

TENDER NOTICE NO. 18/2018

Sealed tenders are invited from established and accredited Original Equipment Manufacturers (OEM)/authorized dealers for supply and installation of Photocopier machine on buy back mode against existing Xerox make machine to Odisha Space Applications Centre, Bhubaneswar.

Tender Paper Cost : Rs.1,000/-  
Date of Issue of Tender Paper : 30.11.18 to 15.12.18(11AM-4PM)  
Earned Money deposit : Rs.20,000/-  
Last Date of submission of Tender : 17.12.18 by (1 PM)  
Opening of Tender (Technical/Commercial Bid) : 17.12.18 (3.30 PM)

ORSAC reserves the right to accept/reject/modify & cancel the full tender or part thereof at any time without assigning any reason thereof.

For details please visit Website <http://www.odisha.gov.in> and ORSAC website: <http://www.orsac.gov.in> or in the above office for the tender papers.

CHIEF EXECUTIVE

TENDER NOTICE No.18/2018

Sealed tenders are invited from established and accredited Original Equipment Manufacturers OEM/authorized dealers having annual turnover of more than Rupees 50 lakhs for supply, installation & commissioning of the under mentioned items of the following specifications and quantities at Odisha Space Applications Centre, Bhubaneswar.

Sl. No	Item Description	Unit	Quantity	Cost of tender paper
1	Photocopier machine	No.	One	Rs.1000/-

1) Non-transferable tender documents will be available from Odisha Space Applications Centre (ORSAC), Bhubaneswar on payment Rs.1000/- in shape of Demand Draft drawn in favour of Odisha Space Applications Centre. The tender document can be downloaded from the ORSAC website: <http://www.orsac.gov.in> and Govt. of Odisha web site <http://www.odisha.gov.in>. The downloaded bid document can also be used provided it is accompanied with a crossed Demand Draft of Rs.1000/- towards cost of the tender document payable at Bhubaneswar drawn in favour of Odisha Space Applications Centre. Tenderers interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees Two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.

2) The Bidder must be ISO certified company. Company having service centre facility at Bhubaneswar shall be preferred.

3) The Tenderers are required to furnish self-attested copies of GST registration certificate issued by the competent authority of the State of Odisha / other states as applicable along with the tender.

4) The Tenderers are required to deposit Rs.20,000/- (Rupees twenty thousand) only as Earnest Money Deposit (EMD) in shape of Bank Draft issued by a Nationalized Bank/Scheduled Bank payable at Bhubaneswar pledged in favour of Odisha Space Applications Centre, Bhubaneswar. The EMD of unsuccessful tenderers will be refunded back after selection of the final vender. The EMD of the successful vendor is liable to be forfeited, if fails to abide the terms and conditions of the contract. The EMD of the successful vendor shall be returned after submission of performance security (Bank Guarantee).

- 5) Performance security shall be deducted from Bills as per guidelines given in the tender documents.
- 6) The items conforming to required specifications are to be delivered to the consignee (ORSAC) at Bhubaneswar in Odisha and the tenderer has to quote the rates giving details of taxes, levies charges, premium etc. separately as stated in the tender document.
- 7) The tenders should be submitted after due compliance with guidelines given in the tender documents under Schedule (A) Conditions of Contract, Schedule (B)- Technical specifications, Schedule(C)- Delivery Destination, Schedule (D)- Bid Form & Schedule (E)- Price Schedule Tenders submitted in incomplete form shall be rejected outright.
- 8) The filled in sealed tenders containing Technical Bid and Price Bid in double cover system as per instruction given in tender documents, shall be submitted in the Office of the ORSAC, Bhubaneswar by Registered Post, Courier service or dropping in the tender box. Tenders received after due date and time shall not be entertained.
- 9) The tender papers will be available for sale in the office of the ORSAC between 11 AM to 4.00 PM on Odisha govt. official working days till 1 PM of 15.12.2018. The sealed tenders will be received till 01.00 PM of 17.12.2018 in Office of the ORSAC. The technical bids will be opened on 17.12.2018 at 3.30 P.M in presence of the Tenderers or their authorized representatives, if they so desire. The opening of price bids will be announced later on. Price Bids will be opened in respect of only those tenderers who qualify in the technical bid assessment.
- 10) ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

CHIEF EXECUTIVE

## Schedule (A) – Conditions of contract for Tender No.18/2018

- 1) The Tender papers include instructions issued in the Tender notice along with the Schedule (A) - Conditions of Contract, Schedule (B) – Technical Specifications, Schedule (C) – Delivery Destination, schedule (D) – Bid Form, Schedule (E) – Price Schedule.
- 2) The Tenderers shall submit the following documents and information with the tender. Lack of complete and adequate information under any of the parameter may render the bid disqualified. The technical document shall be tagged and indexed properly to find out the below documents easily.
  - a) Technical Documents:
    - i) Copy of Tender Notice
    - ii) Acceptance of Schedule (A) & Schedule (B)
    - iii) Documentary evidence that the tenderer is either Original Equipment Manufacturer (OEM) or authorized dealer of the OEM with the end to end support from OEM, a confirmation letter from OEM shall be produced.
    - iv) Self-attested copies of GST registration certificate from the competent Authority of the State of Odisha/ other state as applicable.
    - v) Technical information of product released by the OEM.
    - vi) Documents in support of supplies made during last 2 years to different Government/public or both sector undertaking.
    - vii) The firm should submit an undertaking for providing service/maintenance during the warranty period effective from the date of commissioning with terms & conditions as well as for taking Annual maintenance contract (AMC) after the warranty period.
    - viii) Bank draft of Rs.1000/- (Rupees one thousand) only towards tender paper cost.
    - ix) Self-attested copies of Audited Balance Sheet for last 3 years
    - x) Service facility at Bhubaneswar & outside.
    - xi) Copy of the ISO certificate.
    - xii) Bank draft of Rs.20,000/- (Rupees twenty thousand) only drawn in favour of Odisha Space Applications Centre towards EMD.
    - xiii) Undertaking by the prospective vendors regarding not supplying of such type of Photocopier in lower price than quoted presently.
  - b) For Price Bid:
    - i) Acceptance of Schedule (C) Delivery destination
    - ii) Filled up Schedule (D) – Bid form
    - iii) Filled up Schedule (E) – Price Schedule
- 3) The quoted rates shall be for destination mentioned in the Schedule (C) Delivery Destination, inclusive of all taxes, duties, levies, charges, transportation cost, transit insurance cost. The item should be shown separately along with the basic rate. Prices written in words shall be accepted in case of any discrepancy. Rates with conditionality or provision of escalation will be rejected.
- 4) Validity of period of the Tender shall be 60 days from the date of opening of the price bid.

- 5) The items are to be delivered in good condition at ORSAC, Bhubaneswar as mentioned in the Schedule (C) for delivery destination.
- 6) The material should be new and unused. The items shall be of reputed OEM and should also conform to latest models, designs and standards i.e. as per Schedule-B. ORSAC reserves the right to purchase whole or part of the items as required.
- 7) If any item fails to satisfy requirement of standards, the item shall not be accepted and the tenderer at his own cost shall remove it from point of delivery.
- 8) Items are to be delivered within **30** days of issue of purchase order.
- 9) The tenderer shall give a minimum warranty period of 5 years from the date of commissioning of the items at destination and shall submit a declaration from OEM regarding the same.
- 10) The tenderer has to rectify defects in the items supplied within 7 days of issue of intimation during the warranty period, failing which an amount of one percent of performance security will be forfeited per day of delay.
- 11) If the tenderer fails to supply the items within prescribed time period it shall be treated as breach of contract. The EMD may be forfeited and the supply order cancelled for which the tenderer shall remain fully responsible without any liability of ORSAC.

ORSAC may consider receiving the items beyond stipulated date by imposing liquidated damage of 0.50 (zero point five zero) percent of cost per week of delay subject to maximum penalty of 5% of the value of each item inclusive of all taxes, duties, levies and charges. Part of the week shall be reckoned as one week.

- 12) Tenders are to be submitted in a double cover system. The 1<sup>st</sup> sealed envelope should be marked as Technical Bid and shall contain the Technical Documents and the 2<sup>nd</sup> sealed envelope shall contain the Price Bid and should be marked as Price Bid. Both the 1<sup>st</sup> and 2<sup>nd</sup> sealed envelopes are then to be put inside a 3<sup>rd</sup> envelope duly marked "Supply, installation & commissioning of Photocopier on buy back mode". From and to addresses shall be written on each of the envelopes.
- 13) Submission of sealed tenders shall be by Registered Post, courier service or dropping in the tender box. ORSAC shall not be responsible for postal or courier service delays or missing of the documents during transit. Tenders reaching late (as per time mentioned in the Tender Notice) shall not be considered by ORSAC.

- 14) Conditional Tenders may be rejected. Decision of the ORSAC authorities in this regard shall be final.
- 15) Terms of Payment : Payment to the successful tenderer shall be made only after items are received in good and serviceable condition as per conditions stipulated in the tender documents along with required documents submitted to ORSAC in support of Bills. 90% of the bill amount will be released after successful commissioning & operational of the system & 10% of the Bill amount will be retained towards "Performance Security". This amount can be released on submission of Bank Guarantee for equal amount issued by any Nationalized Bank at Bhubaneswar, which will remain valid till three months beyond the Guarantee period.
- 16) The tenderer shall not raise any claim in any manner after the Bill amounts are cleared against the purchase order.
- 17) The tenderer shall quote AMC in percentage of basic price to be charged after completion of 5 years comprehensive warranty.
- 18) In case of any dispute between the Tenderers and ORSAC regarding interpretation of Tender document conditions, the decision of the Chief Executive, ORSAC shall be final and binding.
- 19) Jurisdiction of Court – Civil Suits, if any, arising out of the contract shall have to be filed at Bhubaneswar under Khurda district. Writ petitions, Civil & Criminal, shall be filed in the High Court of Orissa, Cuttack.
- 20) The EMD amount shall be returned to the successful tenderer after receipt of Performance Security amount.
- Accepted the above conditions under schedule (A) of tender.

(Signature of Tenderer)

Name:

Address:

**Schedule (B) – Technical Specification for Tender No. 18/2018**

<b>Key Feature</b>	<b>Specification</b>
PPM	45 (A4) & 30 (A3) or more
Had Drive	250GB HDD or higher
CPU	Quad Core 1.8GHz or higher
Standard Memory	Minimum 4GB Memory
Connectivity	10/100/1000 Base-T Ethernet, High-Speed USB 2.0 direct print
<b>Copy and Print</b>	
Fast Copy Time	3.8s or lower
First-print-out Time	As fast as 4.9 seconds
Resolution	Copy Resolution: Up to 600 x 600 dpi; Print Resolution: Up to 1200 x 1200, 256 shades of grey
Standard Paper Source	4 trays to be provided
Supported Media type/size	Bond, Carbonless, Card Stock, Envelopes, Hole punched, Index, Labels, Letterhead, Plain, Preprinted, Recycled, Transparencies
Standard/Maximum Paper capacity	4600 / 8000
Document Feeder	200 sheet Single-Pass Duplex Automatic Document Feeder
Print Features	Print from USB, Sample Set, Personal Print, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Defaults, Two-sided Printing, Draft Mode
Scan and Fax	Duplex scan should available, Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, (OCR)
Scan Speed	140 ipm
Supporting Operating System	Microsoft® Windows® XP SP3, Windows Server 2003 SP2 R2, Windows Server 2008 and R2, Windows Server 2012 and R2, Windows Vista SP2, Windows 7, Windows 8, Windows 8.1, Windows 10, Mac OS 10.8, 10.9, 10.10, 10.11, Linux® Redhat® Fedora®, Core 20 x86 Ubuntu® 14.04, x64 openSUSE® 13.1 x64
Remote Console/Preview	Remote User Interface
Quantity Selector	1 to 9,999
Control Panel	10.1" color touchscreen
Copy Control	2490 or more
Operating Noise level	56 dB or lower
Encrypted secure mail	Should be available
Bi-Directional Real-time Status	Should be available
Network Scan	Should be available
Network Print	Should be available
Built-in OCR (searchable PDF)	Should be available
McAfee whitelisting	Should be available
NCF (Tap-to-Pair)	Should be available
AirPrint, Mopria, Google Cloud Print 2.0	Should be available
File Format	PDF, PDF/A, XPS, JPEG, TIFF;

**SCHEDULE "C" DELIVERY DESTINATIONS for Tender No.18/2018**

Sl. No	Item	Qty	Unit	Delivery Destination/Consignee
1	Photocopier machine	No.	One	ORSAC, Bhubaneswar

Accepted the above-mentioned conditions under schedule C of the tender for our item of supply.

Signature of Tenderer

Name:

Address:



**SCHEDULE (D) – Bid Form for Tender No.18/2018**

To

The Chief Executive  
Odisha Space Applications Centre  
Bhubaneswar

Sir,

I/ we have gone through the Tender Notice relating to supply, installation & commissioning of CCTV camera on buy back mode and Wi-Fi system with 5 years warranty at Odisha Space Applications Centre (ORSAC) and the schedule (A), (B), (C), (D) and (E) of Tender document.

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only is hereby tendered in shape of \_\_\_\_\_ duly pledged as Earnest Money Deposit (EMD). I / we also agree that an amount of ten percent shall be deducted from my bill towards performance security.

I/ We agree the ORSAC shall be at liberty to forfeit the EMD and performance security as per conditions of the contract in case of defaults on my/ our part in fulfilling contractual obligations.

I/We have gone through all terms and conditions stated in the Tender documents and agree to all the terms and conditions.

(Signature of Tenderer)

Date:  
Name:  
Address:

**Schedule (E) – Price Schedule for Tender supply and installation of Photocopier on buy back mode for Tender No.18/2018**

Item description (mention as per Tender Notice)	Qty	Unit price @	Details of tax components			Total price in Rs. (mention in figures and words)	Remark
			Taxes* (Mention each tax separately) in Rs.	Other** Charges (mention each separately) in Rs.	Total (4+5)		
1	2	3	4	5	6	8	9
AMC after warranty in from of % of the quoted price							

(Signature of Tenderer)

Name:

Address: