

# CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung:: West Kameng District:: Arunachal Pradesh-790116

Website: [www.cihcs.edu.in](http://www.cihcs.edu.in) :: email: [cihcsoffice@gmail.com](mailto:cihcsoffice@gmail.com)

(An Autonomous Body of the Ministry of Culture, Govt. of India)

No. 4-101/2025/CIHCS/2477-79

Dated Dahung, the 29<sup>th</sup> April, 2025

## TENDER NOTICE

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, invites tenders under two bids system (Technical & Financial) from reputed and eligible agencies/firms for supply, installation & testing of a KYOCERA TASKalfa 2554ci Multi Function Machine along with Guarantee/Warranty and free service/support for a period of one year and service/support as and when needed thereafter at the Central Institute of Himalayan Culture Studies (CIHCS), Dahung.

- Interested agencies/firms are invited to participate in the bidding process. The bid should be submitted in two separate sealed covers:  
**Sealed Cover-I:** Containing the *Technical Bid*  
**Sealed Cover-II:** Containing the *Financial Bid*  
Both sealed covers should then be placed in a third sealed envelope clearly super-scribed with: "Tender for supply, installation & testing of a KYOCERA TASKalfa 2554ci Multi Function Machine".  
The tender documents should be addressed to The Director, Central Institute of Himalayan Culture Studies (CIHCS), PO: Dahung, District: West Kameng, Arunachal Pradesh-790116. Bids may be dropped in the designated tender box at CIHCS or sent through Registered/Speed Post.  
**Tender documents shall not be received by hand.**
- The last date of submission of Tender is **21/06/2025, 12:00 PM.**
- Tender shall not be accepted after the last date & time of submission.
- Tenders (bids) shall be opened on 23/06/2025 at 11 AM** in the Library, CIHCS, Dahung, West Kameng District, Arunachal Pradesh. Interested bidders may like to attend the same as per schedule.
- The rates quoted must be in Indian rupees and should be inclusive of all applicable taxes.
- The Technical Bid (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Bid (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Tender for supply, installation, testing of a KYOCERA TASKalfa 2554ci Multi Function Machine".
- Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
- The rates tendered shall remain valid for 120 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated on institute's website.
- The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
- The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
- The tender documents are enclosed herewith.
- For any query/clarification, please write to Email: [cihcsoffice@gmail.com](mailto:cihcsoffice@gmail.com)

Encl: Tender documents.

Sd/-

Dr. Gurmet Dorje

Director

CIHCS, Dahung

Dated Dahung, the 22<sup>nd</sup> May, 2025

Memo No. 4-101/2025/CIHCS/

Copy to:

- The Chairman and all the members of the Tender Opening Committee to take necessary action for submission of the proceeding to the Director through the AAO.
- ✓ Computer Instructor cum Website In-charge for uploading the Tender Notice in the website of the Institute immediately.
- Office copy.



(Aakash Shah)

Administrative cum Accounts Officer  
CIHCS, Dahung

**For Envelope-1****(Specimen Application)***(To be furnished in the official letter head of the firm)*

No: .....

Date: .....

To,

The Director  
Central Institute of Himalayan Culture Studies  
PO: Dahung  
West Kameng District  
Arunachal Pradesh-790116

**Sub: Tender for supply, installation, testing of a KYOCERA TASKalfa 2554ci Multi Function Machine along with Guarantee/Warranty for a period of one year at Central Institute of Himalayan Culture Studies (CIHCS), Dahung and acceptance of Terms & Conditions thereof-reg.**

**Ref: Your Tender Notice vide no:..... dtd. ....**

Sir,

In response to your above referred to Tender Notice for supply, installation, testing of a **KYOCERA TASKalfa 2554ci Multi Function Machine** at CIHCS, Dahung, I/We a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender with the following particulars (*enclose a copy each of the self attested supporting document*):

Sl. No.	Description	Particulars
1.	Name of the Firm	
2.	Year of establishment	
3.	Valid Trading License/Registration Number of the firm with a self attested copy of Trading License / Registration Certificate	
	Self attested copy of PAN Card in the name of the Firm/Proprietor.	
	Self attested copy of GST Certificate	
	Bank account details of the firm with self attested photo copy of the pass book	
4.	Registered Postal Address	
	Telephone No.	
	Mobile No.	
	Website address (if any)	
10.	E-mail address	
	Name of Director (in case of Company, Proprietor, Partner (in case of Partnership firm), PA Holder (in case of Power of Attorney Holder)	
	Name & designation of the authorised signatory	
	Address for communication	
11.	Contact Details: Mob., e-mail etc.	

**P.T.O.**

Having acquired the requisite information related to the items, I/We the undersigned hereby offer for supply, installation & testing of a **KYOCERA TASKalfa 2554ci Multi Function Machine** at CIHCS, Dahung strictly in accordance with the terms and conditions as indicated by you in the said document.

I/We understand that the CIHCS, Dahung reserves the right to reject any or all the tenders or accept them in part or to reject the L<sub>1</sub> bidder without assigning any reasons.

Thanking You.

Yours faithfully

Signature .....

Date .....

Name of the Firm .....

Seal of the Firm



**Technical Bid (For Envelope-1)**

**ANNEXURE-I**

**TERMS & CONDITIONS FOR SUPPLY, INSTALLATION & TESTING OF A KYOCERA TASKalfa 2554ci MULTI FUNCTION MACHINE AT THE CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG.**

1. Tender fee (Non-refundable): **1,000.00 (Rupees one thousand)** only to be deposited in favour of **CIHCS, Dahung** by means of Demand Draft/Banker's Cheque payable at SBI Tenga Valley (Bank code: 03594) branch. Non-submission of the Tender fee shall lead to non-consideration of the Tender.
2. Bid security/ Earnest Money Deposit (EMD): Bidders shall have to deposit Bid Security/EMD of **20,000.00 (Rupees Twenty Thousand)** only in favour of **CIHCS, Dahung** in the shape of Accounts Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee valid for 6 (six) months drawn in favour of CIHCS, Dahung payable at SBI, Tenga Valley (Bank Code: 03594), along with the bid. **Non submission of the bid Security/ EMD with bid shall make the tender/bid liable to be rejected. The Demand Draft/ Bankers Cheque for Tender cost/Fee and Bid Security/EMD should be prepared separately.**
3. The Tender should be submitted along with all the necessary documents mentioned in the format provided with this tender notice.
4. The bidder should have registered office in any state of Northeast region with dedicated official service/support.
5. The price quoted should be inclusive of all applicable taxes and should be quoted in Indian Rupees only. No additional information will be entertained after due date.
6. The last date of submission of Tenders is **21/06/25, 12:00 PM**.
7. **The bidders should mandatorily sign with seal on every page of the Tender Document and submit the same along with the bid, which would show their unconditional acceptance of all the terms and conditions of the Tender Notice/Document.**
8. Tender shall not be accepted after the last date & time.
9. **Tenders (bids) shall be opened on 23/06/2025 at 11 AM** in the Library, CIHCS, Dahung, West Kameng District, Arunachal Pradesh. **Interested bidders may like to attend the same as per schedule.**
10. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
11. Each bidder shall submit only one bid.
12. **The bid should not contain corrections or over writing.**
13. The rates quoted shall remain valid for a period not less than 120 days after the deadline specified for submission of bid.
14. Incomplete bids are liable to be ignored / rejected.
15. The successful bidder must complete the work within 30 (Thirty) days from the date of award of contract.
16. The successful bidder shall not engage the services of any sub-contractor or transfer the contract to any other person/firm.
17. Minimum Guarantee/Warranty along with free service/support for a period of one year and service/support as and when needed thereafter must be provided by the Contractor which will commence from the date of satisfactory installation/commissioning of KYOCERA TASKalfa 2554ci Multi Function Machine and other items without any defects whether manufacturing or poor quality of components.
18. Signed and rubber sealed guarantee/warranty declaration certificate must be furnished by the successful bidder along with the invoice.
19. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications.
20. Notwithstanding the above terms & conditions, the competent authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any point of time.
21. The decision of the Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 shall be binding on all issues relating to this tender.
22. **The Technical Bid (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Bid (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Tender for supply, installation and testing of a KYOCERA TASKalfa 2554ci Multi Function Machine".**
23. The Institute reserves the right to reject any/all tenders without assigning any reason(s).
24. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).

25. The Institute reserves the right to change quantity or any terms & conditions governing for supply, installation, testing and commissioning of KYOCERA TASKalfa 2554ci Multi Function Machine as and when circumstances so warrant.
26. **Submission of tender:** Sealed tenders super-scribed on the envelope as "Supply, installation and testing of a KYOCERA TASKalfa 2554ci Multi Function Machine" addressed to The Director, Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 may either be dropped in the designated tender box or sent through registered/speed post.

This is to certify that I/We before signing the tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by the said terms & conditions.

Name of the Firm/Agency .....

Signature with Seal.....

Date .....

*(To be furnished in the letter head of the firm)*

**ANNEXURE-II**

**FOR ENVELOPE-1:**

**DETAILS OF SUCH SUPPLY, INSTALLATION & TESTING OF KYOCERA TASKalfa 2554ci  
MULTI FUNCTION MACHINE UNDERTAKEN IN OTHER ORGANISATIONS DURING  
THE LAST 3 (THREE) YEARS.**

Sl. No.	Name & Address of other Organisation	Type of work done	Name of contact person of other organisation with mobile no.

*(Enclose supporting documents regarding experience in concerned area of work)*

Name of the Firm: .....

Signature with Seal: .....

Office address: .....

.....

Phone/Mobile No. (Office) .....

Date: .....

(To be furnished in the letter head of the firm)

**ANNEXURE-III**

**FINANCIAL BID (For Envelope-2):**

**SCHEDULE OF RATE**

Note: The firm will be solely responsible for supply, installation & testing of a KYOCERA TASKalfa 2554ci Multi Function Machine at the Central Institute of Himalayan Culture Studies, PO: Dahung, West Kameng District, Arunachal Pradesh-790116 along with Guarantee/Warranty and free service/support for a period of one year and service/support as and when needed thereafter.

Name of Items	Specification	Brand/Make	Quantity	Rate (In Rs. Inclusive of all taxes)
Multi Function Machine	TASKalfa 2554ci	KYOCERA	01 No. with complete accessories & installation	

Name of the Firm/Agency: .....

Signature with Seal .....

Office Address .....

.....

Phone/Mobile No. (Office) .....

Date .....



**For Envelope-1**

**ANNEXURE - IV**

*(To be furnished in the official letter head of the firm)*

**CERTIFICATE OF NON-BLACKLISTING**

I/We/ M/s \_\_\_\_\_ are registered  
Company / Ltd Company / Proprietorship firm etc. as per Registration Certificate No.  
\_\_\_\_\_ issued by \_\_\_\_\_ having registered office  
at \_\_\_\_\_  
and manufacturing/supply base at \_\_\_\_\_ do hereby  
declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have  
ever been cancelled by any State/UT/Central Government or any partner or shareholder either  
directly or indirectly connected with or has any subsisting interest in the business of my/our firm  
nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied  
due to delay of non-completion of work/service/supply order by any State/UT/Central  
Government or by any authority.

Place: \_\_\_\_\_

Signature of the tenderer with seal

Dated : \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and  
correct to the best of my knowledge and beliefs. No part of it is false and nothing has been  
concealed therein.

Place : \_\_\_\_\_

Signature of the tenderer with seal

Dated : \_\_\_\_\_



*(To be furnished in the official letter head of the firm)*

**CERTIFICATE FOR NO NEAR RELATIVE (S) OF THE AGENCY/FIRM/SUPPLIER  
WORKING IN CIHCS, DAHUNG**

I ..... S/o Shri .....

R/o .....

Hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal