

UTTARAKHAND RURAL WATER SUPPLY & SANITATION PROJECT
(Department of Drinking Water and Sanitation, Uttarakhand)

Project Management Unit (Swajal Project)

First Floor, The Institution of Engineers (India) Building,
Delhi (Saharanpur) Road, Near ISBT, Dehradun -248171 (Uttarakhand)

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INVITATION FOR TENDER FOR SUPPLY OF DIGITAL COPIER

BID REFERENCE : 885(A)/V-7(IV)/2015 dated 16 July, 2015

DATE OF COMMENCEMENT OF
SALE OF BIDDING DOCUMENT : 17th July, 2015

LAST DATE FOR SALE OF
BIDDING DOCUMENT : 31st July, 2015

PRE-BID CONFERENCE : 27th July, 2015 (02:00 hours to 03:00 hours)

* LAST DATE AND TIME FOR
RECEIPT OF BIDS : 01st August, 2015 at 15:00 hours

TIME AND DATE OF OPENING
OF BIDS : 01st August, 2015 at 15:30 hours

PLACE OF OPENING OF BIDS : Conference Hall,
Project Management Unit-Swajal Project,
1st Floor, The Institution of Engineers (India)
Building, Opposite ISBT, Saharanpur Road, Majra,
Dehradun, Uttarakhand

ADDRESS FOR COMMUNICATION : Project Management Unit, Swajal Project
1st Floor, The Institution of Engineers (India) Building,
Opposite ISBT, Saharanpur Road, Majra,

The Project Management Unit-Swajal Project invites sealed bids for the supply of Digital Copier listed below.

Brief Description of the Goods	Specifications		Qty./ Unit	Delivery Period	Place of Delivery
Photo Copy Machine Heavy Duty	Copying/Printing process Print & Copy Speed Warm-up Time Paper Size & Weight Paper Capacity Max Paper Capacity Processor Memory HDD Control Panel Power consumption Operation Noise Special Features Copy Max. Original Size Resolutions Multiple Copy Qty First Copy Zoom Copy Mode Print Resolution Page Description Languages Interface Network Protocol Scan Resolution Scan Speed Scan Modes File Formats Scan Agent	Indirect electrostatic photographic method 25 ppm (A4 size) Approx. 20 sec. Drawer: A3-A5R (64-80g/m2) Stack Feed Bypass: A3/A5-R (52 - 163 g/m2) Drawer: 250 sheets Stack Feed Bypass: 100 sheets Envelope (COM10, MONARCH, DL) 1200 sheets (80 gsm) Drawer (550 Sheets)x2 Stack feed bypass (100 sheet) Power PC Appliedmicro APM86190 1.2 GHz 2 GB 340 GB 9.0" wide VGA color touch screen with Backlight 1.5 kW (220-240V) Idling 51 dB Copying- 69.4 dB(A) Auto Sleep Mode, Auto Energy Saver A3 Scanning 600 x 600 dpi, Printing- 2400 x 600 dpi (with smoothing) 1-999 (Ten key input) Approx.4.7 sec. 25% to 400% (1% Increment) Text, Text/Photo, Photo, Background Erase 2400 dpi x 600 dpi PCL5e, PCL6 (PcL, XL), PS3, PDF, XPS Standard: 10/100 BaseT, USB 2.0/Hi Speed TCP/IP (IP v4/IP v6), NetBIOS over TCP/IP 600 x 600 dpi up to 57 spm (300 dpi) B&W, Grayscale, Colour B&W: TIFF-Multi/Single page, PDF-Multi/Single-Page Grayscale & Colour: JPEG, TIFF-Multi/Single page, PDF-Multi/Single Page TWAIN Scan to USB, Remote TWAIN Scan to File (SMB/FTP), Scan to Email,	02 Nos.	30 days from the date of signing the contract at the office of PMU, Dehradun	Project Management Unit, Swajal Project, 1st Floor, The Institution of Engineers (India) Building, Opposite ISBT, Saharanpur Road, Majra, Dehradun, 248171

Photostat Machine	<ul style="list-style-type: none"> • Copying & Printing process: Indirect electrostatic photographic method • Print & Copy Speed: 20 PPM • Warm up time: Approx. 20 sec. • Paper size & weight: Drawer 250 sheet, Stack feed bypass- 100 sheet, Envelop: (COM10, MONERCH,DL) • Processor: Cortex A8 500 MHz • Memory: 512 MB (Shared) • Operation Noise: <64.4 dB • Copy Original Size: A3 • Zoom: 25% to 400% • Print, Copy, Scan Resolution: 600x600 dpi • Inter Face: USB 2.0/Hi speed • Scan speed: 25 spm • Scan Mode: B&W, Gray Scale, Colour • Scan File Format: B&W: TIFF-Multi/Single page, PDF-Multi/Single-Page. Grayscale & Colour: JPEG, TIFF-Multi/Single page, PDF-Multi/Single Page 	02 Nos.	-do-	-do-
Printer cum Photostat Machine	<ul style="list-style-type: none"> • Print/ Copy speed upto 40 ppm A4/ Letter size • Duty Cycle per month upto 75000 pages (A4/Letter) • Function : Print, Copy, Scan • 1 Hi speed USB 2.0 • Automatic Duplex Printing • Fast Ethernet 10/1000 Base –TX • Flatbed A3 Scanner • Scan size (flatbed)- 216 x 297 mm • Scan resolution, optical- Up to 300, 600, 1200 dpi • Copy resolution (color text and graphics): Up to 600 x 600 dpi • Paper trays, standard-02 • 3.5" (8.89 cm) touchscreen, LCD (color graphics) 	03 Nos.	-do-	-do-

2. The Government of Uttarakhand has received Grant from the Govt. of India towards the cost of the Support Fund and intends to apply part of the proceeds of this Grant to eligible payments under the Contract(s) for which this Invitation for Bid is issued.
3. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the office of the Project Management Unit-Swajal Project, 1st Floor, The Institution of Engineers (India) Building, Opposite ISBT, Saharanpur Road, Majra, Dehradun.
4. A complete set of bidding documents may be purchased by any interested eligible bidder on the submission of a written application to the above office or downloaded from the website of PMU and upon payment of a non-refundable fee as indicated below in the form of a Demand Draft/Bankers Cheque in favour of Director, Project Management Unit-Swajal Project, payable at Dehradun. In case the bid document is downloaded from the Web Site, the bid document fee can be paid at the time of submission of bid in the form a Demand Draft/Bankers Cheque.
5. The bidding document may be obtained from the office of Director, Project Management Unit-Swajal Project during office hours namely, from 10:00 hrs to 17:00 hrs, on all working days either in person or by post.
 - (a) Price of bidding document : Rs. 500 + VAT 13.5% Rs. 67.50
(non-refundable) Total Rs. 568.00

(b) Postal charges, inland : Rs : 100

6. All bids must be accompanied by a bid security of Rs. 68250/- in the form of either a demand draft, or a bank guarantee from a nationalized/scheduled bank located in India must be delivered to the above office at the date and time indicated above. The Bid Security remain valid for a period of **45 days** beyond the original validity period of bids, or beyond any period of extension. Proforma of Bid Security (in case of Bank guarantee) is placed at **Annexure-1**.

7. Eligible Criteria

7.1 The bidder should be a manufacturer/authorized representative/Dealer/Business Partner who must have supplied the equipment (s) similar to the type upto at least 400% (i.e four times) to any Centre/ State Govt. Department/PSU/Govt. Society in any one of the last 3 years (i.e from 01.04.2012) for the item(s) which he/she is bidding

7.2 The bidder shall have average annual turnover of Rs. 60 lakh in last three financial year (F.Y. 2012-13 to 2014-15).

7.3 The bidder should furnish the information on all past supplies and satisfactory performance, in proforma under **Annexure-2**.

7.4 All bids submitted shall also include the following information:

- (i) Copies of documents defining the constitution or legal status, place of registration and principle place of business of the company or firm or partnership, etc.
- (ii) Reports on financial standing of the Bidder such as profit and loss statements, balance sheets and auditor's report for the past three years, bankers certificates, etc.
- (iii) Copy of Income Tax Return of last three year.
- (iv) Copy of Sale Tax Registration document.
- (v) Copy of PAN/TIN Card

8. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
- f) The quoted rates should be FOR Project Management Unit Office, Dehradun

9. Each bidder shall submit only one quotation.

10. The Bid shall be in sealed envelope, duly marking the envelopes as "**Quotation for Digital Copier**".

11. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

12. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.
- (c) meet the qualification criteria mentioned at the para no 7.1 and 7.2 and submit the document mentioned at para No. 7.3 and 7.4.

The Quotations would be evaluated for all the item together.

13. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

13.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

13.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

14. Payment shall be made immediately after delivery of the goods.

15. Within 21 days after the Supplier's receipt of Notification of Award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the contract value excluding annual maintenance cost, valid upto 60 days after the date of completion of performance obligations including warranty obligations. Proforma of Performance Security is placed at **Annexure-3**.

16. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

Director,
PMU, Swajal Project

FORMAT OF QUOTATION

Sl. No.	Description on Goods	Specifications	Qty./ Unit	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
1	Photo Copy Machine Heavy Duty	<p>Copying/Printing process Indirect electrostatic photographic method</p> <p>Print & Copy Speed 25 ppm (A4 size)</p> <p>Warm-up Time Approx. 20 sec.</p> <p>Paper Size & Weight Drawer: A3-A5R (64-80g/m2) Stack Feed Bypass: A3/A5-R (52 - 163 g/m2)</p> <p>Paper Capacity Drawer: 250 sheets Stack Feed Bypass: 100 sheets Envelope (COM10, MONARCH, DL)</p> <p>Max Paper Capacity 1200 sheets (80 gsm) Drawer (550 Sheets)x2 Stack feed bypass (100 sheet)</p> <p>Processor Power PC Appliedmicro APM86190 1.2 GHz</p> <p>Memory 2 GB</p> <p>HDD 340 GB</p> <p>Control Panel 9.0" wide VGA color touch screen with Backlight</p> <p>Power consumption 1.5 kW (220-240V)</p> <p>Operation Noise Idling 51 dB Copying- 69.4 dB(A)</p> <p>Special Features Auto Sleep Mode, Auto Energy Saver</p> <p>Copy Max. Original Size A3</p> <p>Resolutions Scanning 600 x 600 dpi, Printing- 2400 x 600 dpi (with smoothing)</p> <p>Multiple Copy Qty 1-999 (Ten key input)</p> <p>First Copy Approx.4.7 sec.</p> <p>Zoom 25% to 400% (1% Increment)</p> <p>Copy Mode Text, Text/Photo, Photo, Background Erase</p> <p>Print Resolution 2400 dpi x 600 dpi</p> <p>Page Description PCL5e, PCL6 (PcL, XL), PS3, PDF, XPS</p>	02 Nos.			

Sl. No.	Description on Goods	Specifications	Qty./ Unit	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
		<p>Languages</p> <p>Interface Standard: 10/100 BaseT, USB 2.0/Hi Speed</p> <p>Network TCP/IP (IP v4/IP v6), NetBIOS over TCP/IP</p> <p>Protocol</p> <p>Scan</p> <p>Resolution 600 x 600 dpi</p> <p>Scan Speed up to 57 spm (300 dpi)</p> <p>Scan Modes B&W, Grayscale, Colour</p> <p>File Formats B&W: TIFF-Multi/Single page, PDF-Multi/Single-Page</p> <p>Grayscale & Colour: JPEG, TIFF-Multi/Single page, PDF-Multi/Single Page</p> <p>TWAIN</p> <p>Scan Agent Scan to USB, Remote TWAIN</p> <p>Scan to File (SMB/FTP), Scan to Email,</p>				
2	Photostat Machine	<ul style="list-style-type: none"> • Copying & Printing process: Indirect electrostatic photographic method • Print & Copy Speed: 20 PPM • Warm up time: Approx. 20 sec. • Paper size & weight: Drawer 250 sheet, Stack feed bypass- 100 sheet, Envelop: (COM10, MONERCH,DL) • Processor: Cortex A8 500 MHz • Memory: 512 MB (Shared) • Operation Noise: <64.4 dB • Copy Original Size: A3 • Zoom: 25% to 400% • Print, Copy, Scan Resolution: 600x600 dpi • Inter Face: USB 2.0/Hi speed • Scan speed: 25 spm • Scan Mode: B&W, Gray Scale, Colour • Scan File Format: B&W: TIFF-Multi/Single page, PDF-Multi/Single-Page. Grayscale & Colour: JPEG, TIFF-Multi/Single page, PDF-Multi/Single Page 	02 Nos.			
3	Printer cum Photostat Machine	<ul style="list-style-type: none"> • Print/ Copy speed upto 40 ppm A4/ Letter size • Duty Cycle per month upto 75000 pages (A4/Letter) • Function : Print, Copy, Scan • 1 Hi speed USB 2.0 • Automatic Duplex Printing • Fast Ethernet 10/1000 Base –TX • Flatbed A3 Scanner • Scan size (flatbed)- 216 x 297 mm • Scan resolution, optical- Up to 300, 600, 1200 dpi 	03 Nos.			

Sl. No.	Description on Goods	Specifications	Qty./ Unit	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
		<ul style="list-style-type: none"> • Copy resolution (color text and graphics): Up to 600 x 600 dpi • Paper trays, standard-02 • 3.5" (8.89 cm) touchscreen, LCD (color graphics) 				
	TOTAL					
	Sales Tax					

Gross Total Cost : Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.(amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

BID SECURITY FORM (In case of Bank Guarantee)

Whereas¹ (*hereinafter called "the Bidder"*) has submitted its bid dated (*date of submission of bid*) for the supply of (*name and/or description of the goods*) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE (*name of bank*) of (*name of country*), having our registered office at (*address of bank*) (hereinafter called "the Bank"), are bound unto (*name of Purchaser*) (hereinafter called "the Purchaser") in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 ____.

THE CONDITIONS of this obligation are:

- 1. If the Bidder
 - (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - (b) does not accept the correction of errors in accordance with the tender; or
- 2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

we undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

¹ *Name of Bidder*

PERFORMANCE STATEMENT

PROFORMA FOR PERFORMANCE STATEMENT (FOR A PERIOD OF LAST THREE YEARS i.e from 01.04.2012)

Name & Address of purchaser	Order No. and Date	Description and quantity of ordered goods	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the supply of goods been satisfactory performance?*
				As per contract	Actual		
1	2	3	4	5	6	7	8

Signature and seal of the Bidder _____

Certified that the above information are true and the following documents are enclosed in support of the content given above table:

Copy of Contract or Supply order or Order completion certificate

PERFORMANCE SECURITY FORMS

To: _____ (Name of Purchaser)

WHEREAS (Name of Supplier)

hereinafter called "the Supplier" has undertaken , in pursuance of Contract (Notification of Award) No.....
dated,..... 20... to supply.....(Description of Goods and Services)
hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank
Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's
performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a
total of (Amount of the Guarantee in Words and Figures) and we
undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and
without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as
aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

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.....
.....

Date.....20....

Address:.....

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