

M/s

Subject: Quotation for Supply and Installation of Multifunctional Colour Printer for TSG-HESPIS Project office- EdCIL, Delhi.

Dear Sir,

This Corporation is interested in supply and installation of Multifunctional colour printer as per the specifications given at Annexure- I. The colour printers will be supplied & installed at Delhi based project office.

If you are in a position to meet the specifications as per Annexure-I, you are requested to submit your quotation based on our terms & conditions as set forth hereunder.

The quotation is based on single bid (Techno-commercial) system. ***The envelope should contain the following documents strictly.***

1. Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) by Demand Draft only drawn in favor of 'EdCIL (India) Limited' Payable at Delhi/Noida. Any bid received without EMD will be rejected summarily. However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of Bid Security.
2. Price Bid (Annexure II).
3. The Vendors should be the OEM or Authorized Supplier / Channel Partner / Representative of the OEM. In case of authorized supplier / Channel Partner/ representative of the OEM, **an authorization letter from the OEM to this effect including support to the Vendor after installation, shall be furnished.**
4. The printed Brochures for the items quoted.
5. Technical Compliance Statement (Annexure III)
6. Letter of acceptance to the terms and conditions of the NIO.
7. A certificate from the OEM authorizing you to submit quote and also for providing after sales and services.

Contd.2/-

**TERMS AND CONDITIONS: -**

Your quotation will be considered only for the specifications given at the Annexure-I. Other terms & conditions will be as under: -

1. Since the delivery of above items is to be made at Delhi, sales tax to be charged should be shown separately; if no sales tax is shown separately, it will be presumed that sales tax is included in the rates.
2. *You are requested to quote your Local Sales Tax No. \_\_\_\_\_ or Central Sales Tax No. \_\_\_\_\_ whichever is applicable for the purpose of making payment on account of sales tax/central sales tax.*
3. The quotation in the enclosed format should reach in a sealed cover superscribed "**Quotation for Computers Hardware & Software for HISPIS**" addressed to the Asst. Manager (Admin.), EdCIL (India) Ltd., Ed.CIL House, 18A, Sector 16A, NOIDA so as to ***reach not later than 1500 hrs. on 16/02/2015.*** The quotation received after the due date will not be entertained. Any quotation received without the above superscription on the face of the envelop will not be entertained.
4. **OPENING OF THE TENDER**
  - (i) Sealed tender received up to **15.00 hours on 16/02/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The bids will be opened up on the same day i.e on **16/02/2015 at 15.30 hrs** before the evaluation committee and the bidders in the office premises at **EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301.**
5. All the amount shall be indicated by the vendor in figures as well as in words. Where there is any difference between price quoted in figures and words, amount quoted in words shall prevail.
6. Your quotation shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision / modifications in the quoted rate will be allowed during the period of validity of quotation or the extended period.
7. The material on receipt at our office will be inspected. The supplier shall have to replace the materials, if any found defective at site/office on free of cost basis.

Contd. 3/-

8. Supplier shall guarantee/warranty that all the equipment supplied by them whether manufactured by them or their subcontractor or purchased from any other source and supplied to Corporation shall be new and free from all defects arising due to defective material or manufacturing defects. The equipment supplied shall be of first class workmanship with effective design.
9. Supplier shall give on-site warranty at to replace, rectify or repair free of cost, the components or part of equipment proved to have become unserviceable due to any of the above defects within warranty period. In the event of the supplier's not complying with the above within a reasonable time, the Corporation will have the option to rectify, repair or replace the defective parts after giving one week notice to the supplier and recover the cost from the supplier.
10. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
11. The successful vendor shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful vendor shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.
12. The payment will be made within 30 days on receipt of invoice (in duplicate) against successfully supply & installation of equipment at respective by a crossed a/c payee Cheque. The supplier is also required to submit delivery & installation challan signed from authorized person at respective site.
13. The offers should be based on the most suitable equipment/item incorporating the latest technology to ensure smooth and trouble free working of the equipment.
14. In the event of the quotation being submitted by a firm it must be signed separately by each partner holding Power of Attorney authorizing him to do so.
15. In case of a Company the quotation should be submitted in the manner as laid down in the said Company's Articles of Association.
16. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation, otherwise the quotation may be ignored. The overwriting is not allowed.
17. Delivery of goods/material is required to be made within 15 (fifteen) days strictly from the date of receipt of purchase order in this regard positively, failing which the EMD deposited with the quotation will be forfeited.

17. Services during warranty period

The maximum response time for maintenance complaint during warranty period (i.e. time required for supplier's maintenance engineer to report at the installation after a request call/telegram is made or letter is written) shall not exceed 24 hours. The period for correction of defects in warranty period is 48 hours.

In case an item is not usable beyond the stipulated maximum downtime the supplier will be required to arrange for an immediate replacement.

In case the rectification of defects is not carried out within 48 hours and replacement of defective items are not provided, a penalty of sum equivalent to 2.5% per week of the delivered price of that defective item(s) shall be levied. This penalty is applicable upto a maximum of 4 weeks (maximum 10%). Subsequently, the rectification shall be carried out by the consignee at the risk and cost of the supplier. The cost of repairs along with the penalty of 10% shall be recovered by encashing the performance bank guarantee submitted by the supplier and the balance amount if any, will be returned to the Supplier after completion of warranty obligations.

18. Within 10 days of receipt of the Purchase order, the successful supplier shall furnish a Performance Security (Bank Guarantee) valid upto maximum warranty period from a nationalized bank equivalent to 5% of the Purchase Order Value, failing which EMD of the same will be forfeited & the contract will be cancelled. The above performance guarantee(s) should be in the form of Bank Guarantee in favour of EdCIL (India) Limited issued by only a Nationalized Bank located in India, as per format given in Annexure IV.
19. This Corporation also reserves the right to accept or reject any quotation in whole or in parts without assigning any reason thereof.
20. EdCIL reserves the right at the time of issue of Purchase Order to increase or decrease by up to 15 percent of the quantity of goods and services originally specified in the Bid without any change in unit price or other terms and condition.
21. The Supplier shall make all arrangements towards safe and complete delivery at the designated locations indicated by EdCIL in the Purchase Order. Such responsibility on part of the supplier will include taking care of insurance, freight, state level permits etc. as applicable.

22. The quotation submitted by the vendors will be evaluated either independently or jointly to arrive at the L-1 price, which is the sole discretion of this corporation. Further, the Corporation does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.
23. Agencies, which have failed to fulfill earlier contractual obligations, may not be considered.
24. Your quotation should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer.
25. The quotation should be unambiguous in all respects.

Yours faithfully,

(Sushant Dey)  
Assistant Manager (Admin.)

## TECHNICAL COMPLIANCE STATEMENT

Specification as per mentioned in the NIO	Specification quoted by Bidder	Tax, if any
<p><b><u>Multifunctional Colour Laserjet Printer</u></b></p> <p>AiO multitasking supported: (Print, copy, scan, fax)</p> <p><b>Printer:</b> Laser Print resolution technologies 600 x 600, ImageRet 2400, Print speed - Black: Up to 17 ppm; Color: Up to 4 ppm; First Page Out: As fast as 16 sec (black),As fast as 27.5 sec (color)</p> <p>Mobile printing capability2 ePrint, Wireless direct printing; Duty cycle (monthly) Up to 20,000 pages</p> <p><b>Scanner-</b>Scan type Flatbed, ADF, Scan speed-Up to 7.5 ipm (b&amp;w), up to 5.5 ipm (color)</p> <p>Scan resolution Enhanced: Up to 1200 dpi; Hardware: Up to 1200 x 1200 dpi; Optical: Up to 1200 dpi</p> <p><b>Copier:</b>Copy speed4-Black (Letter): Up to 17 cpm; Color (Letter): Up to 4 cpm;First Copy Out Black: As fast as 15 sec (flatbed); as fast as 23 sec (ADF); First Copy Out Color:As fast as 28 sec (flatbed); as fast as 35.5 sec (ADF)</p> <p><b>Fax-</b>Fax address book; LAN/Internet fax; Speed-dial; TAM interface;Fax features Auto fax reduction supported;Auto-redialing: Yes; Fax delayed sending;Distinctive ring detection supported;Fax forwarding supported</p> <p><b>Network capabilities</b> -Standard connectivity Hi-Speed USB 2.0/3.0 port; built-in Fast Ethernet 10/100Base-TX network port; Wireless 802.11b/g/n</p> <p><b>Warranty features Three-year on site</b></p> <p><b>Operating environment</b> Minimum system requirements- Win xp/vista/7/8 (32bit/64bit), Mac OSX v 10.6</p>	<p><b>Make :</b></p> <p><b>Model :</b></p>	

Authorized signature with date &amp; Seal of organization

**ANNEXURE - II**

**PRICE SCHEDULE (Price Bid)**

(in Rs.)

Items	Qty.	Rate including all without TAX (P/U)	Total Amount without Tax	Tax, if any
Multi functional Colour Printers	02			
<b>Total without TAX</b>				

Total cost in Rs. (words) without tax : \_\_\_\_\_

Authorized signature with date & Seal of organization

**PERFORMANCE SECURITY FORM**

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 Nationalised 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 the .....day of.....20.....

Signature and Seal of Guarantors

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.....

Date.....20....

Address:.....

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**Note:** *The Bank Guarantee to be issued by nationalized bank only and is to be submitted on a non-judicial stamp paper of Rs. 100/- (One Hundred only). The non-judicial stamp paper should be purchased in the name of issuing bankers. The Issuing bank must provide its Head Office/Regional office addresses of communication*



