

TENDER DOCUMENT FOR SUPPLY OF PHOTOCOPIER MACHINES
TO
THE ESTABLISHMENT OF DISTRICT COURT, CUTTACK
NEAR ORISSA HIGH COURT, PO: CHANDINI CHOWK, PS: LALBAG,
DIST: CUTTACK, PIN: 753002

The bidder should submit the *cost of processing the tender form, i.e. Rs. 500/- (Rupees Five Hundred Only)* by way of *Bankers Cheque / Demand Draft* of any nationalized bank drawn in favour of **“Registrar, Civil Courts, Cuttack”** payable at **“Cuttack”** else the tender will be summarily rejected. No editing/addition/deletion of matter (in tender document) is permitted. If such action is observed at any stage, such tenders are liable for rejection outright and decision of “District Judge, Cuttack” shall be final and binding the tenderer. The tender document may be downloaded from <https://districts.ecourts.gov.in/cuttack> or may be collected in person during office hours on any working day.

OFFICE OF THE DISTRICT & SESSIONS COURT, CUTTACK

Near Orissa High Court, PO: ChandiniChowk, PS: Lalbag

Dist: Cuttack, PIN: 753002

Email: djctc.nizarat@gmail.com

Website: <https://districts.ecourts.gov.in/cuttack>

No: Nizarat/750

Date: 01-Dec-18

TENDER NOTICE

Sealed tenders under two bid systems are invited from reputed registered firms/agencies having sound technical experience in supply, installation, testing, and maintenance of Digital Photocopier Machine for supply of the same to the establishment of District Court, Cuttack.

ACTIVITY SCHEDULE for processing of the tender is as follows:

1. The tender document can be collected physically from the office of District Court, Cuttack between 01/12/2018 to 14/12/2018 on any working day during office hour or can be downloaded from our official website <https://districts.ecourts.gov.in/cuttack>
2. Quotations in sealed cover superscribed "*Tender Notice for supply of Photocopier Machine*" addressed to "*The District Judge, Cuttack, Office of the District Court, Cuttack, AT/PO: Chandini Chowk, PS: Lalbag, Dist: Cuttack, PIN:753002*" may be sent, so as to reach latest by 14/12/2018.
3. Quotations received after the last date will not be entertained, however, on the basis of response, date may be extended in the form of corrigendum to this tender. Any corrigendum to the tender shall be issued on our official website only and no separate notification shall be issued in the press.
4. Quotation should be based on detailed Terms and Conditions as mentioned in the tender document.
5. The schedule of receipt and opening of quotations is as under:
 - i) Last date of submission of Tender: 14/12/2018 up to 05.00PM
 - ii) Opening of Technical Bid: 15/12/2018 at 04.00 PM
 - iii) Opening of Financial Bid: After evaluation of technical bid
6. The District Judge, Cuttack reserves the right to accept / reject any/all tenders in part / full without assigning any reasons thereof.

Sd/- S. N. Mishra
01/12/2018
**District Judge,
Cuttack**

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CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH THE TECHNICAL BID

Sl. No	Name of the Document	Whether Enclosed (Yes/No)
01	Tender Specific Authorization Letter (Ref: Clause-11 of Chapter-2)	
02	Certificate showing registration with DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC in case of Local MSEs firm	
03	Documentary Proof showing such experiences in Government Offices	
04	Declaration for not blacklisted (Annexure-III)	
05	Vendor Details (Annexure-I)	
06	Audited Balance Sheet and Profit and Loss Account for last three years	
07	Documentary Proof of Sales Tax/VAT/GST Registration	
08	Documentary Proof of quoted Digital Photocopier conforming to the ISO Standards / BIS Standards	
09	Original Tender Document Copy signed and stamped by the bidder on each page accepting tender terms and conditions	
10	Cost for processing of tender i.e. Rs. 500/- in shape of Demand Draft	
11	Technical Compliance as per Chapter-4	
12	List of Govt. Organizations /Dept. List of Government Organizations for whom the Bidder has undertaken such work during the last three years (Annexure-II)	

Chapter-1

INVITATION OF THE BID

SCOPE OF THE TENDER

The District Judge, Cuttack invites sealed bids for supply, installation, testing, and maintenance of photocopier machines. The tenderer should be a reputed manufacturer or his authorized dealer. The technical specifications and configurations are given in Chapter-4 of the tender document.

DETAILS OF THE BID

1. Last date of submission of Tender : **14/12/2018 up to 05.00PM**
2. Opening of Technical Bid : **15/12/2018 at 04.00 PM**
3. Opening of Financial Bid : **After evaluation of technical bid**
4. Place of opening of Bid : **Office of The District Court, Cuttack
AT/PO: Chandini Chowk, PS: Lalbag
Dist: Cuttack, PIN:753002**

BIDDING PROCEDURE

The prescribed tender document consisting of (i) Technical Bid in compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop superscribing "Tender Notice for supply of Photocopier Machine" may be submitted in person or sent through speed post /registered post so as to reach this office by 14/12/2018. This office is not responsible for postal delay any. Bids sent through fax, email or any mode will not be considered.

The technical bid shall be accompanied by a *Demand Draft of Rs. 500/- (Rupees Five Hundred Only) drawn in favour of "Registrar, Civil Courts, Cuttack" payable at "Cuttack" towards tender processing fees (non-refundable)*. Technical bids received without the draft or not fulfilling the prescribed conditions, will be summarily rejected and decision of "District Judge, Cuttack" in this regard shall be final and binding. Only those bidders, whose technical bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence shall be entertained by the bidder after the last date of submission of the tender. Technical Bid shall be opened on 15/12/2018 by a scrutiny committee.

Chapter-2
INSTRUCTIONS TO BIDDERS

1. The firms quoting for the tender should have *at least three years of experience in undertaking such type of jobs in Government Offices* and must submit a list of such Department/Ministry concerned along with satisfactory service certificate mentioning name/designation/telephone numbers etc where they have rendered such work for three or more years.
2. The bidder should submit *the cost of processing the tender form, i.e. Rs. 500/- (Rupees Five Hundred Only) by way of Bankers Cheque / Demand Draft of any nationalized bank drawn in favour of "Registrar, Civil Courts, Cuttack" payable at "Cuttack" else the tender will be summarily rejected.* No editing/addition/deletion of matter (in tender document) is permitted. If such action is observed at any stage, such tenders are liable for rejection outright and decision of "District Judge, Cuttack" shall be final and binding the tenderer.
3. The tenderer shall have to submit *audited balance sheet and profit and loss account statement for the last three (3) years along with the bid.*
4. *Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the firm and signature of the authorized signatory.* Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
5. The firm should not have been *blacklisted during the last three years* in any government organizations. If it is found at any time during contract period that the firm is blacklisted then the contract will immediately be cancelled and the performance security deposit will be forfeited.
6. The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop superscribing "Tender Notice for supply of Photocopier Machines", may be submitted in person or sent through speed post/registered post so as to reach this office by 14/12/2018.
7. *Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions.*
8. The bidder may quote for the specific brand/model of Digital Photocopier or all the brands giving details of make, brand, part number, model number etc.

9. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. *Relevant product literature may be enclosed with the bid along with media(if any).*
10. Vendor to comply all the technical specifications as a part of technical bid, as mentioned under Chapter-4.
11. *The intending bidder, in case of Prime Equipment Manufacturers, shall submit a self-declaration on their letter-head, along with the tender document confirming that they are regular in manufacturing, supplying, installing, testing and maintaining the similar equipment for the last 7 years while in case of Authorized Dealer/Distributor, the firm shall have to attach manufacturer's authorization certificate exclusively for this tender and also manufacturer's confirmation of extending the required warranty for that product in the technical bid while submitting the bid.*
12. The bidder shall quote the prices in INR of goods and services inclusive of all duties and all taxes, levies, or charges.
13. All the terms and conditions for the supply, delivery, payment, warranty, penalty etc will be as given herein and no change in any terms or conditions by the vendors will be acceptable. The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the Photocopier machine of the type under reference supplied by them for information of this establishment.
14. *Submission of the tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted.*
15. **VALIDITY AND EVALUATION**
- i) The bids should be valid for a period of *at least three months from the date of opening of the tender*, within which the award shall be finalized.
 - ii) The techno-commercial bids will be evaluated for satisfaction of the terms of the tender.
 - iii) Conditional tenders are liable to be rejected.
16. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.

Chapter-3

CONDITIONS OF CONTRACT

The terms and conditions of the contract will be as under:-

1. Photocopier machine to be supplied by the firm should be digital only.
2. The number of photocopier machines proposed to be purchased 2 in number which are liable to increase or decrease at the sole discretion of the District Judge, Cuttack during the period of contract and the tenderers shall have to supply/lift off/shift from one place to another/replace photocopier machine as and when required by the District Judge, Cuttack during the contract period.
3. All photocopier machines should be new only. The minimum specifications of the machines which will be supplied by the firm should match the specifications as mentioned in tender document. The successful firm will have to submit the original invoices of all photocopier machines, which are to be installed in the establishment of District Court, Cuttack. List of locations where photocopier machines are to be installed will be provided only to the successful bidder later on.
4. *A complaint will be attended to within 48 hours from the time of lodging failing which a penalty @ Rs. 100/- per photocopier machine per day will be levied till the complaint is attended to and the photocopier machine made fully functional. During the currency of the contract period, it will be the responsibility of the contractor to keep the equipment in perfect working order.*
5. *In case, any photocopier machine is to be taken out for repair to firm's workshop, a standby machine of same/higher configuration shall be provided by the firm. Toner/developer and other consumables will be provided by the contractor free of cost. The machine should remain functional all the time with the production of acceptable quality of reprints.*
6. Tenderer should have *at least three years of experience in the sales of photocopier machines. Documentary proof of the same is to be attached.*
7. Tenderer shall have to submit *audited balance sheet and profit and loss account statement for the last three (3) years along with the bid.*
8. Tenderer should have registration of sales tax/V.A.T/G.S.T, documentary proof to be enclosed.

9. *The photocopier quoted should be of reputed standard make and should conform to the ISO Standard(s)/ BIS Standard(s).*
10. All the terms and conditions for the supply, delivery, payment, warranty, penalty etc will be as given herein and no change in any terms and conditions by the vendors will be acceptable.
11. To assist the examination, evaluation and comparison of bids, District Judge, Cuttack, may at its discretion, ask the bidder for clarification of its bid including price. The request for clarification and the response shall be in writing.
12. **Delivery and installation period:** *Maximum two weeks (02) from the date of purchase order.* The installation report should be signed by the firm engineer jointly with authorized personnel/representative of this office. The Photocopier machines are to be delivered and installed in the establishment of District Court, Cuttack. List of locations where photocopier machines are to be installed will be provided only to the successful bidder later on.
13. **Security Deposit:** *Security Deposit in the form of Bank Guarantee of 05% of the contract value shall be submitted by the successful bidder except local MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC within 10 days of award of contract. In case of Local MSEs bidder, if selected, shall have to deposit 25% of the value of security deposit (Value of Security Deposit = 05% of the contract value). Above amount shall be taken as security deposit for performance and any penalty charges over the period shall be adjusted / recovered from this amount. After completion of three (03) years and six months, security deposit shall be returned to the selected bidder against his request letter.*
14. **Payment Terms:** Payment shall be released on successful installation of photocopier machines to be certified by firm's engineer jointly with authorized personnel/representative of this office.
15. **Warranty:**
- a) The *onsite comprehensive warranty* period for the photocopier machines will be **3 years**. It will be onsite comprehensive at site during warranty period. It will include all spares excluding consumable toner.

- b) If the system remains down beyond 48 hours, the firm shall be liable to pay penalty at the rate of Rs. 100/- per photocopier machine per day. In case of photocopier machines being down for more than seven working days, District Judge, Cuttack reserves the right to get it repaired from any suitable agency at the risk and cost of vendor.
- c) Warranty period beings from the day of successful installation of photocopier machines to be certified by firms engineer jonintly with authorized personnel/representative of this office.

16. **Training:**

- a) The bidder shall provide training for installation, running and maintenance to operative staff free of cost, as and when required at the place of installation in the establishment of District Court, Cuttack.
- b) The bidder shall provide all training material and documents at his own cost.

17. The District Judge, Cuttack reserves the right to accept / reject any / all tenders in part / full without assigning any reason thereof and to amend the terms and conditions before award of the contract.

18. Any dispute arising out of this tender will be under jurisdiction of Cuttack Court only.

Chapter-4

A. Technical Specification for HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE (Average 3000+ A4 pages /day)

Sl. No	DESCRIPTION	REQUIREMENT	TECHNICAL COMPLIANCE (YES/NO)
01	Type	A3 Digital B&W Laser Multifunction	
02	Copy/Print Speed	Min. 35 PPM (A4)	
03	Control Panel Display	Custom LCD touchscreen	
04	Paper Size	Max. A3W (12"X18") Min. A5 (5 ½" X 8 ½")	
05	Warm up time	30 sec or less	
06	Paper Capacity	500 sheets X 2 Trays; 100 sheets bypass tray	
07	Feeder	Duplexing Automatic Document Feeder	
08	Counter	6 Digit Digital	
09	Power	220-240V AC, 50/60HZ	
10	Toner Yield (A4)	Approx. Min. 25,000	
11	Memory	Min. 2 GB HDD: 320 GB	
12	Continuous Copy	Max. 999 copies	
13	Resolution	Scan/Print: 1200 X 600 dpi (Min.)	
14	Gradation	Equivalent to 256 levels	
15	Zoom range	25% to 400% in 1% increments	
16	Preset Copy Ratios	Metric: 10 ratios (5R/5E), Inch: 10 ratios (5R/5E)	
17	Network Printing	Yes	
18	Interface	USB 2.0, 10 Base-T/100 Base-TX	
19	Network Protocols	TCP/IP	
20	Supported OS	Windows Server/7/8.1/10/Mac OS	

**B. Technical Specification for
MEDIUM DUTY DIGITAL PHOTOCOPIER MACHINE
(Average 1500+ A4 pages /day)**

Sl. No	DESCRIPTION	REQUIREMENT	TECHNICAL COMPLIANCE (YES/NO)
01	Type	A3 Digital B&W Laser Multifunction	
02	Copy/Print Speed	Min. 26 PPM (A4)	
03	Control Panel Display	Custom LCD touchscreen	
04	Paper Size	Max. A3W (12"X18") Min. A5 (5 ½" X 8 ½")	
05	Warm up time	30 sec or less	
06	Paper Capacity	500 sheets X 2 Trays; Min. 50 sheets bypass tray	
07	Feeder	Duplexing Automatic Document Feeder	
08	Counter	6 Digit Digital	
09	Power	220-240V AC, 50/60HZ	
10	Toner Yield (A4)	Approx. Min 15,000	
11	Memory	Min. 512 MB	
12	Continuous Copy	Max. 999 copies	
13	Resolution	Scan/Print: 600 X 600 dpi (Min.)	
14	Gradation	Equivalent to 256 levels	
15	Zoom range	25% to 400% in 1% increments	
16	Preset Copy Ratios	Metric: 10 ratios (5R/5E), Inch: 10 ratios (5R/5E)	
17	Network Printing	Yes	
18	Interface	USB 2.0, 10 Base-T/100 Base-TX	
19	Network Protocols	TCP/IP	
20	Supported OS	Windows Server/7/8.1/10/Mac OS	

TECHNICAL BID

Name of the Firm/Dealer/Company:

Name of the proprietor:

Full Postal Address:

Telephone No & Fax No:

Email ID:

Contact person name & number:

Name of work: **Procurement of Digital Photocopier Machine**

Sl. No	Description	Contractor's remark
01	Name the Company, Make and Model of the Photocopier Machine quoted for A of Chapter-4 (Medium Duty Digital Photocopier Machine) (Enclose Specification Catalog)	
02	Name the Company, Make and Model of the Photocopier Machine quoted for B of Chapter-4 (Light Medium Duty Digital Photocopier Machine) (Enclose Specification Catalog)	
03	Service Tax Registration Number	
04	VAT/GST Registration Number	
05	Accept to carry out the work as per Terms & Conditions	
06	Free delivery and installation of the Photocopier Machine within 02 weeks from the date of purchase order	
07	Payment as per Payment Terms & Conditions	

PRICE BID FOR SUPPLY, INSTALLATION, TESTING AND MAINTENANCE
OF
DIGITAL PHOTOCOPIER MACHINES

Name of the Firm/Dealer/Company:

Name of the proprietor:

Full Postal Address:

Telephone No & Fax No:

Email ID:

Contact person name & number:

Name of work: **Procurement of Digital Photocopier Machine**

Sl. No	Description	Amount Including All Taxes (Rs.)
01	Price for the Digital Photocopier Machine quoted for A of Chapter-4 (Medium Duty Digital Photocopier Machine)	
02	Price for the Digital Photocopier Machine quoted for B of Chapter-4 (Light Medium Duty Digital Photocopier Machine)	

On the Letterhead of the Vendor/Contractor/Supplier Details

To

The District & Sessions Judge, Cuttack
Near Orissa High Court, PO: Chandinichowk
PS: Lalbag, Dist: Cuttack-753002

Dear Sir,

We hereby give our consent to accept the related payment of our claims/bills on the District & Sessions Judge, Cuttack through Cheques or Internet based online e-Payment System at the sole discretion of the District & Sessions Judge, Cuttack. Our Bank Account details for the said purpose are as under:

A. Vendor Details:	
1. Name (As per the Bank Records)	
2. Address.	
3. PAN No	
4. GST No.	
5. E-mail ID	
6. Mobile Number	
B. Particulars of Bank Account:	
1. Bank Name	
2. Branch Name/ Branch Code	
3. Branch Address	
4. Account Number	
5. Account Type (Saving/Cash Credit/ Current)	
6. MICR No of the Branch	
7. IFSC Code of the Branch	

I/We hereby declare that particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold the user Institution responsible.

Date:

Signature and Seal of Firm

Phone No:

Encl: 1. Photocopy of cheque duly cancelled**2. Copy of PAN Card****3. Copy of GST Registration Certificate****4. Copy of current valid Tax Clearance Certificate**

Annexure-II

a) List of Govt. Organizations /Dept. List of Government Organizations for whom the Bidder has undertaken such work during the last three years (must be supported with work orders)

Name of the organization	Name of the Contact Person, Designation	Contact No

a) Name of the application specialist/Service Engineer who have the technical competency to handle and support the quoted product during the warranty period

Name of the organization	Name of the Contact Person	Contact No

Dated:

Signature with seal of the firm

DECLARATION

I/We having our office as mentioned below and declare that I/We have never been blacklisted by any State Government / Central Government or any State/ Central / PSU.

Signature:

Name:

Designation:

Name of the Agency:

Address of the Bidder:

Date

Place