

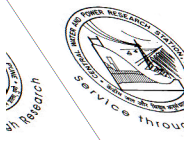
**Government of India
Central Water & Power Research Station
Khadakwasla, Pune – 411 024**

**TENDER DOCUMENT
FOR**

**Procurement of A3 size Digital Multi Functional Printer –
4 Nos.**

Total Pages: 12

Phone: 24103220 / 24103267
Email: ee_civil@cwprs.gov.in



Fax : 020- 24381004
Website : www.cwprs.gov.in

**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT
& GANGA REJUVENATION
CENTRAL WATER & POWER RESEARCH STATION,
KHADAKWASLA, PUNE-24**

**THIS DOCUMENT FROM PAGE 2 ONWARDS SHOULD BE RETURNED IN
ORIGINAL DULY SIGNED**

BID DOCUMENT FOR

***“Procurement of A3 size Digital Multi Functional Printer
– 4 Nos.”***

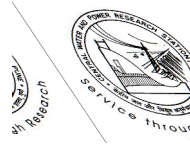
INQUIRY NO. : _____
NAME OF BIDDER : _____
PHONE : _____
FAX : _____
LAST DATE FOR RECEIPT OF BIDS : 21.11.2016 **UPTO 14:30 HOURS**
DATE OF OPENING OF BIDS : _____ **UPTO 15:00 HOURS**
21.11.2016

THIS BID DOCUMENT CONTAINS THE FOLLOWING:

- TENDER NOTICE
- TERMS & CONDITIONS AND DOCUMENTS TO BE ENCLOSED ALONG WITH BIDS.
- MANNER OF SUBMISSION OF BIDS
- BILL OF QUANTITY
- TECHNICAL SPECIFICATIONS (Annexure I)
- COMPLIANCE STATEMENT

THE BIDDER SHOULD READ ALL THE INSTRUCTIONS IN THE DOCUMENT THOROUGHLY BEFORE SUBMITTING THE BID AND ADHERE TO THE DATES GIVEN.

EXECUTIVE ENGINEER (CIVIL)



Government of India
Central Water & Power Research Station
Khadakwasla, Pune – 411 024

No.708/1/EE(C)/Sc(B)/A3-MFP/2016

Date : 26.10.2016

TENDER NOTICE

Executive Engineer (Civil) CWPRS, Pune for and on behalf of the President of India, invites sealed tenders from eligible suppliers for the supply of following stores:

| Sr No | Item | Quantity | Earnest Money Deposit in Rupees |
|-------|---|---------------------------|---|
| 1. | A-3 size Digital Multifunctional Printer as per specifications provided in Annexure -I | 4 Nos. (Four Nos.) | Rs.6,800/- (Rs. Six thousand eight hundred only) |
| | | | |
| | | | |
| | | | |
| | | | |

Tender forms could be obtained from the office between **09:30** hrs and **16:00** hrs upto **18.11.2016** on payment of a non-refundable fee of **Rs.575/-** in cash or in the form of DD drawn in favour of Executive Engineer (Civil), CWPRS payable at Pune. Tender form can also be downloaded from CWPRS Website : www.cwprs.gov.in and should be submitted along with tender form fee of **Rs 575/-** in the form of DD drawn in favour of Executive Engineer (Civil), CWPRS payable at Pune. Bids received without exact EMD and Tender form fee will be summarily rejected.

Reputed Firms may send their lowest offers for the same in Sealed Envelope superscribing Bid for the above mentioned item in person / by post so as to reach Executive Engineer (Civil), CWPRS, Pune 411 024 (India) on or before **21.11.2016** upto 14:30 hours, the Bids would be opened at **15:00 hours** on **21.11.2016**.

Executive Engineer (Civil)

SIGNATURE AND SEAL OF BIDDER

[3]

2.0 TERMS AND CONDITIONS

A) GENERAL

1. ADHERENCE TO ALL THE TERMS AND CONDITIONS: The bidder should adhere to all the terms and conditions. If there is any discrepancy in complying with any term and condition laid down, the bid is liable to be rejected and decision of the competent authority would be binding on the bidder.

2. DUE DATE: The bid received after the due date and time will be rejected.

3. BID CLARIFICATION: The bidder may obtain the required clarification if any, before presenting the bid. No clarification will be sought after opening of the tender.

4. DOCUMENTS REQUIRED: The documents of valid registration, contracts, authorization, dealership certificate for arranging supply of stores / instruments etc. should be supplied or it is likely that the bids would not be evaluated.

5. Bid Submission: The Bids can only be submitted in the name of the bidder in whose name the bid documents were issued. The tender papers filled-in and completed in all respects, shall be submitted together with requisite information and supporting documents. It shall be complete and free from ambiguity, change or interlineations. The bidder's tender and any notations or accompanying documentation shall be in English language.

6. REJECTION OF BID: The Bid referred to above, if not returned or if returned but not duly filled-in, will be liable to result in rejection of the tender. The competent authority reserves the right to accept or reject any or all the bids without assigning any reasons therefore.

7. VALIDITY PERIOD OF OFFER: The tender shall be valid for acceptance for the period as indicated in the "Invitation to Bid" (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of tenders till the expiration of the validity period or any extension thereof. The offers of these suppliers who have not kept the validity open till the period stipulated in the tender will be treated as un-responsive and will be ignored without making any back reference. The tenderer will undertake not to vary/modify the tender during the validity period or any extension thereof.

8. LOWEST BIDDER (L1): L1 vendor (bidder) shall be decided on the comprehensive total cost of all items in Technical specifications of material. Single option with most economical prices for the machine / equipment meeting specification ONLY will be accepted. Financial evaluation on common platform i.e. the cost incurred by CWPRS in getting the goods at their premises

(concessional custom duty, transport and insurance) shall be included in arriving at the lowest bidder L1. Exchange rate on the date of opening of financial bid will be considered.

9. BILL OF QUANTITY : The quantities of procurement are stated in “Bill of Quantity”.

10. VALIDITY OF THE BID: The bid for the work / supply shall remain open for a period of 90 days from the date of opening of bids. The Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money if any bidder withdraws his bid before that date or makes any modification in the terms and conditions of the bid which are not acceptable to the department, and to forfeit whole of the earnest money if the bidder, whose bid is accepted, fails to commence the work / supply specified in the NIQ (along with changes in scope, if any) in prescribed time or abandons the work / supply before its completion.

11. MODIFICATION AND WITHDRAWAL OF BIDS: In case certain clarifications are sought by this Organization after opening of tenders, then the reply of the bidder should be restricted to the clarifications sought. Any bidder who modifies his bid (including a modification which has the effect of altering the value of his offer) after the closing date without specific reference by this Organization shall render the bid liable to be ignored and rejected without notice and without further reference to the bidder. Canvassing in any form by the bidders shall also render the bid liable to be ignored and rejected without notice and without further reference to the bidder.

12. Clarification in respect of incomplete offers: This Organization has to finalize its purchase within a limited time schedule. Therefore, it may not be feasible in all cases for this Organization to seek clarifications in respect of incomplete offers. Prospective bidders are advised to ensure that their bids are complete in all respects and conform to our terms and conditions and Bid Evaluation Criteria of the tender. Bids not complying with this Organization's requirements may be rejected without seeking any clarification.

13. BID OPENING:

- a. CWPRS shall open bids in the presence of bidders or their authorized representatives who choose to attend, on due date. The bidder's representatives, who are present, shall sign an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
- b. A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

- c. The bidder's names, Bid prices, modifications, bid withdrawals and such other details as CWPRS, at its discretion, may consider appropriate will be announced at the time of opening.
- d. The date fixed for opening of bids, if subsequently declared as holiday by the CWPRS, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

14.REPLIES TO QUERIES: All the queries may please be replied point to point, so as avoid back reference.

15.PLACEMENT OF ORDER: CWPRS shall consider placement of orders for commercial supplies only on those eligible bidders whose offers have been found technically, commercially and financially acceptable and whose goods have been type approved / validated by CWPRS.

16.TERMINATION FOR DEFAULT:- CWPRS may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part :-

- a) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the contract, or any extension thereof granted by CWPRS.
- b) If the supplier fails to perform any other obligation(s) under the Contract; and
- c) If the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as CWPRS may authorize in writing) after receipt of the default notice from CWPRS.

17.ARBITRATION :-

In case of dispute the decision of the Director, CWPRS, Pune will be binding.

18.Resultant Contract will be interpreted under Indian laws.

19.OTHER TERMS AND CONDITIONS : Any other conditions not mentioned shall be dealt as per / GFR 2005 and CPWD Works Manual 2003.

B) TECHNICAL

- 1. TECHNICAL EVALUATION:** Technical evaluation of the bid will be done strictly on the basis of compliance of quoted machine / equipment as mentioned in the technical specification enclosed with this bid document.
- 2. TESTING, COMMISSIONING AND TRAINING:** Testing, commissioning and training, if any, should be undertaken by the supplier within thirty days from the receipt of material at CWPRS. It would be open to the competent authority to take serious action against the supplier, if timely action is not taken by the supplier.
- 3. TESTING OF MACHINE / EQUIPMENT:** The machine / equipment shall be tested for important parameters and test results are to be submitted to EE(Civil) after commissioning.
- 4. WARRANTY:** Warranty of ONE YEAR from the date of installation and commissioning / acceptance at CWPRS. Technical support and Customer support should be free during the warranty period.
- 5. AFTER SALES SERVICE:** The terms & conditions and scope of after sales services, maintenance, repairs, replacement, installation, commissioning, annual maintenance charges after warranty period etc. may be indicated.
- 6. SINGLE SUPPLIER:** The total system satisfying above specifications from a single supplier will only be considered.
- 7. LIST OF USERS:** The address of the users of the quoted machine in India may be given. Any relevant document which would support credibility, competence of the bidder may be submitted.
- 8. AUTHORISATION LETTER:** Quotation should be submitted by Original Equipment Manufacturer (OEM) or its authorized dealer / supplier. If bidder is manufacturer or authorized dealer/ supplier, certificate in this regard should be attached.

C) FINANCIAL

- 1. RATES TO BE QUOTED:** All the rates may be quoted in Indian Rupees and foreign currency appropriately, if required. The cost to be indicated for each item should be the landed cost inclusive of all taxes, levies, freight, etc. However rate amount of Excise Duty, Custom Duty, Sales tax or any other chargeable levies will be shown separately to make for the landed cost. The benefit of reduction in cost due to decrease in taxes etc. before the delivery will be passed on to the user. Vague terms such as taxes as applicable, subject to US \$ variation etc. shall not be acceptable.

2. **DISCREPANCY IN RATES:** The rates quoted shall be written in ink, both in figures and in words, If there is any discrepancy in the rates quoted in figures and words, the rates quoted in words would be considered.
3. **DELIVERY OF MACHINE / EQUIPMENT:** The Machine / equipment is to be delivered, installed and commissioned at CWPRS, Pune. In the event of material / equipment(s) being supplied by road-transport under specific instructions to this effect, Octroi Exemption Certificate is not required as CWPRS is out of Pune Municipal Corporation limits.
4. **TERMS OF PAYMENT:** In case of indigenous supplies, 100% payment will be made through E-payment within 30 days after receipt of Machine / equipment and successful installations / commissioning as the case may be. No payment will be made for goods rejected at site on testing.
5. **INCIDENTAL CHARGES:** All other incidental charges, if any may be indicated.
6. **DELIVERY PERIOD:** Delivery period shall be maximum 8 weeks and adhered to after receipt of supply order from CWPRS.
7. **CERTIFICATION AND SIGNING OF BID DOCUMENTS:** All certificates and brochure submitted with the bid must bear the stamp of the company and these should be self certified by the authorized signatory on each page. CWPRS shall not take cognizance of documents that do not fulfill these conditions.

3.0 MANNER OF SUBMISSION OF BIDS

Bidders may please note that they have to submit their bids in single envelope containing both technical and financial details. Envelope should be sealed with lak etc.

Documents to be enclosed in Envelope are given below :

Documents to be enclosed along with Bids:-

1. Bidder covering letter
2. Tender form fee of **Rs 575/-** drawn in the form of DD drawn in favour of Executive Engineer (Civil), CWPRS, Pune. **Bids received without exact Tender Form fee will be summarily rejected.**

3. **EARNEST MONEY DEPOSIT** : EMD of Rs.6,800/- (**Rupees Six Thousands eightHundred Only**) in Indian Rupees or equivalent foreign currency in case of foreign supply in the form of Demand Draft / Fixed Deposit Receipt on any Scheduled Bank drawn in favour of Executive Engineer (C), CWPRS, Khadakwasla, Pune - 411 024 should be enclosed. No interest will be paid on the amount of EMD. Exemption from payment of EMD will be granted wherever applicable on submission of necessary valid documents along with the tender. **Tender document without EMD & Tender Document Fee (Rs 575/-) will be rejected.**
4. Bid document from page 2 onwards in original duly signed by the bidder.

The bid should be submitted to:
Executive Engineer (Civil) (Room No. 208)
Central Water and Power Research Station
P.O. Khadakwasla Research Station
Pune - 411024, India
Fax : 91-020-24381004
Phones : 91 - 020- 24103220 / 91 - 020- 24103267

BILL OF QUANTITY

| Sl. No. | Description of stores | Quantity | Rate (Rs) | | Total (Rs) |
|------------|--|---------------|-------------|----------|--------------|
| | | | In Figures | In words | |
| 1 | Digital Multifunctional Printer (Detailed Specification as Annexure -1) | 4 Nos. | | | |
| | | | | | |

Technical Specification for A3 Size Digital Multifunctional Printer

| | |
|---|--|
| Features | Print/Copy/Scan |
| Type | B/W Laser Multifunctional |
| Maximum Original Size | A3 |
| Copy Speed | A4 |
| First Copy Time | 7.9 secs |
| Warm up time | From power on - 13 secs From sleep mode - 2.9 secs (The time it takes from recovery sleep to the start key is enabled) |
| OS Compatibility | Windows 8.1/8/7/Vista/XP/2000, Windows Server 2012 |
| Resolution | Scan - 300*300dpi Copy - 600*600dpi Print - 600*600dpi |
| Pull scan(MF toolbox/ Scangear) | B/W & Color |
| Push scan (MF Toolbox) | B/W & Color |
| Scan features | TWAIN,WIA compatible |
| Support file format(scan) | PDF/Searchable PDF/Compact PDF, BMP, JPEG, TIFF |
| Processor speed | 400 MHZ |
| Memory capacity | 128 MB |
| Paper capacity | Cassette 1 - 250 sheets(80 gsm) Bypass tray - 80 sheets (80 gsm) |
| Connectivity | |
| Interface | Network - Ethernet 100 BASE-TX 10 BASE-T Others - USB 1.1/2.0 |
| Network protocol | TCP/IP v4/v6 |
| Department ID Management | Up to 100 departments |
| With Duplex Automatic Document Feeder With Duplex Unit | |

Compliance statement

| Features | Print/Copy/Scan | Compliance Yes/No |
|--|---|-------------------|
| Type | B/W Laser Multifunctional | |
| Maximum Original Size | A3 | |
| Copy Speed | A4 | |
| First Copy Time | 7.9 secs | |
| Warm up time | From power on - 13 secs | |
| | From sleep mode - 2.9 secs | |
| | (The time it takes from recovery sleep to the start key is enabled) | |
| OS Compatibility | Windows 8.1/8/7/Vista/XP/2000, Windows Server 2012 | |
| Resolution | Scan - 300*300dpi | |
| | Copy - 600*600dpi | |
| | Print - 600*600dpi | |
| Pull scan(MF toolbox/ Scangear) | B/W & Color | |
| Push scan (MF Toolbox) | B/W & Color | |
| Scan features | TWAIN,WIA compatible | |
| Support file format(scan) | PDF/Searchable PDF/Compact PDF, BMP, JPEG, TIFF | |
| Processor speed | 400 MHZ | |
| Memory capacity | 128 MB | |
| Paper capacity | Cassette 1 - 250 sheets(80 gsm) | |
| | Bypass tray - 80 sheets (80 gsm) | |
| Connectivity | | |
| Interface | Network - Ethernet 100 BASE-TX 10 BASE-T | |
| | Others - USB 1.1/2.0 | |
| Network protocol | TCP/IP v4/v6 | |
| Department ID Management | Up to 100 departments | |
| With Duplex Automatic Document Feeder | | |
| With Duplex Unit | | |

