

No.D-21014/6/2007-GenII
Planning Commission
Government of India
(General-II Branch)

Yojana Bhawan, Sansad Marg,
New Delhi-110001
Dated :- 24.9.07

TENDER NOTICE

Planning Commission invites sealed quotations under two bid system consisting of Technical bid and Financial Bid for the purchase of One Multi-functional colour Copier-cum-Printer-cum - Scanner from manufacturers, their authorized dealer/Reseller. The rate quoted should be for complete unit as per the following specifications. The tenders would be accepted on till 22-10-07 upto 3.00 P.M. and will be opened on the same day at 3.30 P.M. The detailed specifications for the above mentioned MFD copiers, terms and conditions can be obtained on written request in person from General-II Section, Room no. 445, Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi on any working day between 2.30 p.m. to 4.00 p.m. Tender document can also be downloaded from the Planning Commission's website (www.planningcommission.gov.in). The tenderer(s) will have to deposit earnest money. Rates should be quoted as total cost of One MFD copier-cum-printer-cum scanner-fax. Quotation is to be sent in a sealed cover duly super-scribing the name of the MFP printer, reference no. and date of opening with the word "Quotation" at the top.

Technical Specification For MFD colour copier-cum-printer-cum-scanner-cum fax

1. MFD Printing technology ----- Laser printing
Print Speed ----- minimum 35 ppm (Black and Color)
Print resolution ----- 1200x1200 dpi or more
Paper input ----- A5 to A3 with ADF, two-sided Duplex, Networking,
Scan, Fax facility
Maximum Copy, printing per month ----- More than 1 lakh
Additional Devices ----- multi-position, stapling, hole punch, booklet,
(optional required) and V-fold booklet, with security features enabled.
Scanning Resolution ----- 600x600 dpi or more
Warm-up time ----- Less than a minute, PCL5c, PCL6c, Postscript 3, PCL
emulations etc.-Supported.
Capacity filing/receptions tray ----- More than 2000 (all trays)
Scaling – Reducing / Enlarge:----- 25-400% and can print upto paper weight 200 gsm or
more Minimum
 - Additional Features of Power saving and Power output also to be optimum with cost effectiveness solution.
 - No. of service outlets must be indicated and must have OEM support facility 24X7
 - No. of Government installations where operational must be indicated

(N.K.Raghunathan)
Under Secretary (Gen-II Br.)

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Planning Commission
Government of India
(General-II Branch)

Yojana Bhawan, Sansad Marg,
New Delhi -110001
Dated 24/9/07

Subject:- **Sealed Quotation for purchase of Multi-functional colour Copier-cum-printer-cum- scanner.**

Planning Commission invites sealed quotations under two bid system consisting of Technical bid and financial bid for the purchase of One Multi-functional Copier-cum-printer-cum-scanner-cum-fax. The minimum technical specifications for such MFD must be as follow:-

**Technical Specification
For
MFD colour copier-cum-printer-cum-scanner-cum fax**

1. MFD Printing technology ----- **Laser printing**
Print Speed ----- **minimum 35 ppm (Black and Color)**
Print resolution ----- **1200x1200 dpi or more**
Paper input ----- **A5 to A3 with ADF, two-sided Duplex,
Networking , Scan, Fax facility**
Maximum Copy, printing per month ----- **More than 1 lakh**
Addi. Devices
(optional required) **–multi-position, stapling, hole punch,
booklet, and V-fold booklet, with security
features enabled.**
Scanning Resolution ----- **600x600 dpi or more**
Warm-up time ----- **Less than a minute, PCL5c, PCL6c,
Postscript 3, PCL emulations etc.
Supported.**
Capacity filing/receptions tray - **More than 2000 (all trays)**
Scaling – Reducing / Enlarge: - **25-400% and can print upto paper
weight 200 gsm or more minimum**
- Additional Features of Power saving and Power output also to be optimum with cost effectiveness solution.
 - No. of service outlets must be indicated and must have OEM support facility 24x7
 - No. of Government installations where operational must be indicated
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Terms and conditions for acceptance of quotation, supply of MFD,colour copier-cum-printer-scanner-cum-fax , installation etc.,

1. The quotation should be sent in SEALED COVER DULY SUPERSCRIBED AS **QUOTATION FOR Multi – Functional Copier-cum-printer-cum-scanner.**
2. Sealed quotations under two bid system (Part I Technical Bid and Part II Financial Bid) should be as under:-
 - a) (Part -I) Technical Bid consisting of all technical details .
 - b) (Part –II) Financial Bid indicating price for the item mentioned in the technical bid.
3. The Technical Bid and the Financial Bid should be sealed by the bidder in separate cover duly superscribed and both these covers along with third cover containing EMD are to be put in a bigger cover which should also be sealed. The Technical Bids are to be opened at the first instance and evaluated by Competent Authority. At the Second stage, Financial Bid of technically acceptable offers will be opened for further evaluation and ranking before placing the supply order.
4. Vendor should be OEM or Authorized Distributor/Reseller.
5. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
6. Quotation will be considered for the item for which rate have been quoted strictly according to the specification. The rate should be quoted in Indian Rupees. The rate must be written in figure as well as in words. All alteration in the rates should be signed otherwise the quotation/tender will not be considered. Where there is difference between quoted in words and figures, **amount quoted in words shall prevail.**
7. Quotation can be sent either to Under Secretary (Gen-II Br.), Planning Commission, (Room No. 411), Yojana Bhawan, Sansad Marg, New Delhi-110001 or dropped in the tender Box kept at Reception Area of Planning Commission. The last date for receipt of quotation is 3.00 P.M. on 22-10.07 and quotations will be opened at 3.30 P.M. on the same day in the presence of such tenderers or authorized representatives of the tenderers who may wish to be present at the time of tender opening.
8. Quotation received late after due date and time will be rejected.

9. Tenders on company letter head along with a Pay Order/Banker's Cheque of Rs. 20,000 drawn in favour of Pay and Accounts Officer, Planning Commission towards Earnest Money Deposit should be submitted. Pay Order/Banker's Cheque drawn in favour of any officer other than "Pay and Accounts Officer, Planning Commission, New Delhi", will not be accepted and the tender will be rejected. Any tender that is received without EMD will be rejected.

10. Equipment shall be supplied and installed at Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.

11. Government Taxes as applicable from time to time shall be payable by this office. The bill raised by the Firm should have to all tax registration numbers printed in the bill/invoice. Validity of the tax registration during the currency of contract period shall be the sole responsibility of the firm.

12. Performance Security Deposit for an amount ranging between 5 to 10 percent of the order value of the MFD colour copier, as may be decided by the competent authority, for item of Tender Enquiry will have to be made by the firm on receipt of supply order. Performance Security Deposit shall be in form of Fixed Deposit receipt as security money hypothecated to Planning Commission from a Commercial Bank. The performance security should remain valid for a period of sixty days beyond the date of installation. Bid Security will be returned to the successful bidder on receipt of performance security.

13. Payment against Bill / invoice shall be released only after supply/installation and observance of satisfactory performance of the equipment.

14. The tenderer should indicate the guarantee/warranty period in the quotation. The minimum guarantee/warranty period will be one year unless an increased period is specifically mentioned in the specification.

15. The tenderer should give an undertaking in the quotation that they will, if required, be responsible for annual Maintenance of the quoted equipment throughout the its life span with reasonable charges and in any case they will not demand AMC charges at the higher than what they have been charging to their customers whether Govt./Semi.Govt. They should also give an undertaking that they will arrange for all spare parts of the quoted model during the period of its annual maintenance.

16. Performance Security Deposit will be released after completion of successful working period of sixty days of the equipment. This can be withheld or forfeited in full or in part in case order is not executed satisfactorily.

17. The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein.

18. All the pages of the Tender Documents should be signed, stamped and submitted with offer.

19. Tenders should be free from correction and erasures. Correction if any, must be attested. Technical details must be completely filled up.

20. Planning Commission reserves the right to cancel the order in the event of one or more of the following circumstances

a) Delay in delivery and installation b) Serious discrepancy in hardware noticed, if any. c) Breach by the tenderer of any of the terms and conditions of the tender.

21. If any dispute(s) arises between Planning Commission and the firm, Planning Commission will decide it and its decision will be binding on the firm.

22. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the earnest money would stand forfeited.

(N.K. Raghunathan)
Under Secretary (Gen-II Br.)

Part I

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Planning Commission
Government of India
(General-II Branch)

(Technical Bid)

Reference No.: _____

Date of Opening of Tender: _____

1. Name of the Item :
2. Name and Address of the Firm/Supplier, Tele. No.:
3. Whether manufacturer of the quoted item : Yes/No,
(If "Yes" details of manufacturing Licence/
Registration No. etc.)
4. Whether authorized distributor/reseller : Yes/No.
(If "Yes" enclose copy of authorization letter)
5. (a) Excise Duty Registration No. :
(b) Sales Tax Registration No. :
(c) C.S.T. Registration No. :
(d) PAN No. :

6. Whether the quoted item has been supplied earlier to any Govt./deptt. (If "Yes", furnish details) : Yes/No

7. Whether service facilities available at the Consignee's destination? : Yes/No

8. Whether Spare parts for quoted model would be made available during the life span of the equipment (Minimum 5 years) : Yes/No

9. Whether In-station training for handling the equipment as well as its trouble shooting aspects, would be arranged free of cost . : Yes/No

**Authorised Signatory
With Company Seal**

Part - II

No. D-21014/6/2007-GenII)
Planning Commission
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(Financial Bid)

1. Name of the Equipment :
2. Model No. :
3. Name and Address of the manufacturer :
4. Is the offered Model is exactly as per specifications?
(Please attach literature) :
5. Life of the Equipment :
6. Warranty/Guarantee period :
7. Name & Address of the current users
of the offered equipment. :
8. Cost of the Equipment (including Excise
Duty, CST, Freight forwarding and all
other required for installation, destination
basis) :
9. Please note that the amount of EMD/BID SECURITY will only be returned to
the successful bidder on receipt of

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PERFORMANCE SECURITY

UNDER TAKING

It is certified that the information given above is true and correct and undertake to abide by the terms and conditions of the Planning Commission.

AUTHORISED SIGNATORY
With Company Seal

DATED: -