

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

Indian Council of Medical Research

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)
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No. NCDIR/Printer/2016/

3rd November 2016

NOTICE INVITING SEALED QUOTATION

Please quote your lowest rate of the following article. The quotations are required in two bid systems i.e Technical Bid (Technical details along with commercial terms and conditions) and Commercial Bid. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. Quotation must reach this office on or before 22nd November 2016 at the latest.

The offers are liable to be rejected if the suppliers fail to comply with the conditions.

Items	Particulars	Specification
<u>Heavy Duty Network Printer cum Copier</u>	Speed	25 copies/ prints per minute
	Technology	Laser – Mono component
	Original size	A5 to A3
	Paper capacity	Minimum 300 Sheets x 2 universal cassette (for A3 and A4 sheet)
	Bypass tray	Minimum 100 sheet multipurpose
	Zoom	25 to 400 % in steps of 1%
	Sort	Electronic sort along with rotate sort
	Copying	Auto Duplex coping/printing, Auto Feeder Copying, Scan once and print many
	Memory	Minimum 1 GB RAM
	Printing	Network printing, USB Plug and print
	Resolution	1200/600 dpi
	Printer Interface	USB 3.0, RJ45, High Speed USB Connectivity
	Drum Life	To be declared by the respective firm
	Machine Life	To be declared by the respective firm
	OS Compatibility	Printer driver should be available for windows XP/windows 7/8.1/10, windows server 2003/2008/2012 / Macintosh
	Warranty	3 years of onsite warranty from OEM
Toner capacity	Firm should mention the number of copies per toner	
Power consumption	To be declared by the respective firm	

- Please quotes on the top of the envelope “Quotation for Heavy Duty Network Printer cum Copier” and Ref. of this letter.
- Also submit the company’s price list and manufacturing certificate, if available
- Authorized dealership certificate required from the manufacturer
- Catalogues user list etc. of the items is also to be submitted
- It is also to certified that the spare parts are available for next 10 years.
- Only sealed quotation will be accepted
- Give details of TIN no. PAN No.
- All correspondence should be addressed to Director.
- Other terms and condition can be seen overleaf

DIRECTOR
NCDIR (ICMR), BENGALURU

1. TERMS & CONDITIONS

2. The quotation should be submitted in sealed cover and so as to reach this office on or before 22nd November 2016 by speed post/registered post/courier and addressed to **The Director, National Centre for Disease Informatics and Research (ICMR), Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli Off. N.H.- 7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bengaluru – 562 110.** Please mention the enquiry number and due date on the left hand side top corner of the envelope.
3. The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
4. Unsealed quotation will be rejected.
5. Quotations must be in the enclosed prescribed Proforma and forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
6. Rates must be quoted as per the format specified taxes extra if any must be written separately. The rates must be quoted in figures as well as in words.
7. In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
8. Becoming lowest one will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. Lowest one will be decided for the overall value of quotation and not items wise.
9. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
10. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
11. The supplier may be asked to submit a sample of the product, which will be evaluated by a technical evaluation committee. Price bids of only those firms will be opened which qualifies technically as per the recommendation of the committee.
12. The expenditure incurred for demonstrating the items will be borne by the supplier.
13. Certificates: Warranty / Guarantee Certificate: bidder should furnish three years warranty / guarantee and free service from the date of installation.
14. The bidder may be asked to give a representative sample of the items described in point no. 5 for technical evaluation.

2. ELIGIBILITY CRITERIA

1. The agency must fulfil the following eligibility conditions.
2. Machine Manufacturers or their Authorized Agents or any Authorized Supplier is eligible to apply.
3. Should be a supplier of similar machines/equipment for at least three years in Government sector. The bidder should submit copies of supporting records to prove the condition.
4. The agency should not have been blacklisted by any State Government /Central Government and/or any Central PSU.

3. MODE OF SUBMISSION

1. Quotation should be addressed to the Director, NCDIR, Bengaluru.
 - a. Quotation should be submitted in the following two separate covers.
 - i) Technical Bid
 - ii) Financial Bid
2. Quotation can be submitted in person or by post before the due date and time specified in the notice.

3. NCDIR, Bengaluru will not be responsible for any delay or loss of document in transit due to any reason.
4. Detailed notification can be obtained from the office of NCDIR, Bengaluru or downloaded from NCDIR website www.ncdirindia.org

4. RELEASE OF PURCHASE ORDER

1. It is not binding on the part of the Director, NCDIR, Bengaluru to accept the lowest or any other quotation and the Director reserves the right to reject or accept any quotation fully or partly. The Director, NCDIR, Bengaluru reserves the right to accept and place the supply orders to the successful agency.
2. The Director, NCDIR, Bengaluru also reserves the right to relax or waive any of the conditions and reject the quotation if any one of the conditions enumerated above, is violated or the quotation gives any counter condition.

5. Technical Requirements For Heavy Duty Network Printer Cum Copier

Sl. No.	Particulars	Specifications
1.	Speed	25 copies/ prints per minute
2.	Technology	Laser – Mono component
3.	Original size	A5 to A3
4.	Paper capacity	Minimum 300 Sheets x 2 universal cassette (for A3 and A4 sheet)
5.	Bypass tray	Minimum 100 sheet multipurpose
6.	Zoom	25 to 400 % in steps of 1%
7.	Sort	Electronic sort along with rotate sort
8.	Copying	Auto Duplex coping/printing, Auto Feeder Copying, Scan once and print many
9.	Memory	Minimum 1 GB RAM
10.	Printing	Network printing, USB Plug and print
11.	Resolution	1200/600 dpi
12.	Printer Interface	USB 3.0, RJ45, High Speed USB Connectivity
13.	Drum Life	To be declared by the respective firm
14.	Machine Life	To be declared by the respective firm
15.	OS Compatibility	Printer driver should be available for windows XP/windows 7/8.1/10, windows server 2003/2008/2012 / Macintosh
16.	Warranty	3 years of onsite warranty from OEM
17.	Toner capacity	Firm should mention the number of copies per toner
18.	Power consumption	To be declared by the respective firm

Note: Any additional features in the product need to be mentioned separately.

3. WARRANTY

The equipment supplied shall be guaranteed against all types of defects during the warranty period from the date of handing over of the equipment to NCDIR after successful completion of acceptance testing. Any defects in the system/subassemblies found within the guarantee period shall be rectified / replaced by the OEM free of cost. During this period, servicing at bimonthly interval or earlier, as prescribed by the manufacturer and as mutually agreed to, shall be carried out free of cost. OEM shall also indicate the service facility they can offer at the place of installation and the telephone number and address of their service center.

The equipment offered is guaranteed against manufacturing defects for a period of minimum 3 years from the date of commissioning. After warranty period firm should quote price for 2 years of extended comprehensive AMC contract. This should be quoted separately.

During this period, the parts going defective shall be replaced or repaired free of cost. The warranty of the replaced / repaired parts shall not exceed the warranty period of the main equipment.

4. Payment Terms:

100% after delivery and submission of following documents by vendors to Finance Accounts Section –

- Contingent Bill in triplicate along with supporting vouchers.
- Store Receipt Certificate issued by stores.
- Installation/Inspection Report issued by the concerned department if applicable.

5. Disputes:

In the event of any dispute or disagreement arising between the contractors and NCDIR, Bengaluru with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, NCDIR, Bengaluru whose decision will be final and binding upon the contractor.

- 6.** NCDIR, Bengaluru reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Director, NCDIR, Bengaluru will be final in this regard.

PRICE BID FORM

To,

The Director
NCDIR
Bengaluru.

Dear Sir,

1. I/We submitted the quotation for **“Supply & Installation of Heavy Duty Network Printer cum Copier”** at NCDIR, Bengaluru.
2. I/We thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Sl. No.	Product with Description	Rate per Unit	Quantity required	Price per unit	Taxes (Including all taxes @ %.)	Price per Unit (inclusive of all taxes)	Total Amount
(a)	(b)	(c)	(d)	(e)	(f)	(g=e+f)	(h = dxg)
1.	Heavy Duty Network Printer cum Copier		1				
2.	2 years comprehensive AMC						

(Signature of Authorized Person)

Place:-_____

Name:-_____

Date:-_____

Name of Firm/Company/Agency

(Designation)

Contact Details

TECHNICAL BID (PART - I)

Name of the bidder : _____

Address: : _____

Pin Code No.: _____

Tel. No: _____

Mobile No: _____

Fax No: _____

Email. : _____

Status of the Company: _____

(Pls. Tick mark as applicable) : Proprietor/Partnership/Company

Name of the Proprietor/Partners/ : _____

Directors of the company/firm: _____

(Signature of Authorized Person)

Place:- _____

Name:- _____

Date:- _____

Name of Firm/Company/Agency

(Designation)

Contact Details

TECHNICAL BID (PART – II)

Sl.No.	Description of the company/firm	Proof requires Yes / No	Page No.
1	Name of the firm		
2	PAN Card No.		
3	VAT Reg. No./ Sale Tax No.		
4	Annual turn Over		
5	List of Clients		
6	Work Experience		
7	Proof of having Service center at Bengaluru		
8	Illustrated pamphlets containing all the Technical Details, Specification of the article should be enclosed along with the bid.		
9	Bidder should submit the AMC certificate		
	A declaration that the after sales service facilities as well as spare parts shall be made available at least for 5 years for each of the specific equipment / article quoted.		
	A declaration indicating willingness to provide extended AMC services at least for 2 years after the expiry of the warranty for each of the maintainable equipment quoted.		
10	Undertaking regarding black-listing by any department as per Annexure - III		
11	The bidders are requested to sign on all the pages. The Technical bid & the Commercial bid should be sealed by the bidder in separate covers		

(Signature of Authorized Person)

Place:- _____

Name:- _____

Date:- _____

Name of Firm/Company/Agency

(Designation)

Contact Details

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:

MANUFACTURERS AUTHORIZATION FORM

Ref No :

Dated:

To,
 The Director
 National Centre for Disease Informatics & Research
 Nirmal Bhawan-ICMR Complex (II Floor)
 Poojanahalli Off N.H.-, Adjacent to Trumpet Flyover of BIAL
 Kannamangala Post, Bengaluru – 562 110.

Reference:

Dear Sir,

We _____ the Manufacturers of _____
 _____ having manufacturing unit at _____
 _____ (Address of the factory)
 do hereby authorize M/s. _____ (Name and Address of
 dealer) to submit a quotation and subsequently negotiate and sign the contract with you against
 the above quotation.

We hereby extend our full guarantee, warranty and support and also in meeting warranty
 obligations by providing necessary spares in time for the goods & services offered by the above
 dealer against this quotation, as per standard warranty terms.

Yours faithfully

(Name)

(Name of the manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be
 signed by a person competent and having a power of attorney to bind the manufacturer.

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the quotation is true and the quotation is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Further, we agree to provide minimum one year free service from the date of Supply and Installation of Heavy Duty Network Printer cum Copier.

Place:

Date:

(Signature with full name & Seal)

Mob: