

F.No.5-20/2013-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

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Shastri Bhawan, Room No.123-C,  
New Delhi, 25 July, 2013

NOTICE INVITING TENDER

**Subject:- Tender for Supply of photocopier machine & accessories – regarding.**

Sealed quotations in two bid format are invited from manufacturers / authorized distributors of reputed brand photocopier machines for use in the Ministry of Human Resource Development. The specifications of the equipments proposed to be procured are as under:-

| Sl. No. | Item & specifications  |
|---------|--|
| 1.      | Basic Digital Copier: Minimum Copying speed (cpm): 20/20, Paper Size (Original / Image): A3/A3, RAM (MB): 16, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex. |
| 2.      | Basic Digital Copier : Minimum Copying speed (cpm): 25, Paper Size (Original / Image): A3/A3, RAM (MB): 64, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex    |
| 3.      | Basic Digital Copier : Minimum Copying speed (cpm): 30, Paper Size (Original / Image): A3/A3, RAM (MB): 64, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex    |
| 4.      | Wooden Trolley for keeping photocopier   |
| 5.      | Stabiliser for connecting Photocopier machine  |

2. **Scope:**

Supply of photocopier machines of above specifications as and when required by the Ministry. **The rates should be valid for a minimum period of twelve months from the date of acceptance of the rates by the Ministry.**

3. On finalisation of the rates, the supply orders would be placed with the firm emerging as L-1 firm for supply of the requisite items. The quotations may be given in the enclosed performa, duly signed by the tenderers. An amount of Rs.15,000/- (Rupees Fifteen Thousand Only) may also be sent along with the quotations as EMD, by way of Account payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the commercial banks, in the name of Pay and Account Officer (Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi. The tender received after the due date and time will not be considered.

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#### 4. Terms and Conditions

- (i) The tenderer should be a Manufacturer / authorised distributor having sufficient experience and expertise in the relevant field. Copies of certificates proving tax registration, previous experience etc. should be enclosed with the quotation. The annual turnover of the firm should be at least Rs.25 lakhs. Proof of annual turnover must be attached.
- (ii) The tenderer should have a well established office located within Delhi/New Delhi/or NCR.
- (iii) The selected firm will be required to supply the items to the Ministry of Human Resource Development at Room No.123-C, Shastri Bhawan, New Delhi.
- (iv) Government Taxes as applicable from time to time on such suppliers, shall be payable by this Ministry. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm.
- (v) No separate charges shall be paid for delivery of goods to the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.
- (vi) **The rates quoted by the selected firm, and approved by this Ministry shall remain valid for a period of 12 months from the date of finalisation of the contract.**
- (vii) It will be binding upon the selected firm to maintain such qualities, as indicated in the quotation.
- (viii) All terms and conditions stipulated for award of the contract will be considered for selection of a firm.
- (ix) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- (x) The quotations should be accompanied by Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form as mentioned at para-3, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.
- (xi) If the EMD is found to be drawn in favour of any other officer, other than "Pay & Accounts Officer", the tender will be liable to be rejected outright. Any tender that is received without the EMD money will be rejected outright.
- (xii) **The supplier will be extending Warranty as is being done by the respective Manufacturers.**
- (xiii) The successful bidder shall give performance security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank amounting to 5% of the total value of the goods ordered in favour of the Pay & Accounts Officer (Edu), Department of Higher Education, Shastri Bhawan, New Delhi-110001.
- (xiv) **Performance Security** should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Performance Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is contravened / breached, and / or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any of the reasons specified above.

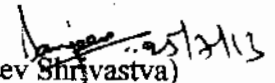
*Sanjay* 25/3/13 2

- (xv) Tenders incomplete in any form are liable to be rejected outright.
- (xvi) If the tenderer decides to withdraw from the bidding, this Ministry will have the authority to forfeit the EMD deposited by the tenderer.
- (xvii) **All rates must be only in duly typed letters. No handwritten rate will be considered.**
- (xviii) The contract may be placed with one or more than one firms depending upon L-1 rates for a machine.

5. The bids are to be submitted in two different envelopes, one containing the Technical Bid document to be super-scribed with the words "**Technical Bid**" and the second envelope containing the Financial Bid to be super-scribed with the words "**Financial Bid**". Both these envelopes are to be kept in another envelope clearly super-scribed with the words "**Tender for Supply of Photocopier machines and peripherals for use in MHRD**".

- (a) The **Technical Bid** must contain all the information sought as per **Annexure – I**.
- (b) The **Financial Bid** should include the rate against each item separately, as per items indicated in **Annexure – II**.

6. The interested firms may drop the sealed Quotations superscribed as "**Tender for Supply of Photocopier machines and peripherals for use in MHRD**" and addressed to the Under Secretary (S&S), Department of Higher Education, Ministry of Human Resource Development in the **Tender Box** placed at Information and Facilitation Centre, Ministry of HRD in Ground Floor at Gate No.6, Shastri Bhawan, New Delhi so as to reach by **3.00 PM on or before 19<sup>th</sup> August, 2013**. The tenders will be opened on the same day at 3.30 PM.

  
 (Sanjeev Shrivastva)  
 Under Secretary to the Govt. of India  
 Tel. No. 2307 3109

To

- ✓ 1. Programmer CMIS, Ministry of Human Resource Development, Shastri Bhawan, New Delhi with a request to display the Tender Notice on the Web-site of this Ministry.
- 2. All Ministries / Departments for information
- 3. e-Procurement Portal

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 30.07.2013  
CMIS(OP)

Annexure – I

Technical Bid

| Sl.No. | Items  | Details  |
|--------|--|--|
| 1.     | Name of the firm   |  |
| 2.     | Copy of letter of authorisation if the firm is not a manufacturing unit and is an authorised distributor.  |  |
| 3.     | Business address of the firm   |  |
| 4.     | Telephone No.  |  |
| 5.     | Mobile No.   |  |
| 6.     | Annual turnover of Rs.25.00 lakhs (Rupees Twenty Five Lakhs) per year of the firm with proof for the last three years.                                       | (i) 2010-11 :<br>(ii) 2011-12 :<br>(iii) 2012-13 : |
| 7.     | Performance certificates issued by at least 3 (three) reputed Ministries /Deptts. /PSUs during the last three years. (Self certified copied to be enclosed). |  |
| 8.     | Copy of the latest Income Tax return (along with PAN / TIN with proof) (2011-12 or 2012-13)  |  |
| 9.     | The earnest Money of Rs.15,000/- (Rupees Fifteen Thousand Only) Details:   |  |
| 10.    | VAT Account No. with latest Challan (proof of the same must be attached).  |  |

Signature:  
Name of the Firm:  
Address & Seal of the firm

Place :  
Date:

*Signature*  
25/2/13

**ANNEXURE - II**

**FINANCIAL BID**

| Sl.No. | Item details   | Make of Item | Rate per Unit in Rs. | Tax % and Amount in Rs. | Total in Rs. |
|--------|--|--------------|----------------------|-------------------------|--------------|
| 1      | Basic Digital Copier:<br>Minimum Copying speed (cpm): 20/20, Paper Size (Original / Image): A3/A3, RAM (MB): 16, Bye Pass: 50 Sheet, Zoom: 50 to 200%, Category: Duplex. |              |                      |                         |              |
| 2      | Basic Digital Copier :<br>Minimum Copying speed (cpm): 25, Paper Size (Original / Image): A3/A3, RAM (MB): 64, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex   |              |                      |                         |              |
| 3.     | Basic Digital Copier :<br>Minimum Copying speed (cpm): 30, Paper Size (Original / Image): A3/A3, RAM (MB): 64, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex   |              |                      |                         |              |
| 4.     | Wooden Trolley for keeping photocopier   |              |                      |                         |              |
| 5      | Stabiliser for connecting Photocopier machine  |              |                      |                         |              |

Signature:  
Name of the Firm:  
Address & Seal of the firm

Place :  
Date:

*Signature*  
25/2/13