

No. ITI/Bangana/Store/Purchase-SWF/2020 - 1396-1402

Dated: 26/08/2021

Sent through by post to:

1. M/s.....
2. M/s.....
3. M/s.....
4. M/s.....
5. M/s.....
6. M/s.....
7. Notice Board /Website

Subject: INVITATION OF LIMITED TENDERS/ QUOTATIONS FOR SUPPLY AND INSTALLATION OF MULTIFUNCTION MACHINE (PHOTOCOPIER CUM PRINTER) UNDER BUY BACK OFFER

Sir/Madam,

Sealed limited tenders are invited on the behalf of Principal, Govt. ITI Bangana on "**Prescribed Tender Form**" for **Supply and Installation of Multifunction Machine (Photocopier cum printer) under Buyback offer** on or before 17/09/2021. Tenders received after last date i.e. 17/09/2021 up to 04:00 PM will not be entertained. The envelope containing tenders must be addressed to undersigned and must have marked as "**Tender for Multifunction Machine**" and "**Not to be opened before 18/09/2021, 11:00 AM**".

Tenders will be opened on **18/09/2021 at 11:00 AM** in the office of Principal, Govt. ITI Bangana in the presence of bidders or their authorized representatives who may want to present. In case of holiday on that day bids will be opened on the next working day at same time schedule.



**Principal
Govt. Industrial Training Institute
Bangana Distt Una H.P**

TENDER FORM (Technical Bid)**NO. :****Dated:****Name of Firm:****M/s.....**

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Subject: INVITATION OF LIMITED TENDERS/ QUOTATIONS FOR SUPPLY AND INSTALLATION OF MULTIFUNCTION MACHINE (PHOTOCOPIER CUM PRINTER) UNDER BUY BACK OFFER

Dear Sir,

The Principal, Govt. ITI Bangana, Distt. Una H.P hereby invites sealed tender quotation (s) for the supply and Installation of following items:

- (i) As per SCOPE OF WORK attached as **Annexure- A.**
- (ii) To assist you in the preparation of your price quotation we enclose the necessary "technical specifications and required quantities"

Following instructions should be carefully noted and followed by the bidders:

General Information

1	Tender Document	Limited Tender
2	Last Date for submission of Tender	17-09-2021 (04:00 PM)
3	Date of opening of Tender	18-09-2021 (11:00AM)
4	Place of Opening of Tender	Office of the Principal Govt. Industrial Training Institute, Bangana Distt. Una (H.P.)-174307.
5	Address for Communication	Office of the Principal Govt. Industrial Training Institute, Bangana Distt. Una (H.P.)-174307
6	Tender Cost	Rs. 300/- Non-refundable(in the shape of DD favoring Member secretary cum Principal Govt. ITI Bangana payable at Bangana)to be attached with Technical Bid
7	Earnest money	The Earnest money @ 2% of total quoted amount including GST in the shape of Demand draft /FDR

		pledged in the name of Principal, Govt. ITI Bangana or shall be deposited by the Bidder with their tender/Bid.
8	Performance Security	The successful Bidder has to submit performance security @5% of the contract amount (including taxes as applicable). The security amount will be deducted from final payment as per invoice of the bidder

Tenders will be opened on **18/09/2021** at **11:00AM** in the office of The Principal, Govt. ITI Bangana in the presence of bidders or their authorized representatives who may want to present. In case of holiday on that day bids will be opened on the next working day at same time schedule

Term &Conditions:

1. Eligibility for Bidders to Qualify Technically:

- A) Copy of GSTIN of Bidder.
- B) Copy of PAN of Bidder.
- C) Authorization certificate from OEM.
- D) Brochure and specification sheet of product.
- E) Non-Refundable Tender Document Cost in the Shape of Demand Draft of **Rs. 300/- (Rupees Three Hundred only)** in favor of **Principal, Govt. ITI Bangana Distt. Una (HP)-174307** payable at Bangana.
- F) Earnest Money as prescribed in the Tender Document. All the registered Local Micro & small Scale enterprises or Industrial units registered with Store purchase organization or DGS&D or NSIC are exempted from EMD on submission of valid certificate.
- G) Undertaking (Annexure-I)

2. Preparation of Bids and Submission:

- A) The tender should be submitted along with the Copy of GSTIN, Copy of PAN, Tender Document Cost, Earnest money, Authorization certificate, Brochure and specification sheet of Product , undertaking (Annexure-I) , acceptance of Technical specifications and **Financial Bid** (in form given in Annexure B)
- B) Separate envelope should be used for Technical Bid as well as for financial Bid. The word "TECHNICAL BID/ FINANCIAL BID with due date of opening shall be prominently marked on the top of envelope and both these sealed envelopes (Technical Bid and financial bid) should further be put in a bigger envelope duly sealed and super scribed properly. Tender envelop(s) must be sealed and super scribed "**TENDER FOR MULTIFUNCTION MACHINE**" with due date of opening which shall be addressed to **The Principal, Govt. ITI Bangana Distt Una H.P -174307.**

- C) The rates should be quoted in Financial **Bid** only ***both in words and figures***. Prices shall be quoted in the currency **Indian National Rupees** only.
- D) The rates quoted should be **F.O.R. Govt. Industrial Training Institute, Bangana, District Una (HP)** means in the concerned area/ Lab/ Workshop / Store of the Institution including testing commissioning, installation and Training whenever required.
- E) All documents submitted must be dully signed by the bidder

3. Evaluation of Tender:

- A) The Technical Bids will be opened first on **18/09/2021 at 11:00AM** in the presence of bidders or their authorized representatives who may want to present. The financial Bid will be opened only after scrutiny of technical bid and technical evaluation of Tender. In case the office is closed on this date due to any of the reasons or it is not possible for us to open the quotations on this date because of any of the reasons, the quotations will be opened at 11:00 AM on the next working day
- B) Decision of Tender Opening Committee will be final and binding upon the bidders.
- C) Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and Specifications in this tender, and it will not be considered further. The 'Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In Evaluating the quotations, the 'Purchaser will adjust for any arithmetical errors as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and
 - (c) If a Supplier refuses to accept the correction, his quotation will be rejectedIn addition to the quoted price, the evaluated price shall include GST in India

4. Award of Purchase Order:

- A. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.
- B. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of One Eighty (180) days from the deadline for receipt of quotation(s).
- C. The successful bidder will be notified by the Institution. The successful bidder shall submit the **performance security @ 5%** of the contract amount (including taxes as

applicable). The amount will be deducted from the final payment of Bidder as per invoice . The performance security must be valid for warranty period + 60 days

D. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then earnest money will be forfeited and the contract will be awarded to the next firm offering the lowest evaluated total cost of all the items (excluding your firm).

5. Time for Execution of Work:

The work has to be completed within 45 Days from the issue of the Supply order.

6. Penalty Clause:

A penalty of 1% on billed amount will be imposed for late delivery or completion of work per week maximum up to 5%. In case of late delivery or work completion for more than 5 weeks the work may be awarded to second lowest bidder and the extra amount paid to second bidder/new supplier will be deducted from first bidder/old supplier.

7. Delivery:

The rates quoted should be F.O.R. at Govt. ITI Bangana.

8. Specifications:

Supply should be strictly in accordance with specifications mentioned in tender/supply order, any defective or substandard material will be rejected in whole and supplier has to take back the rejected material at his own cost.

9. Quantity:

The Qty. Shown may be varied as per actual requirement of the institution. Final payment will be made as per actual measurement of work executed.

10. Warranty and support

The bidder must ensure that the supplied equipment(s) should be maintained min for 365 days from the installation / commissioning of all the work under the contract. The bidder must provide support for at least five years. Guarantee / Warranty shall be covered by OEM and guarantee/warranty documents to be submitted with invoice

11.Payment:

100% Payment of the contract price shall be made upon after satisfactory completion of work

12.GST and other taxes should be indicated separately otherwise rates will be deemed to be inclusive of such levies and no other increase in duty/taxes will be allowed

13.This quotation will be valid for Six Month from the issue date

14. Jurisdiction/Signing of Tender/Agreement:

Conditional tenders or tenders will not be entertained in any respect. The undersigned reserves the right to reject any or all of the tenders without assigning any reason. No separate

applicable). The amount will be deducted from the final payment of Bidder as per invoice . The performance security must be valid for warranty period + 60 days

D. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then earnest money will be forfeited and the contract will be awarded to the next firm offering the lowest evaluated total cost of all the items (excluding your firm).

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13.This quotation will be valid for Six Month from the issue date

14. Jurisdiction/Signing of Tender/Agreement:

Conditional tenders or tenders will not be entertained in any respect. The undersigned reserves the right to reject any or all of the tenders without assigning any reason. No separate

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agreement will be made, this tender document will be treated as agreement between both supplier and buyer. In any dispute all the decisions made by undersigned will be full and final and would be binding upon the supplier/bidder. All disputes are subjected to Una H.P. jurisdiction only. All documents enclosed must be self-attested by the bidder.

15.Additional Terms and Conditions:

- a.** All necessary raw materials required for the work will be supplied by the agency
- b.** Adequate safety precautions have to be taken by the agency while working. At the event of any accident happen during executing the work, ITI Bangana will not be responsible.
- c.** No tools/equipments or machinery will be provided by the Institution and will not be responsible incase of any damage to tools etc.
- d.** The material supplied if not effective shall have to be changed by the Firm/supplier at his own cost, The undersigned reserve the right of rejection any one or correction without assigning any reason.
- e.** Bidder may check the condition of the old photocopier machine before placing the proposal



**Principal
Govt. ITI Bangana,
Distt. Una (H.P.)**

ANNEXURE-I

DECLARATION SHEET (to be attached with technical Bid)

To

**The Principal
Govt. ITI Bangana Distt Una H.P**

Sir

I _____ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification. All the terms and conditions mentioned in the tender document are acceptable to me /us. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. We, further specifically certify that our organization has not been Black Listed/De Listed/ De barred by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years. We also understand that the Principal Govt. ITI Bangana, is not bound to accept the offer either in part or in full and the Principal , Govt. ITI Bangana has right to reject the offer in full or in part without assigning any reasons whatsoever.

With reference to our Bid, having examined and understood the instruction, terms and conditions forming part of the Bid, we hereby enclose our offer for the supply of the equipment as per specifications as detailed in the Tender Document. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the Tender Document..

Yours truly,

Name: _____

**Date:
Place:**

Signature of Bidder with Seal & Address

Annexure A
SCOPE OF WORK

Sr no	Name of item	Qty
01	Multi Function Machine(Photocopier and printer)	01

Technical Specifications

Sr. No	Feature	Specification	Compliance (Y/N)
A.	System specifications		
01	Print Technology	Laser.	
02	Output	Color and black & white	
03	Paper Size	A3, A4 (min)	
04	Warm up time	Approx 25 seconds or lower	
05	System Memory	6 Gb or higher	
06	System storage	8 Gb or higher	
07	System speed: A4 A3	20 ppm 10 ppm	
08	Interface	Ethernet, USB 2.0 or 3.0	
09	Automatic document feeder	Yes ,up to 100 originals	
10	Network protocols	TCP/IP(IPv4/IPv6),SNMP, HTTP(S)	
11	Paper Tray Input	Standard	
12	Manual bypass	Yes	
13	Duplexing	Automatic	
14	Output capacity	Up to 250 sheets	
B.	Printer specifications		
01	Resolution	1200x600 dpi	
02	Operating system	Windows 7, 8, 10 Window Server , Linux, Unix	
C.	Copier Specifications		
01	Zoom	25-400%	
02	Resolution	600x600 dpi	
03	Multiple copying	0-999	
D.	Scanner Specifications		
01	Scan modes	Scan-to-e Mail ; Scan-to-FTP ,Scan-to-USB;	
02	File Formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX	

Date:
Place:

Signature of Bidder with Seal & Address

FINANCIAL BID

PROFORMA FOR PRICE SCHEDULE "Annexure B".

To

**The Principal
Govt. ITI Bangana
Distt. Una H.P**

Sub: Multifunction Machine (Photocopier and printer)

Item No.	Name of item	Unit of Measurement	Quantity	Unit Price INR	Total price INR	Total Price	
						(in Figures)	(in Words)
1	2	3	4	5	6=4*5	7	8
1	Multi Function Machine (Photocopier and printer)	No	01				
	GST @_____						
2	Buy back price of Kyocera Taskalfa 1800 Multi function Machine	No	01				
3	Final Price (less Buy Back Price)						

We agree to supply the above goods in accordance with the technical specifications for a total contract price (less buy back price) of Rs. _____ (Amount in figures) (Rupees _____ amount in words) within the period specified in the Tender document. We confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items.

Date:
Place:

Signature of Bidder with Seal & Address