



JAWAHAR VIDYA MANDIR
SHYAMALI, RANCHI – 834002

No. JVM/OT-07/2021-22

Date: 30.10.2021

INVITATION TO TENDER

**Subject: Tender for Supply & Installation of A3 Multifunction printer
at Jawahar Vidya Mandir, Shyamali, Ranchi**

Salient Features of the Invitation to Tender

| | | |
|---|--|--|
| 1 | Tender Enquiry No. & Date | JVM/OT-07/2021-22, Dated 30.10.2021 |
| 2 | Project Description | Supply & Installation of High speed, online printer at JVM Shyamali, Ranchi |
| 3 | Due date & time of submission of tender document | By 08.11.2021 at 12.00 Noon |
| 4 | Date & Time of Opening of Tender (Techno-commercial bid) | On 08.11.2021 at 1.00 pm . The representatives from the tenderer may be present while opening of the tender. |
| 5 | Validity of tender | 03 (Three) months from the due date of opening of Techno-Commercial part of the tender document. |
| 6 | Completion Time | Two weeks from the date of issue of work order. |
| 7 | Earnest Money Deposit | Rs. 5000/- (Five thousand) only |
| 8 | Cost of the tender document | Rs. 1000/- (One thousand only) |



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Dated: 30.10.2021

Subject: Tender for Supply & Installation of A3 Multifunction Printer at Jawahar Vidya Mandir, Ranchi

Sealed tenders are invited from firms (on official letterheads) duly filled in Annexure – II and III for award of SUPPLY & INSTALLATION OF A3 MULTIFUNCTION PRINTER (mono), as listed in Annexure – I from registered, reputed, experienced and eligible firms who have executed similar nature of work in Schools/ Institutions/Organizations and satisfying all the terms and conditions in this tender document.

1.0 Instructions to Tenderers

- 1.1 Tenders are invited in two bid system (i) Techno-commercial Bid & (ii) Price Bid. The 'Techno-commercial Bid' will be made and put in the first envelope containing the title 'Techno-commercial Bid'. It should contain full information as required in Annexure – I and documents mentioned in eligibility criteria 2.0. The 'Price Bid' will be made and put in the second envelope containing the title 'Price Bid'. It could include full information as required in Annexure – II. Both bids should be put in the third envelope which should be prominently super-scribed as "TENDERS FOR SUPPLY & INSTALLATION OF A3 MULTIFUNCTION PRINTER" and addressed to "The Principal, Jawahar Vidya Mandir, Shyamali colony, Ranchi – 834002" on or before **08.11.2021 till 12.00 NOON**. The tenders will be opened on the same date at **1.00PM** on **08.11.2021**.
- 1.2 Tenders received after due date and time mentioned above, as well as those received without separate sealed envelopes as specified above will not be accepted.
- 1.3 It may be noted that incomplete in any respect or conditional tender will not be accepted.

2.0 Eligibility Criteria

- 2.1 The tenderer should be authorized dealer for the product quoted. The copies of OEM authorization certificate should be submitted by the tenderer along with techno-commercial bid.
- 2.2 The tenderer should have authorized Service Centre for the product offered at Ranchi for providing after-sales services. Evidence of the same is to be furnished.
- 2.3 Copies of GST Regn. no. and PAN no. should be submitted along with the offer.
- 2.4 **Earnest Money Deposit:** The tender must be accompanied by earnest money deposit (EMD) Rs. 5,000/- (Rupees Five Thousand only) in the form of a Demand draft drawn on any Nationalized/ Schedule Bank in favour of Jawahar Vidya Mandir. The earnest money shall be kept deposited up to a period of 06 (six) months beyond the validity of the Tender. The earnest money will not earn any interest. Tenders not accompanied by earnest money shall be rejected. On acceptance of the tender (but not earlier than the expiry date of validity of tender) the earnest money will be returned to the unsuccessful tenderers on request.
- 2.5 **Cost of the Tender :** The cost of the tender will be Rs.1000/- (Rupees One Thousand only) non-refundable in the form of a Demand draft drawn on any Nationalized/ Schedule Bank in favour of Jawahar Vidya Mandir.

IF A FIRM FILING TENDER DOESNOT FULFILS ALL OR ANY OF THE ABOVE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL NOT BE CONSIDERED.

- 3.0 **Scope of work:** The scope work shall include but not limited to supply and installation of the equipment as per Technical Specification enclosed at Annexure-I, on FOR, JVM, Ranchi basis.
- 4.0 **Price:** The Tenderer shall quote for the items indicated above on FOR JVM, Shyamali, Ranchi basis. The quoted price shall be firm and binding and shall not be subject to any variation whatsoever on any account till completion of supply & Installation .
- 5.0 **GST:** Except as otherwise specifically provided in the order, the CONTRACTOR shall bear and pay all taxes, levies as charges for the subject work.
- 6.0 **Validity of Rates:** The rate quoted by the tenderer shall remain valid for a period of three months from the date of opening of quotation.

Handwritten signature and date:
30/10/2021



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- 7.0 **Time Schedule:**
- 7.1 The successful tenderer shall be required to complete the supply & installation of above item within 2 (two) weeks from the date of receipt of order.
- 7.2 In the event the supplied material is not conforming to the ordering specification and approved make/brand, the material so supplied will be rejected without paying any price/ compensation. The decision of JVM in this regard will be final.
- 8.0 **Payment Terms:**
- 8.1 No advance payment shall be paid for the supply.
- 8.2 Subject to the deduction which JVM Shyamali may be authorized to make under the contract, 100% payment shall be released within 20 (twenty) days of supply of materials on submission of bill along with receipted challan, Inspection & Acceptance Certificate to be issued by JVM and a bank guarantee for 10% of total contract price towards performance guarantee to be kept valid till completion of warranty period.
- 9.0 **Warranty:** The hardware & software shall be covered under comprehensive free onsite warranty for a period of minimum 1(one) year from the date of supply & installation. (The tenderer shall indicate standard OEM warranty details). The warranty shall cover faulty design, improper material, manufacturing defects and unsatisfactory performance of system. In case the equipment fails to function in spite of necessary repairing work during the warranty period, the defective equipment shall be replaced with a new one free of cost.
- 10.0 **Inspection:** The inspection of A3 Multifunction Printer along with accessories shall be carried out by JVM after receipt of materials at destination.
- 11.0 **LIQUIDATED DAMAGES:** Time and date stipulated in the Contract for completion of delivery and installation of A3 Multifunction Printer shall be deemed to be the important activity of the Contract. If, however, the supplier fails to fulfill the delivery and installation within the time schedule, or within such extended time schedule as may be further granted, the supplier shall be liable to pay as Liquidated Damages (LD) and not by way of penalty a sum of 0.5% of the contract price per week of delay or part thereof, and such liquidated damages shall be limited to a maximum ceiling of 5% of the Contract Price. In case the reasons for delay in supply & installation are not attributable to the supplier, then the LD clause shall not be applicable for such delay.
- 12.0 **Acceptance of Order:** JVM is not bound to accept lowest or any Tender or to assign reasons whatsoever for non-acceptance. JVM also reserves the right to cancel the tender without assigning any reason whatsoever.
- 13.0 **Evaluation of Tender:** Tenderer should quote as per enclosed price schedule format. Part offer or incomplete offer shall be liable to be rejected. Price of the techno-commercially eligible tenderer shall be evaluated on overall basis.
- 14.0 **NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER:** The Tenderer whose Tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of Tender, even though JVM may elect to withdraw the Invitation of Tender
- 15.0 **TRANSIT INSURANCE:** Supplier shall arrange transit insurance on his own and at his own cost for transportation of equipment to JVM, Ranchi.
- 16.0 **NEGLIGENCE, DEFAULT AND RISK PURCHASE**
- 16.1 If the supplier fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by JVM in Contract, JVM may give notice in writing to the supplier calling upon him to make good the failure, neglect or contravention within such time as may be deemed reasonable and in default of the compliance with the said notice, JVM without prejudice to its rights under the Contract,



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may rescind or cancel the Contract holding the SUPPLIER liable for the damages that JVM may sustain in this regard.

- 16.2 If the supplier fail to comply with such notice within a reasonable period from the date of serving thereof, JVM shall have the option and shall be at liberty to take the work wholly or in part out of the supplier's scope and may get the same executed by alternate agency at supplier's risk and cost. This shall be without prejudice to JVM's rights under other clauses of this Contract.

17.0 SUSPENSION AND TERMINATION

- 17.1 JVM may at any time temporarily stop the work under the Contract or any part thereof by serving notice in writing to the supplier. Work so suspended shall be resumed by the supplier on receipt of instructions from JVM in writing. JVM will not be liable to the supplier for any damage or loss caused by such period of suspension of work.

- 17.2 JVM will be at liberty to terminate the Contract without prejudicing its right and affecting the obligations of the supplier by giving 15 days' notice in writing in the following events:

- a) If the supplier fails to comply with the provision/provisions of the Contract.
- b) If the supplier is involved in any action involving moral turpitude.

18.0 Arbitration:

- 18.1 Any disputes, differences, whatsoever, arising between the parties, the arbitration shall be governed and regulated in all respect according to Laws of India.
- 18.2 The Arbitration proceedings in case of other Indian companies shall be regulated and governed by Indian Arbitration and Conciliation Act 1996, or such modification thereof.
- 18.3 The venue of arbitration proceeding shall be Ranchi.
- 18.4 Work under this Order shall be continued by the Supplier during the arbitration proceedings, unless otherwise directed in writing by Purchaser or unless matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

The tenderer are requested to confirm acceptance of all terms & conditions as per tender enquiry.

Yours faithfully
For Jawahar Vidya mandir

Sang
30/10/2021
(Samarjit Jana)
Principal



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Annexure-I

Minimum Technical Specification (TS):A3 Multifunction Printer

| Sl. No. | Item | Specification |
|---------|---|---|
| 1. | Type of machine | A3 Multifunction Printer |
| 2. | Functions | Print, Copy and Scan |
| 3. | Type of Copy/ Print | Mono |
| 4. | Copy/Printing Speed A4 (mono) | 45 PPM or higher |
| 5. | Copy/ Print Technology | Laser |
| 6. | Cartridge Technology | Composite / Separate Drum and Toner |
| 7. | Copy/ Printing Resolution | 600 x 600 dpi or higher |
| 8. | Duplex Copy/ Printing | Yes |
| 9. | Scan Resolution | Up to 600 x 600 dpi |
| 10. | Scan Type | Flatbed, Single-Pass Duplex Document Feeder (SPDF) |
| 11. | Feeder type | Single-Pass Duplex Document Feeder (SPDF) |
| 12. | Wi-Fi availability | IEEE 802.11 g/n/ac |
| 13. | Interface | USB 2.0 or higher, Ethernet 100/1000 Mbps |
| 14. | Tray | 2 or higher |
| 15. | Bypass Facility | Yes |
| 16. | Operating Systems support/ compatibility | Windows, Linux |
| 17. | Accessories | <ul style="list-style-type: none">• 1 set of additional non-demo toner / cartridge (applicable for laser printer with Composite technology)• 1 set of additional non-demo toner / cartridge with drum (applicable for laser printer with separate drum & cartridge technology)• 1.5m USB 2.0 or higher cable, 7ft network patch cable (cat6) with factory crimped RJ45 connector at both ends, power cord, any other accessories required for functioning of the equipment. |
| 18. | Warranty | Minimum one year onsite comprehensive warranty |



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Annexure - II

Techno – Commercial Bid Declaration by the Bidder:

| Sl.No | Description | Indicate also page number where attached |
|-------|---|--|
| 1. | Name, address & telephone number of the agency / firm | |
| 2. | Name, Designation, Address and telephone No. of authorized person | |
| 3. | Please specify as to whether Tenderer is sole Proprietor / Partnership firm / Private or Limited Company | |
| 4 | Dealer should be authorized (Valid authorization certificate from OEM required) | |
| 5 | Mentioned the warranty period of the A3 Multifunction Printer. | |
| 6 | Copy of PAN card issued by Income Tax Department | |
| 7 | GST Registration copy (Please attach) | |
| 8 | Supply as well as installation the same | |
| 9 | F.O.R. (Jawahar Vidya Mandir, Shyamali) | |
| 10 | Details of Bid Earnest Money Deposit: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank: | |
| 11 | Details of Tender cost Deposit: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank: | |

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself / ourselves to strictly abide by them.


Signature of the Tenderer with Seal Designation



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Annexure -III

Price Bid Format

| Item No. | Specification of Printer | Qty. | Unit Rate | GST in % | Total Price of each PC's set |
|----------|---------------------------|--------|-----------|----------|------------------------------|
| 1. | A3 Multifunction Printer | 01 no. | | | |
| 2. | Any other charge (if any) | | | | |
| | Total Unit price | | | | |

Declaration by the Bidder:

I have carefully gone through the Terms and Conditions contained in the Tender Document (JVM/OT07/2021-22 dated 30.10.2021) regarding SUPPLY & INSTALLATION OF A3 Multifunction Printer for Jawahar Vidya Mandir, Shyamali, Ranchi. All the Terms and Conditions of the tender enquiry are acceptable to us.

Signature of the Tenderer with Seal

30/10/2021