

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, e-mail- anavkarsa@tmc.gov.in
Phone 022-27405000 Ext-5551

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 01ST JANUARY, 2026 TO 31ST DECEMBER, 2027 (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 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 (Bidder must enclose copy and proof thereof).	Rs. 60,000/-

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.

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No. TMC/ACTREC/Xerox/Admin/7851/2025

09th October, 2025

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 Inclusive of GST	EMD (Rs.) Refundable
1	Providing 18 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. 30,00,000/- (Rupees Thirty Lakhs Only)	Rs. 60,000/- (Rupees Sixty Thousand Only)

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

Tender document can be only view and downloaded from Website - www.actrec.gov.in from 10/10/2025

CRITICAL DATE SHEET:

Published Date	09 th October, 2025
Bid Document download/sale start date	09 th October, 2025 from 15:00 hrs.
Pre-Bid Meeting	20 th October, 2025 from 11:00 hrs.
Last Date & Time of Submission of Tender Documents.	30 th October, 2025 upto 15.00 hrs.
Tender Opening Date	30 th October, 2025 upto 15.30 hrs.
Pre-bid meeting Venue	Estate Management Department, Room No. 332, 3rd floor, PS. Building, TMC-ACTREC, Sector-22, Kharghar, Navi Mumbai-410210
Hard copy submission (EMD)	Dispatch Department, 1 st Floor, PS. Building, TMC-ACTREC Sector-22, Kharghar, Navi Mumbai – 410 210.

Dy. Admin. Officer (EM)

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TENDER DOCUMENTS

1. Notice for invitation of Tender
2. Tender acceptance undertaking (To be filled by Tenderer)
3. Instructions to the Tenderer
4. Tender Application Form
5. Scope of Work
6. Terms and Conditions of the Tender
7. Acceptance
8. Solvency Certificate
9. Bank Details
10. Form of Bank Guarantee of EMD/SD
11. Format of Notary Affidavit (To be filled by Tenderer)
12. Indemnity Bond
13. Financial Bid (Annexure-I)
14. Annexure II / Annexure III
15. Annexure IV

TENDER ACCEPTANCE UNDERTAKING

Date: _____

To,

THE DIRECTOR,

Advanced Centre for Treatment, Research & Education in Cancer
Kharghar, Navi Mumbai - 410210.

Tender Ref No.: TMC/ACTREC/Xerox/Admin/7851/2025

09th October, 2025

Nature of Services /work: Tender for Providing the Services of 18 nos. of Xerox Machines for the Work of Photocopying, Printing cum Scanning Services for the Period of Two years from 01st January, 2026 to 31st December, 2027 (Extendable for One Year Subject to Satisfactory performance).

1. I/We have downloaded/obtained the tender documents for the above-mentioned tender work.
2. I/We hereby certified that I/We have read the entire terms and conditions of the tender documents including all Annexure/schedule etc. which from the part of the contract/agreement and I/we shall abide hereby the terms and conditions clauses contained therein.
3. The corrigendum's issue from time to time by your center to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document/corrigendum in its totality/entirety.
5. I/We do hereby declare that our firm has not been black listed/debarred by any government department/ public sector undertaking/government organization.
6. I/ we certified that all information furnish by our firm is true and correct and the event that the information is found to be incorrect/untrue or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD absolutely.

Your Faithfully

Signature and Rubber Stamp

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 & Date

Name of the Bidder Rubber Stamp

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 Phone 022-27405000 Ext-5551

TENDER APPLICATION FORM

Tender No.: TMC/ACTREC/Xerox/Admin/7851/2025

09th October, 2025

Name of the Services/Work	Providing 18 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
Date of the submission of the tender	
Demand Draft for EMD Amount, Date and drawn at (DD details) if	
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 (offer of unregistered contractor shall be liable for rejection)	
Registration No. under Shop & Establishment. Act	
1. Registration No.	Under Shops & EST. Act.
2. Registration No.	Under Society Registration Act
3. Registration No.	Under companies Act
4. Registration No.	Public Trust Act.
The bidder must have valid registration No. with any one of the above authorities under the above Act.	
Name & Address of the Bankers of the bidders	

MSME Registration No. along with category (whether Micro, Small, Medium)	
PAN No.	
GST Registration No.	
Any other relevant information wishes 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

SCOPE OF WORK

1. The Photocopier Machines to be supplied by the vendor should be new branded (Sealed box pack) digital only and should be of reputed make like Canon, HP, Xerox, 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 the period Two years from 01st January, 2026 to 31st December, 2027 (Extendable for one more year subject to satisfactory performance.)

Sr.No.	Department Name	Number of Machines
FOR ACTREC (A)		
1	In the Office of the Director, ACTREC	01
2	Administration	02
3	Accounts Section	01
4	Dispatch Department (Administration)	01
5	Purchase Section	02
6	Surgical Purchase	01
7	Stores Section	01
8	Estate Management	01
9	Engineering Section	02
10	Institutional Ethics Committee (IEC III)	01
11	Department of Pathology	01
FOR CCE (B)		
12	CCE (Black & White Copies) 1 st & 2 nd Floor CCE Building	02
13	CCE (Color Copies) 1 st & 2 nd Floor CCE Building.	02
	Total Number of Machines	18

3. At present the requirement of A-4, A-3, Legal Size etc. Xerox Machine is in above office i.e. total 18 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 12,000 Black & White copies and 10,000 Colour copies separately & rate per page for extra copies beyond 12,000 Black & white copies and 10,000 Colour copies separately for CCE (In Annexure – I (B))
5. The requirement is for the hiring of multifunctional A3 Brand New Laser Printers (Monochrome and Colour with Core function Print, copy, scan) providing complete service and maintenance of the multifunction device (MFD), including the supply of genuine OEM toner cartridges and spare parts (refilled or compatible cartridges shall not be permitted), Managed Print Services (MPS) model along with the deployment of an in-house qualified technical person during working hours. The detail Specification Printer attached Separately with Annexure – II & Annexure – III.

6. The successful bidder shall include all equipment, accessories, spare parts etc. required for end-to-end functioning of the printer including AMC. The successful bidder shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / vendor or any defect that may develop under normal use of supplied equipment during the warranty/contract period.
7. Only original cartridges and spare parts from the OEM (Original Equipment Manufacturer) shall be supplied by the vendor during the contract period. No delivery or installation charges shall be payable by Tata Memorial Centre (ACTREC), Kharghar.
8. The contractor/agency shall be responsible for providing complete service and maintenance of the multifunction device (MFD), including the supply of genuine OEM toner cartridges and spare parts (refilled or compatible cartridges shall not be permitted).
9. The contractor/agency shall deploy an in-house qualified technical person during working hours. The technical person should be available immediately after raising the complaint.
10. The successful bidder must have a sufficient number of qualified, certified, and experienced personnel for the maintenance of printers. One onsite resident Printer Engineer shall be deployed at Tata Memorial Centre (ACTREC), Kharghar for the duration of the contract. The bidder should deploy one good, experienced printer engineer at ACTREC, Kharghar in the quoted amount only.
11. 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.

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
FOR ACTREC (A)		
1	In the Office of the Director, ACTREC	01
2	Administration	02
3	Accounts Section	01
4	Dispatch Department (Administration)	01
5	Purchase Section	02
6	Surgical Purchase	01
7	Stores Section	01
8	Estate Management	01
9	Engineering Section	02
10	Institutional Ethics Committee (IEC III)	01
11	Department of Pathology	01
FOR CCE (B)		
12	CCE (Black & White Copies) 1 st & 2 nd Floor CCE Building	02
13	CCE (Color Copies) 1 st & 2 nd Floor CCE Building.	02
	Total Number of Machines	18

2. At present the requirement of A-3 Size Xerox Machine is in above office i.e. total 18 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 01st January, 2026 to 31st December, 2027 (Extendable for one-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 12,000 Black & White Copies and 10,000 Colour copies separately & rate per page for extra copies beyond 12,000 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. 60,000/- (Rupees Sixty Thousand Only) must be paid by Demand Draft in favor of **Director ACTREC** payable at Kharghar, 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 (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.

1	Registration No. under Shops and Est. Act, Society Act, Companies Act or Public Trust Act., Udyam Registration Certificate
2	EMD by Demand Draft to be Drawn in Favor of Director ACTREC or TMC ACTREC of Rs. 60,000/- (Rupees Sixty 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 (Bidder must enclose copy and proof thereof). Tender received without Earnest Money Deposit (EMD) will be summarily rejected.
3	GST (Goods and services Tax) Registration Number.
4	Income Tax PAN Number
5	Copy of Latest of Last Three Years IT return and Balance Sheet along with turnover certificate with average annual financial turn over (gross) of Rs. 15,00,000/- (Rupees Fifteen Lakhs Only) (Last three consecutive financial year ending on 31st March, 2025) certified by C.A.
5	Bidder should have at least 3 years Satisfactory Experience of Providing Photocopying Services (Preceding to last 7 years from the date of closure of the bid submission) in reputed research Centers /Institutes/PSUs/Central/State Government Departments/Organizations (Please enclose proof).
6	The bidder should be able to submit the Solvency Certificate of Rs. 12,00,000/- (Rupees Twelve Lakhs Only) value from the any schedule bankers.
7	MAF certificate from OEM. The vendor shall be either a manufacturer or authorized dealer of the manufacturer (Annexure IV).
8	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.

26. For due performance of obligations under the contract, the successful tenderer shall have to deposit @ 5% amount of total value as security deposit in the form of Demand Draft or by way of Bank Guarantee or FDR in favour of Director, ACTREC immediately within 15 days after receiving of LOI with the absolute right. This period can be extended at the written request from your office for a maximum period upto 15 days with late fee @ 0.1% per day of Security Deposit amount. 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.
27. Security deposit would be forfeited in case of pending license fees, water charges, electricity charges and any dues with the Centre or damages of any kind.

29. BILLING AND PAYMENT

- a) The bill shall be submitted for each calendar month duly completed in all respects by 5th 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.

30. PENALTY

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.

31. All the Xerox Machine shall be off heavy duty for Photocopying, Scanning and Printing with this facility for A3, A4, Legal and Full Scape. The requirement is for the hiring of multifunctional A3 Brand New Laser Printers (Monochrome and Colour with Core function Print, copy, scan) providing complete service and maintenance of the multifunction device (MFD), including the supply of genuine OEM toner cartridges and spare parts (refilled or compatible cartridges shall not be permitted), Managed Print Services (MPS) model along with the deployment of an in-house qualified technical person during working hours. The detail Specification Printer attached Separately with Annexure – II & Annexure – III.
32. 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.

33. Offers of financial bids will be evaluated based on lowest offer rates (L1).
34. 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.
35. 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.
36. 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.
37. 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.
38. 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.
39. If a firm/bidder quotes nil charge/considerations the bid shall be treated as unresponsive and will not be considered.
40. The resultant contract will be interpreted under Indian Laws.
41. 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.
42. The center reserves the right to accept or reject any/all tenders without assigning any reason whatsoever.

ACCEPTANCE

I/We have read the General and Special Terms and Conditions of the contract given above. I /We agree to abide by them.

Signature of the bidder and seal

Name of Authorized Person

Address for Correspondence

Tel/ Mobile No.

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:

**APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS
IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE/NEFT**

1. Name of the vendor :
2. Vendor Address & Other particulars :
 - a) PAN NO. :
 - b) Good & Service Tax No. :
 - c) Mobile No :
 - d) E-mail Id :
3. Account Holder's Name (Title of the Account) :
4. Bank Account No :
5. Bank Name, Branch & Address :
6. 9- Digit MICR code of the bank :
7. Account type (SB / CURRENT) :
8. IFSC Code :
(Attach xerox copy of cheque)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible. I agree to discharge the responsibilities as a participant under the scheme.

(_____)

Signature of the Vendor with seal

Certified that the particulars furnished above are correct as per our records.

(_____)

Signature of the authorized official from the Bank

Bank's stamp :

Date :

Note: Xerox copy of cheque may be attached, without which the form will not be accepted.

Form of Bank Guarantee for Earnest Money Deposit/Performance Guarantee/Security Deposit/Mobilization Advance On non-judicial stamp paper of minimum Rs. 100. (Guarantee offered by Bank to ACTREC/TMC in connection with the execution of contracts)

1. Whereas the (Designation of concerned official) (name of division), ACTREC/TMC on behalf of the DIRECTOR ACTREC (hereinafter called "The Government") has invited bids under(NIT number) dated..... for..... (Name of Work.) The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupeesonly) valid upto (date)*..... as Earnest Money Deposit from (name and address of contractor), (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the (Designation of concerned official) (Name of Division), ACTREC/TMC on behalf of the DIRECTOR ACTREC (hereinafter called "The Government") has entered into an agreement bearing Number with.....(name and address of the contractor) (hereinafter called "the Contractor") for execution of work..... (name of work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto..... (date). as **Performance Guarantee/ Security Deposit/Mobilization Advance** from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as "the Bank"), hereby undertake to pay to the Government an amount not exceeding Rs..... (Rupees only) on demand by the Government within 10 days of the demand.
3. We, (indicate the name of the Bank) do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on ademand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only).
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
5. We, (indicate the name of the Bank) further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms

and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. We, (indicate the name of the Bank), further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
7. This guarantee will not be discharged due to the change in constitution of the Bank or the Contractor.
8. We, (indicate the name of the Bank), undertake not to revoke. This guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees..... only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date

Witness:

1. Signature..... Authorized

signatory Name and address

Name

Designation

Staff Code No. Bank Seal

2. Signature.....

Name and address

* Date to be worked out on the basis of validity period from the date of submission of tender. ** In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee/ security deposit/ mobilization advance, as the case may be.

**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

AGREEMENT

Memorandum of agreement made on this _____ day of _____ between ACTREC-TMC and _____ having its registered office at _____ which expression shall include its successors / assignees hereinafter called the supplier of the one part. The ACTREC of Tata Memorial Centre (A Grant –in-Aid Institute Under the dept. of Atomic Energy, Govt. of India) which is a society incorporated under the Societies Registration Act 1860 having its registered office _____ represented by _____ on the authority of the Society on the second part.

WHEREAS the second party who has published notice inviting tenders for **Supply, Installation, Commissioning & Functioning of Xerox Machine Facility having Photocopying, Printing & Scanning on Monthly Rental Basis in the Campus of at Advanced Centre for Treatment Research & Education In Cancer (ACTREC)**; AND whereas, the first party applied / offered its offer in response of the notice 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;

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 **Supply, Installation, Commissioning & Functioning of Xerox Machine Facility having Photocopying, Printing & Scanning on Monthly Rental Basis in the Campus of at Advanced Centre for Treatment Research & Education In Cancer (ACTREC)** as awarded with effect from the given date and time.
2. That the 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.

3. 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.
4. 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.
5. The second party will be free to recover penalty charges 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.
6. 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.

IN WITNESS whereof, the first party contractor and the through its authorized representative has hereinto set his hands and Shri. _____, _____ for in 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 INDEMNITY BOND FOR GUARANTEED PERFORMANCE
(To be furnished in Stamp paper as per Stamp Act)
(At present 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, 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 been awarded contract for **Supply, Installation, Commissioning & Functioning of Xerox Machine Facility having Photocopying, Printing & Scanning on Monthly Rental Basis in the Campus of at Advanced Centre for Treatment Research & Education In Cancer (ACTREC)**, Sector-22, Kharghar, Navi Mumbai-410210, on terms and conditions set out inter alia in the Purchaser's contract/Award 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 hereby irrevocably agrees to indemnify the indemnified against all or 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 five years after the end of the date of the contract period or one year 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.

SCHEDULE FOR FINANCIAL BID				
Annexure – I				
Tender Ref No. TMC/ACTREC/Xerox/Admin/7851/2025			Date: 09/10/2025	
Contract Period 01/01/2026 to 31/12/2027				
	NAME OF FIRM			
Sr. No.	Particulars	Monthly Rates (In Rupees)	GST (In %)	Total Rate
(A)	For ACTREC			
1	Upto 70,000 Black & White Copies (for 14 Xerox cum Printer – Scanner)			
	Rates per page for Extra Black & White copies more than 70,000 Nos.			
(B)	For CCE Building			
1	Upto 12,000 Black & White Copies (for 02 Xerox cum Printer – Scanner)			
	Rates per page for extra Black & White copies more than 12,000 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.			
Monthly Total				
Grand Total for Contract Period (24 Months)				

Annexure II	
A3 Monochrome (Black & White) New Branded Printer specification	
Basic	A3 Monochrome Printer (Brand New Printer)
Print Technology	Laser
Functions	Print, Copy, Scan
Print Speed	Up to 30 ppm (First page out - As fast as 8 sec)
Memory	1.5 GB
Print quality	600 x 600 dpi
Duplex print options	Automatic Duplex Printing
DADF	For both side automatic copying/scanning.
Standard print languages	PCL6, Postscript 3, PDF (v1.7)
Paper size	Upto A3
Paper Castte Tray	2 x 520-sheet input tray
ByPass tray	100-sheet multipurpose tray 1 supports media up to A3
Connectivity	Hi-Speed USB 2.0; Host USB; built in Gigabit Ethernet 10/100/1000 Base-TX network port
Display	17.8 cm (7.0 inch) colour touchscreen
Scan Speed	Up to 45 ipm (b&w), up to 45 ipm (color)
Scan input	Scan to Email; Scan to Network Folder
Scan resolution	600 dpi (Enhanced Up to 4800 x 4800 dpi with reduced speed)
Note: Specification proof submit along with tender documents	

Annexure III	
A3 Colour Printer (Brand New Printer) specification	
Basic	A3 Colour Printer (Brand New Printer)
Print Technology	Laser
Functions	Print, Copy, Scan
Print Speed	Up to 28 ppm (First page out - As fast as 9 sec)
Memory	6 GB
Storage	Hard disk: 32GB
Print quality	600 x 600 dpi
Duplex print options	Print preview, duplex printing
DADF	single pass duplex scanning
Standard print languages	HP PCL 5c, HP PCL 6, HP Postscript level 3 emulation, PDF (v 1.7)
Paper size	Upto A3
Paper Castte Tray	2 x 520-sheet input tray
ByPass tray	100-sheet multipurpose tray 1 supports media sizes up to A3 (11x17-inch)
Connectivity	Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0(host)
Display	8.0-inch color touchscreen display
Scan Speed	Up to 60 ppm/120 ipm (b&w), up to 60 ppm/120 ipm (color) Duplex: Up to 120 ipm (b&w), up to 120 ipm (color)
Scan input	Scan to Email; Scan to Network Folder
Scan resolution	600 dpi
Note: Specification proof submit along with tender documents	

Annexure IV

MANUFACTURER AUTHORIZATION FORMAT

(On OEM's letter head)

Ref:

Date:

To,

TATA MEMORIAL CENTRE

ACTREC, Sector-22, Kharghar,

Navi Mumbai – 410210.

Dear Sir,

Subject: RFP No: Dated

We who are established and reputable Service Providers of Canon/HP/Xerox Photocopier Machines, having our facility at _____ and do hereby authorize M/s. _____ (Name and Address of bidder) to submit a bid and sign the contract with you for the goods / services manufactured/provided by us against the above RFP.

We hereby extend our full support as per Clauses of Contract for solution and services offered for supply by the above firm against this RFP and we will provide service support for three years to the Bidder.

Yours faithfully,

(NAME)

(Name of Service Provider)

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the OEM. It should be included by the Bidder in its bid.