

PREVIEW OF TENDER

TENDER REFERENCE NO:Record-I/C/Purchase/Photocopier machines/2016-17 dated **05.07.2016**

DATE OF ISSUE OF TENDER DOCUMENT: **05.07.2016**

LAST DATE FOR RECEIPT OF TENDER DOCUMENT: **12.07.2016** at 2.00 pm

TIME AND DATE OF OPENING OF THE TENDERS: **13.07.2016** at 3:00 pm

PLACE OF OPENING OF THE TENDERS:O/o the P.D.A(C),Kolkata,8,Kiran Sankar Roy Road,G.I.Press
Bldg.(East wing),Kolkata:700-001

NOTICE INVITING TENDER

Office of the Director General of Audit (Central), Kolkata invites sealed quotations for supply of 05(five) no. of Photocopier machines as per the specification given below:-

ITEM/MODEL	Qty.	Make	Technical Specification
NOT SPECIFIED	5	REPUTED COMPANY	Stated in Annexure-II

Photocopier machines will have to be supplied in the premises of Office of the Principal Director of Audit, Central, Govt. Of India Press Building, 8, Kiran Shankar Ray Road,Kolkata-700001 and as per details terms and conditions(**Annexure-I**) and specifications in **Annexure-II**.

Bidders should furnish the duly filled tender certificate (**Annexure-III**), failing which tender will subject to be cancelled.

Sealed quotations, super scribed as **“QUOTATIONS FOR SUPPLY OF PHOTOCOPIER MACHINES ON BUY BACK”**, are invited and addressed to the **Director (Administration),Office of the Principal Director of Audit(Central), Kolkata-700001**,must reach latest by **2.00 pm** on **12.07.2016** by hand/by post in **Record-I section/in the tender box located on 1st floor to this office**. The Bids shall be opened by the purchase committee in chamber of **Director (Administration),O/o the Principal Director of Audit, Central, Govt. Of India Press Building,8,Kiran Shankar Ray Road, Kolkata-700001** on **13.07.2016 at 3:00 pm** and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

Senior Audit Officer/Record

ANNEXURE-I

TERMS & CONDITIONS:-

1. The Bidder should be registered with the Income Tax, Service Tax Department. Supporting documents viz. Copies of VAT Registration, Income tax Registration (PAN) and service tax registration (additional) shall be required to be submitted with the bid.
2. Tenderer should quote rate on **Buy-back offer** for the existing old 03 no.s of Photocopier machines. Bid price should be **inclusive of all taxes, levies, delivery charges etc.** No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items. Bidders are requested to visit the office to see the old photocopier machines (as stated in Annexure-II) which are to be replaced on Buy back.
3. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as **“QUOTATIONS FOR SUPPLY OF PHOTOCOPIER MACHINES”**.
4. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
5. L1 bidder must show the sample photocopier machine conforming the specification specified in Annexure-II as and when it will be declared by the office.
6. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
7. The competent authority of O/o the Principal Director of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
8. **Location of Supply:** All the items will have to be supplied in the premises of the Office of the Principal Director of Audit, Central, Govt. Of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 and its Resident Audit Offices as per the terms and conditions given herein.
9. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an ECS mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

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ANNEXURE-II**REQUIRED TECHNICAL SPECIFICATIONS OF THE PHOTOCOPIER MACHINE**

GENERAL SPECIFICATIONS/PAPER HANDLING	Remarks
First Copy Time	6.0 to 6.5 sec
Multicopy (Ltr/Lgl/Ldgr)	22/8 cpm (approx)
Warm-up Time	15 sec (approx)
Std Paper Capacity	250 sheets (approx)
Paper Weights	64 to 157 gsm
Bypass/Paper Weights	100-sheet/64 to 157 gsm
Max Original Size	A3
Output Size (Min/Max)	A5/A3
Copy Resolution	600 x 600 dpi
System Memory (Std/Max)	128-MB RAM/128-MB RAM
Other	Output tray capacity of 250 sheets; electronic sorting; criss cross sort; envelope printing
CONTROL PANEL	Keypad
Quantity Selector	1 to 999 (0 to 9 keypad)
Message Display	Yes
FEATURES	
Automatic Features	AES, AMS, APS, AS, ASO, ATS
Book Copy	Yes
Copy Control	50
Energy-Save	Yes
Erase	Std
Image Rotate	Std
Interrupt	Yes
Job Build	No
Job Programs	2
Language	Std
Margin Shift	Yes
Photo Mode	Yes
Preset R/E	4R, 4E
XY Zoom	Yes
Zoom Range	25 to 400 (1%)
Other Features	ID card mode copies two sides of an original onto one copy; mixed-size originals; page number and date/time stamping; frame, center and center and frame erase; left and upper erase modes
ADDITIONAL INFORMATION	
Dimensions (HxWxD)	458 mm x 607 mm x 570 mm (approx)
Weight	28.00 to 30.00 kg
Power Requirements	220-240 V, Amps not avail
MULTIFUNCTION MODES	
Copier	Std
Internet Fax	Opt
Network Printer	Opt
Printer	Std
Fax	Opt

Network Fax	Opt
PC Fax	Opt
Scanner	Std
CONNECTIVITY SPECIFICATIONS	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, Linux
USB Interface	Std 2.0, std 2.0 (host)
Interface Type	10/100BaseTX, 802.11b/g
LAN Fax/Print/Scan	Yes/Yes/Yes
FACSIMILE SPECIFICATIONS	
Scanner Technology	CIS
Compression Method	MH/MR/MMR/JBIG
Modem Speed	33.6 Kbps (approx)
Max TX Resolution	408 x 392 dpi
Gray Scale/Halftones	256 levels
Std/Max Fax Memory	Shared
Min/Max Orig Size (WxL)	A5/A3
Max Paper/Print Width	297/Info not avail
Effective Scanning Width	Info not avail
Correct-Order Output	Yes
Batch Files	Info not avail
Battery Backup	Info not avail
Confid TX/RX	Yes/Yes
Multi Access	Yes
Polling	Yes

Detailed list of old photocopier machines along with their location is offered for Buy back:

Sl. No.	Make	Model No.	Machine Sl. No.	Location
1	Sharp	AR-5320	73049221	CRAD (CUSTOMS HOUSE)
2	Sharp	AR-5316E	73056796	AYAKAR BHAWAN (PURBA)
3	Sharp	AR-5316	5507898Y	OAD

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Annexure-III
Tender Certificate

To
The Director (Admn.)
O/o the P.D.A (C), Kolkata
Govt. Of India Press Building (East Wing),
8, Kiran Sankar Roy Road
Kolkata-700001

Madam,

With reference to your tender Notice No. _____
dated _____ I am to submit my tender for supply of 5 no. of Photocopier
machine on Buy back offer on 03 no. of old photocopier machines as stated in Annexure-II of the
tender.

I further affirm that I have read and fully understood the tender notice and agree to
abide by all the terms and conditions and laid therein, which are being signed in token of my
acceptance. In case, I fail to abide by the terms and conditions (Annexure-I) or failed to fulfil any
technical specifications (Annexure-II) to carry on the contract satisfactorily, I will be liable to be
terminated from contract/supply

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copy of PAN Card
5. Copy of VAT Registration certificate.

Dated:

Signature_____

Name of Tenderer_____

M/s_____