the tender document.

b) Second Cover (Documents to be attached)

1. Financial Bid as per the format at **Annexure – 'A'**

Last date of submission of Tenders

The tender should be sent by registered or submitted personally to the office of the Secretary to the Governor of Maharashtra, Raj Bhavan, Walkeshwar Road, Malabar Hill, Mumbai-400 035 on or before 26/03/2015 before 2.00 p.m. No tenders will be accepted after the stipulated date and time.

Opening of Tenders

1. The tenders will be opened in the office of the Secretary to the Governor of Maharashtra, Raj Bhavan, Walkeshwar Road, Malabar Hill, Mumbai-400035 at 4.00 p.m. on 26/03/2015 in presence of all representatives of the agencies, who are present at the time of opening the sealed tenders.
2. The 'Financial bid' will be opened only after the scrutiny of the 'Technical Bid' has been done and short listed.

Payment Terms

1. Payment will be made within 15 days after delivery and successful installation of Micro-film Readers.

Tender Form cost – Rs.1000/-

Annexure-A

No. RB/tender (1)/2015

Date:- 05 March, 2015

TENDER FORM

1	Name of Firm		
2	Office Address		
3	Phone No. (Office)		
4	Name of Head of Firm		
5	Designation		
6	Address and e-mail id :		
7	Phone No./Mobile No./ Fax No.		
8	Details of Bank Draft of Earnest Money	No.----- Name of Bank Amount Rs.	Date-----
9	VAT/CST No. (Enclose Copy)		
10	Pan Number (Enclose Copy)		
11	Experience	Name of Organization and address	Date
12	Description of the item	Rate Rs. per unit (inclusive of VAT)	Remarks
	<u>Microfilm Reader</u> Manual operating capable of magnifying 16/35 mm Microfilm/Microfiche having Zoom Lens of 10x to 24x. Preferably with universal carrier.		

Details of Documents attached:-

1. _____
2. _____
3. _____
4. _____
5. _____

Place:-

(Signature with Seal)

Name -----

Address -----