

**NOTICE INVITING TENDER****Subject:- Tender for Supply of Photocopier Machine & Accessories- regarding**

Sealed quotations in two bid format are invited from manufacturers / authorized distributors of reputed brand photocopier machines for use in the IGNOU Regional Centre Jorhat. The specifications of the equipments proposed to be procured are as under:-

Sl. No.	Item & specifications
1	Basic Digital Copier : Minimum Copying speed (cpm): 25, Paper Size (Original / Image): A3/A3, RAM (MB): 64, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex
2	Stabilizer for connecting Photocopier machine
3	Trolley for keeping photocopier

**2. Scope:**

Supply of photocopier machines of above specifications as and when required by the Regional Centre. The rates should be valid for a minimum period of twelve months from the date of acceptance of the rates by the Regional Centre.

3. On finalization of the rates, the supply orders would be placed with the firm emerging as L-1 firm for supply of the requisite items. The quotations may be given in the enclosed Performa, duly signed by the tenderers. An amount of Rs.3,000/- (Rupees three Thousand Only) may also be sent along with the quotations as EMD(Earnest Money Deposit), by way of Account payee Demand Draft / Banker's Cheque from any of the commercial banks, in the name of IGNOU, payable at Jorhat. The tender received after the due date and time will not be considered.

**4. Terms and Conditions**

i) The Tenderer should be a Manufacturer / Authorized distributor having sufficient experience and expertise in the relevant field. Copies of certificates proving tax registration, previous experience etc. should be enclosed with the quotation. The annual turnover of the firm should be at least Rs.25 lakhs. Proof of annual turnover must be attached.

(ii) The tenderer should have a well established office located within Assam State.

(iii) The selected firm will be required to supply the items to IGNOU Regional Centre Jorhat, House No.337, A.T Road, Tarajan, Jorhat-785001, Assam

(iv) Government Taxes as applicable from time to time on such suppliers, shall be payable by this Regional Centre. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm.

(v) No separate charges shall be paid for delivery of goods to the IGNOU Regional Centre Jorhat.

{vi} The rates quoted by the selected firm, and approved by this Regional Centre shall remain valid for a period of 12 months from the date of finalization of the contract.

(vii) It will be binding upon the selected firm to maintain such qualities, as indicated in the quotation.

(viii) All terms and conditions stipulated for award of the contract will be considered for selection of a firm.

(ix) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

(x) The quotations should be accompanied by Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees three Thousand Only) in the form as mentioned at para- 3, without which the quotations will not be considered. The earnest money will be returned without interest to all the unsuccessful tenderers after finalization of the Contract.

(xi) If the EMD is found to be drawn in favour of any other officer, other than "IGNOU" payable at Jorhat, the tender will be liable to be rejected outrightly. Any tender that is received without the EMD money will be rejected outright.

{xii} The supplier will be extending Warranty as is being done by the respective Manufacturers.

(xiii) The successful bidder shall give performance security in the form of Account Payee Demand Draft from a Commercial Bank amounting to 5% of the total value of the goods ordered in favour of IGNOU.

(xiv) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Performance Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect. and / or if any of the conditions of the contract is contravened / breached, and / or towards any damage caused due to negligence of the Contractor or his employees. This forfeiture will be in addition to any action by the Regional Centre that the contractor firm may invite upon themselves due to any of the reasons specified above.



(xv) Tenders incomplete in any form are liable to be rejected outright.

(xvi) If the tenderer decides to withdraw from the bidding, the Regional Centre will have the authority to forfeit the EMD deposited by the tenderer.

(xvii) All rates must be only in duly typed letters. No handwritten rate will be considered.

(xviii) The contract may be placed with one or more than one firms depending upon L-1 rates for a machine.

5. The bids are to be submitted in two different envelopes, one containing the **Technical Bid** document to be super-scribed with the words "Technical Bid" and the second envelope containing the **Financial Bid** to be super-scribed with the words "Financial Bid". Both these envelopes are to be kept in another envelope clearly superscribed with the words "Tender for Supply of Photocopier machines and peripherals for use in IGNOU Regional Centre Jorhat":-

(a) The Technical Bid must contain all the information sought as per Annexure- I.

(b) The Financial Bid should include the rate against each item separately, as per items indicated in Annexure- II.

6. The interested firms may drop the sealed Quotations superscribed as "Tender for Supply of Photocopier machines and peripherals for use in IGNOU Regional Centre Jorhat " and addressed to the Regional Director, IGNOU Regional Centre Jorhat, House No.337,A.T Road, Tarajan, Jorhat-785001, Assam, in the Tender Box placed at the Regional Centre so as to reach by 3:00 PM on or before 15<sup>th</sup> December 2014.



Regional Director  
IGNOU Regional Centre  
Jorhat, Assam.

## Annexure 1

Technical Bid

Sl. No.	Item	Details
1	Name of the firm	
2	Copy of letter of authorization if the firm is not a manufacturing unit and is an authorized distributor.	
3	Business address of the firm	
4	Telephone No. Mobile No.	
5	Annual turnover per year (i) 2011-12 of the firm with proof for the last (ii) 2012-13 three years. (iii) 2013-14	
6	Performance certificates issued by at least 3 (three) reputed Ministries /Deptts. /PSUs during the last three years. (Self certified copied to be enclosed).	
7	Copy of the latest Income Tax return (along with PAN / TIN with proof) I (2012-13 or 2013-14)	
8	The earnest Money of Rs.3000/- (Rupees Three Thousand Only) Details:	
9	VAT Account No. with latest Challan (proof of the same must be attached).	

Signature:  
Name of the Firm:  
Address & Seal of the firm

Place:  
Date:

## ANNEXURE- 11

## FINANCIAL BID

Sl. No.	Item details	Make of item	Rate per Unit in Rs.	Tax % and amount in Rs.	Total in Rs.
1	Basic Digital Copier : Minimum Copying speed (cpm): 25, Paper Size (Original / Image): A3/A3, RAM (MB): 64, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Duplex				
2	Trolley for keeping photocopier				
3	Stabilizer for connecting Photocopier machine				

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to supply the goods/items detailed above as you specify in the notification of award.

Place:

(Signature and seal of Bidder)

Dated:

NAME IN BLOCK LETTERS: \_\_\_\_\_

FULL ADDRESS : \_\_\_\_\_