

Sir,

This office is in need of Quantity 01 Photocopier Machine. You are requested to send **technical and Commercial bids in two separate envelopes and both should be put up in a another sealed envelope** and clearly marked on the cover of envelope Technical bid/ commercial or price bid , enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by 16th Jan 2015 **up to 15:00 Hrs.** Technical & financial bids, both will be opened on same day ie 16th Jan 2015 at 15:00 Hrs. If technical and commercial bid not submitted separately, the same (Bid) will not be considered. The specification of required Photocopier Machine is as under.

Photocopier Machine Specification

Specification	Minimum
Speed	25
Network	Network Ready Inbuilt
Paper Capacity	550/500 Sheets
Minimum Sheet Bypass Tray	80 Sheet
Zoom	25-400%
Paper Size	A3
Sheet Copies	1 To 999
Automatic Document Feeder	Yes
Duplex	Yes
Toner Capacity	30200 Copies
RAM	1 GB
Resolution	1200 X 1200 DPI True
Scan to E-Mail/Folder	Available
HDD	Yes

Other terms and conditions of the tender:

1. **Specifications and make for each item should necessarily be mentioned as per specification given in this enquiry. Initially the technical bid will be evaluated to meet our requirement as per specification given in this enquiry and based on technical bid and relative merit, eligible quotes will be shortlisted. Financial bids of only shortlisted firms will be opened and normally the lowest would be awarded the work.**

2. Place of Delivery : VP,A-50,Sector-62,Noida-201309
3. Delivery Period : 07 Days from the date of PO
4. Validity period : 45 days from the date of opening of bid
5. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.

6. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall

issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.

7. **Payment** : 100% payment will be released after acceptance of Item at VP and submission of PBG of 10% amount of total cost inclusive taxes etc, at the earliest normally within 30 days. No other payment term is acceptable and tender will be rejected summarily.

8. **Warranty period** : As per OEM, If the Photocopier machine is found to have any defect during its uses or during the warranty Period, The same has to be replaced free of cost.

9. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.

10. The bid should be accompanied with an **EMD of ₹ 2000.00** in the form of demand draft, drawn in favor of Vigyan Prasar, payable at New Delhi. The EMD of selected bidder(s) will be kept as security deposit till completion of the work and the rest will be released within 45 days from the date of opening of the bids.

11. Successful bidder is required to submit the **performance guaranty** of 10% of total contract amount less ₹ 2000.00 EMD amount, in form of BG or any other acceptable mode. PBG will be returned/released within two months after completion of warranty period. In case of breach of contract or part thereof, PBG will be forfeited.

12. In case any deviation from the terms and condition the bid is liable to be rejected.

13. **Special Cause** : Any or all the tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.

14. Prices should be quoted on F.O.R. VP, A-50, Sector-62, Noida-201309 basis only.

15. Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges should be mentioned clearly and separately in the quoted price. Terms like "At actual" "at the time of delivery" will not be accepted and tender will be summarily rejected.

16. Tenders Received by only **Post/Speed post/Courier** will only be accepted.

17. Sealed tender should reach "Director, Vigyan Prasar, A-50, Sector -62, Noida-201309" by stipulated date. Tender received late by whatsoever reason will not be accepted at all.

18. The Institute can Change the number of items/quantity being procured at the time of issue of PO.

Note: Please quote the tender no. and opening date on the top of the cover containing tenders.

Yours sincerely,

sd

(Somesh C Jhingan)

Registrar