

D-21014/1/2011-Gen
Government of India
Ministry of Corporate Affairs

5th floor, 'A' Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road
New Delhi-110001
Dated: 24.08.2012

Sub: - **Digital Photocopiers (45CPM) on Monthly Rental Basis for one years period.**

Quotations are invited in sealed covers legibly superscribed on it, for the under mentioned Photocopy machines subject to acceptance of the enclosed Terms and Conditions, so as to reach undersigned before 3.00PM on or before 24.09.2012.

Description Delivery period

1. Digital Copier of 45 CPM rating, required in 02 numbers on Monthly Rental basis initially for one year which is extendable on satisfactory performance, as per details menttioned belwo:-

- (i) Technical-specification (Annexure "A")
- (ii) General Terms & Conditions (Annexure "B")
- (iii) Price Format (Annexure "C")
- (iv) Commercial Terms & Conditions (Annexure "D")
- (v) Acceptance letter/deviation statement(Annexure-E)

IMPORTANT INSTRUCTION:

1.You must go through all these Annexures very carefully before submitting the bid.
2. Offers should be submitted in SEALED envelope, to be submitted as described in Annexures-A to E.

- (i) The prices must be QUOTED in the enclosed Price Format only.
- (ii) Rental period shall initially for one year. Quoted Rates/Charges shall therefore, remain FIXED during the rental period from the date of award of contract.

Quotation (Technical & Price bids) to be submitted together and these shall be opened in room no. 526, 'A' Wing, Shastri Bhawan before prescribed Committee on 24th September, 2012 at 3.30 PM in the presence of parties' representative, who intend to be present.


(G. P. Sarkar) 24/8/12

Under Secretary to the Govt. of India

Copy to E-governance cell with the request to place the same on the web site of the Ministry under tender column.

Technical Specification/Bid Performa for two 45 CPM Multifunctional Digital Copiers

1. Speed	45 CPM
2. Scanning	Once & print many
3. RADF	50-100
4. ADU	Required
5. HDD	20-40 GB
6. RAM	128 MB Min
7. Multiple Copies	1-999
8. Maximum	Size A-3
9. Copy Size	A3 to A5 R
10. Zoom Facility	25 to 400%
11. Reduction & Enlargement	11 steps preset facility
12. Total Paper Input Capacity	Minimum 500 Sheets expandable to 1000
13. No to trays	2
14. By-pass tray	100 Sheet by pass
15. Paper Weight in GSM Tray	64-105 GSM
16. By-pass Tray	64-209 GSM
17. Brand New or not older than 1 year machine to be supplied	
18. Finisher (set maker)	Required.
19. Energy Saver	Required
20. OHP Transparency	With Slip Sheet/ interleave

Optional items

- (i). In built facilities Network Printer & Scanner
- (ii) Tentative load per month per machine will be approx. 25,000 Copies.
- (iii) The latest model of the Multifunctional Digital photocopiers satisfying the above Specifications are required to be supplied to Ministry of Corporate Affairs.

Signature:-----

Name:-----

Seal of the Firm :-----

General Terms & Conditions

1. The firms are required to furnish copies of the documents of Ministries/Departments in which Photocopy machines have been installed during the last three years with complete address and telephone Nos./Income Tax No., SSC/CST No. Etc.
2. If required, the demo of the quoted machine by the technically qualified bidder is to be given at Ministry of Corporate Affair office/any other place, in or around Delhi where latest machine is installed.
3. The Firm Should be an ISO Certified 9001-2000.
4. Minimum Annual Turnover required in any of three preceding financial year shall be 50 lakh. Proof of annual turnover shall be submitted in form of TDS certificates or audited balance sheet of last three preceding financial years i.e, 2009-10, 2010-11, 2011-12.
5. The firm should not be blacklisted or terminate in past & firm giving declaration for the same with affidavit attested by notary.
6. Earnest money of Rs.25000 in favour of "Pay & Accounts Officer Ministry of Corporate Affairs, New Delhi.
7. Satisfactory letter for providing maintenance services in r/o photocopy work from three Ministries/departments .
8. The firm should attached 2 work orders for above mention work for amounting minimum Rs.5 lakh & over per annum.
9. Successful tendered have deposited Bank Guarantee of Rs. 50,000 in favor of " Pay & Accounts Officer" within a week after getting order.

NOTE: If any of the technical details submitted by bidder find false then the firm will be blacklisted by the department .

10. The EMD of the unsuccessful tenderers will be released after finalization of the contract . The earnest money to the firm whose tender is accepted/ approved will be released only after the firm concerned deposits with the Ministry necessary security deposit mentioned in sub-para , which will not carry any interest.
11. The EMD shall stand **forfeited** if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount . The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
12. The Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without assigning /specifying any reason thereof.
13. The contract will be initially awarded for a period of one year and extendable further subject to satisfactory service rendered by the firm for further two years .
14. This contract will remain force for a period of 12 months from the date of award. The ministry have the right to terminate the contract in case of performance and the service rendered by the contractor firm is found to be unsatisfactory , by giving a notice of 7 days, binding on the firm and if the services of the firm found satisfactory the contract would be extended for further one year.

15. Technical data regarding power supply requirement & any other Environmental requirement to be furnished with the quote. Voltage stabilizer if required to be supplied along with the machine without any extra charges.

16. Bidders are to submit the offers in sealed envelopes.

17. Prompt service is expected. Bidder may specify their support infrastructure and also any certification like ISO etc.

Signature:-----

Name:-----

Seal of the Firm:-----

Annexure "C"

PRICE FORMAT

QUANTITY OF DIGITAL COPIER REQUIRED: 02 NOS.
ESTIMATED LOAD PER MONTH: Approx.25000 copies per month
per machine

(Bidders to quote rates/charges in the mentioned below proforma:-

1. Rate per copy
(in case Machines, operators and Consumables like toner, photo paper etc. are provided by the bidder and only space and electricity are made available by the Ministry). Rs.-----
2. Rate per copy
(In case Machines and toner are are provided by the bidder and operator, photo papers, Space and electricity are made available by the Ministry). Rs.-----
3. Wastage as a percentage of total copies allowed during a month Nos. of copies -----

Signature:-----

Name:-----

Seal of the Firm:-----

Commercial Terms & Conditions

(FOR PROCUREMENT OF DIGITAL PHOTOCOPYING MACHINE ON RENTAL BASIS)

1. BID SUBMISSION

Bids shall be submitted latest by 3.00 PM on or before the due date i.e.24.9.2012 in prescribed format as follows:

- (i). Technical offer/details.
- (ii). Duly signed Commercial terms and conditions.
- (iii). Please indicate WCT registration, sales tax no. PAN No. along with copy of proof.
- (iv). Acceptance letter/Deviation if any duly signed with company seal.
- (vi) Price format duly filled and rate shall be quoted in figures and words.

2. Bid Opening:

The bids will be opened at 3.30 PM on the 24.9.2012 in Room No. 526, 'A' Wing, Shastri Bhawan, New Delhi before a Committee approved by the Ministry and in the presence of bidders who may like to be present.

General conditions

- 1. A new Digital Photocopying Machine not older than one year shall be supplied by the vendor.
- 2. Rental Charges shall be net F.O.R destination inclusive of freight, handling and packing charges, insurance, maintenance, voltage stabilizer, trolley etc.
- 3. Taxes, duties etc. payable, if any, should be indicated separately, otherwise it will be presumed that the prices/rates quoted are inclusive of all taxes, duties, etc. and Ministry in such cases shall not pay any taxes, duties, etc. during the above contract period what so ever may be the reason.
- 4. No revision of prices shall be entertained after bids have been opened.
- 5. Manufacture's name, trade Mark or Patent No. if any, should be specified. Illustrative leaflets giving technical details of items offered should be enclosed wherever necessary.
- 6. Products with ISI certification marks will be preferred.
- 7. Late tenders are liable to be rejected.
- 8. Rental charges shall remain FIRM without any variation till completion of contract period.
- 9. Ministry of Corporate Affairs shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning and reason whatsoever.

10. Bid should be free from CORRECTION AND ERASUERES. Corrections, if any, must be counter-signed. All prices should be indicated both in words as well as in figures. If there is a difference between price quoted in words and figures or there is any other discrepancy in the Price Schedule, higher value(s) will be considered for evaluation and lower values will be Considered for ordering.
11. Ministry of Corporate Affairs reserves the right to split the order for individual item(s) with different bidders and also increase/decrease the quantities.
12. Vendor shall arrange for sound Packing and Marking the goods to avoid any loss or damage during transit.
13. Ministry will pay no Advance or Security Deposit.
14. Bidders may be asked to give free practical demonstration of their machine(s) before opening of the Bids.
15. The supplier will ensure proper insurance coverage during the contracted period.

4. Payment Terms:

Payment will be made monthly on meter reading basis after completion of each month and submission of consolidated invoices(s) in triplicate within 30 days along with copy of verified meter reading by the respective coordinator. Billing cycle will be from Ist of the month to the last day of the month. Meter reading will be taken on Ist working day of each month and shall verified by coordinator of the machine. The supplier shall obtain a satisfactory performance report from the user and shall submit the same alongwith the bill.

Rental period for the machine will be effective from the date of its installation. Parties may mention their PAN No., CST/Service Tax No. etc. for purpose of payment.

5. Maintenance:

Vendor shall be responsible for all preventive and correction Maintenance of the machine inclusive of supply of spares and consumables except Power and paper, during the entire contract period. Complaint lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a machine is found to be unsatisfactory i.e. it is giving frequent troubles, vendor will be required to provide suitable replacement of the machine immediately.

6. Deduction due to machine downtime: Any machine complaint reported by Election Commission of India shall be either set right on the day of reporting the complaint or at the most on the next working day, failing which deduction will be made from the monthly rental charges payable for the machine as per the following formula:

$$\text{Deduction} = (R * D/24) + (200 * D * r)$$

Where D= No of days for which the machine was down excluding the day of reporting the complaint and the day on which the machine was set right but inclusive of intervening holidays.

(R and r have the same meaning as given in Payment Terms above) Election Commission of India (ECI) reserves the right to terminate the contract if the performance of the machine or service is found to be unsatisfactory to the Ministry by giving one month's notice.

7. Location & Consignee:

Photocopying machine will be installed in the Ministry of Corporate Affairs, 5th Floor, 'A' Wing Shastri Bhawan, New Delhi and its installation/ commissioning will be coordinated by Section Officer, General Section.

8. Training:

Vendor will provide necessary training if required, to operators as to train them in the day to day operation of the machine so that they are able to use the machines properly resulting in less machine down time.

9. Manuals:

Operation and Maintenance manual shall be supplied with the machine without any extra charges.

Annexure E

FOR HIRING OF DIGITAL PHOTOCOPIER MACHINE UNDER ONE YEAR CONTRACT

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that the copier offered by us confirms to the specifications mentioned at Annexure-A.

OR

We hereby accept all the terms and conditions of the above tender except the one mentioned in the techno-commercial deviation statement enclosed.

Signature:-----

Name:-----

Seal of the Firm :-----