

HIGH COURT OF MADHYA PRADESH: JABALPUR

NOTICE INVITING TENDER

online tenders are invited for the purchase of one heavy duty cut and sheet black and white production printer under buyback of production printer of Make: Ricoh, Model: Pro 907 Ex under the specifications, terms and conditions mentioned in the bid document. The sealed tender complete in all respect addressed to “**Registrar General, High Court of Madhya Pradesh, Jabalpur**” must be submitted latest **05th October, 2018 before 3:00 P.M.** The Tender shall be opened on same day at **3:30 P.M.** The detailed tender document is available in the official website of the High Court of Madhya Pradesh www.mphc.gov.in and Government procurement portal www.mpeproc.gov.in.

REGISTRAR GENERAL

TABLE OF CONTENTS

S.No.	Particulars	Page No.
1.	INVITATION OF THE BID	3-4
2.	TERMS AND CONDITIONS FOR <u>e-TENDERING</u>	5
3.	INSTRUCTION TO THE BIDDER	6-7
4.	CONDITON OF CONTRACT	8-11
5.	FORMAT TO BE USED FOR SUMISSION OF PROPOSAL	12-20
6.	CERTIFICATES	21

**TENDER DOCUMENT FOR THE PURCHASE OF HEAVY DUTY
CUT AND SHEET BLACK AND WHITE PRODUCTION PRINTER
UNDER BUYBACK OF OLD PRODUCTION PRINTER**

No: Reg (IT)(SA)/2018/1305

Date:- 11-09-2018

INVITATION OF THE BID

SCOPE OF THE WORK:

The Registrar General, On behalf of High Court of Madhya Pradesh, Jabalpur invites sealed bids for the purchase of one heavy duty production printer under buyback of old production printer of Make: Ricoh , Model: 907 ex as per the specifications at **Chapter-4** from the reputed manufactures (OEM) or their authorized dealers or service providers.

DETAILS OF THE BID:-

- (i) Last date and time of receipt of bid : **05th October, 2018,**
latest by 3:00 P.M.
- (ii) Date and time of opening of bid : **05th October, 2018,**
at 3:30 P.M.
- (iii) Place of submitting the bids : **“Inward / Receipt
Section”,
High Court of M.P.,
Jabalpur (M.P.)**

1. Tender documents may be viewed or purchased online by interested and eligible bidders from the website www.mpeproc.gov.in after paying Tender fee of Rs.5,000/- and Processing Fee, as applicable. The tender document is also available in website www.mphc.gov.in.

2. Bidders can submit its tender online at www.mpeproc.gov.in on or before the key dates given above. The Physical copy of the Technical Bid along with original EMD should also be submitted at the address below latest by **05th October, 2018, at 3:00 P.M.**

All further notifications/amendments, if any shall be posted on www.mpeproc.gov.in and www.mphc.gov.in only. No separate communication shall be made with individual Bidders.

Seal and Signature of Tenderer

Page 3 of 21

The financial bids are to be submitted online and no hard copy to be submitted along with the bid.

All other terms and conditions for submission of tender are contained in this document. If the date of submitting/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

Address for communication:

Registrar General,

High Court of Madhya Pradesh

Jabalpur (M.P.), Email: mphc@nic.in , Landline: 0761-2623358

Note:-

- a. Offers received by Fax/Telex/email will be rejected.
- b. Incomplete offers are liable to be rejected.
- c. The Registrar General, High Court of M.P., Jabalpur will have full right to accept or reject any or all bids in part or full, at its absolute discretion without assigning any reason, whatsoever or any notice.

3. Terms and Conditions for e-Tendering:-

- 3.1** For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website **www.mpeproc.gov.in** . Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- 3.2** Tender documents can be purchased *only online* on payment of tender fees and downloaded from website **www.mpeproc.gov.in** by making online payment for the tender document fee.
- 3.3** Service and gateway charges shall be borne by the bidders.
- 3.4** Since the bidders are required to sign their bids online using class – III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- 3.5** For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website **www.mpeproc.gov.in** . Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- 3.6** If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- 3.7** Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- 3.8** Bidder must positively complete online e-tendering procedure at **www.mpeproc.gov.in**
- 3.9** Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- 3.10** For any type of clarification bidders can / visit **www.mpeproc.gov.in** and help desk contract no. 18002588684 Mail id: **eproc_helpdesk@mpsdc.gov.in** Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
- 3.11** Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- 3.12** The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- 3.13** The firms registered under NSIC are exempted from submission of tender fees and EMD. But they have to enclose valid documents in this regard.

CHAPTER-1

Instructions to Bidders

1. The tender document will form an integral part of the Contract for the supply of production printer.
2. The tender document is to be directly downloaded from the website www.mphc.gov.in or e-procurement portal www.mpeproc.gov.in. No editing, addition/deletion of the matter is permitted, if such action is observed at any stage, such tenders are liable for outright rejection and **suitable legal action will be taken against the bidder.**
3. Only enclosed formats as provided in original should be used. **All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory.** Additional sheets, duly authenticated, may be attached to elucidated specifications or clarify the specific issues.
4. The prescribed tender document consisting of (i) Technical Bid along with EMD in a single envelope superscribing ***“Bid for supply of production printer under buyback of old used production printer”*** and to be submitted to the High Court of Madhya Pradesh, Jabalpur before due date and time.
5. Tender document should be signed and stamped by the bidder on each page accepting the terms and conditions of the tender.
6. Tenderer has to submit **EMD of Rs.20,000/- (Rupees Twenty Thousand Only) and online tender fees of Rs.5,000/- (Rupees Five Thousand Only)** . Tenders received without EMD and tender fees shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the bid. The earnest money shall be deposited by means of cross Pay Order/Demand Draft/ Bank Guarantee in favour of **“Registrar General High Court of M.P, Jabalpur”**.
7. The Registrar General, High Court of M.P. reserves the right to forfeit the EMD amount on non-acceptance/non-compliance of offer in full or part or if it is found that tenderer has misrepresented in any way.

8. Production printer can be supplied by the manufacturer directly or through their authorized resellers / partners /dealers. However, **the authorization letter from the manufacturer/parent company is to be enclosed along with the bid document for the supply of production printer.**
9. The bidder shall quote the prices of items including all taxes, levies or other transportation charges. No price revision/alternative will be allowed after the receipt of the Bid.
10. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
11. Any conditions/terms given in the bid by bidder shall not be binding on the High Court of M.P., Jabalpur. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
12. Canvassing in any form will be viewed seriously and if any Tenderer is found to be resorting to such practice, the Tender of such firm will be rejected.
13. The bidder should quote only for the specific reputed **brands/models** giving details of specification etc.
14. The cost quoted should include the cost of software (if any) media, installation etc. at on site.
15. Against bidders compliance column in technical specifications, only **YES/NO**, as the case may be, should be mentioned.
16. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. **All relevant product literature / catalogues is to be enclosed along with the bid .**
17. Alterations, if any, in the tender document should be attested properly duly signed by the authorized signatory after affixing seal by the vendor, failing which the tender may be rejected.

CHAPTER-2

CONDITIONS OF CONTRACT

1. Tenderer should have at **least five years of experience** in the sales, service and support of Digital multifunctional copier machines/ MFD's. Performance statement as per annexure to be filled up and documentary proof of the same is to be attached / enclosed.
2. Tenderer should have average turnover of minimum Rupees Fifty Lakh during last three years in the sales, service and support of Digital multifunctional copier machines / photocopier machines / heavy duty high speed multifunctional printers.
3. Tenderer should enclose the list of service centers in the State of Madhya Pradesh. The carry-in repair & services to the OEM Authorized Service Centre / point. The tenderer should provide repair or replacement coverage for both parts & labour from authorized vendor.
4. The production printer as per the specifications needs to be delivered and installed at **High Court of Madhya Pradesh, Jabalpur.**
5. To assist the examination, evaluation and comparison of bids the Registrar General, High Court of Madhya Pradesh, Jabalpur at its discretion ask the bidder for clarification of its bid including price. Any of the vendors may be called for negotiations at the discretion of the Registrar General.
6. Tenderer should enclose the copies of valid registration of **GST Registration and latest Return, PAN No. and other relevant documents.**
7. The production printer should be of reputed make and should conform to the standard (s) as mentioned in **Chapter-4.** Documentary proof of the same should be attached along with the tender document.
8. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any

variation between the amount written in figures and words, then the amount whichever is lower shall be taken into consideration.

9. Delivery and installation period: **Maximum four weeks** from the date of receiving the Purchase Order. The installation report should be signed by the Engineer of the Firm jointly with authorized technical staff of the High Court of M.P., Jabalpur.
10. Successful Tenderer will have to furnish the Contract Form and unconditional Bank Guarantee valid for the period of Five years to the High Court of M.P., Jabalpur within 15 working days from the date of issue of Purchase Order, failing which the purchase order shall stand cancelled and EMD shall be forfeited.
11. Successful Tenderer will have to adhere to the **delivery schedule** strictly. The Registrar General, High Court of M.P., Jabalpur reserves the right to cancel the purchase order and forfeit the EMD, if purchase order is not executed within the stipulated time and to place the order with the next successive bidder.
12. **Payment terms: 70%** on successful delivery and **30%** on successful installation of the machine at High Court of Madhya Pradesh, Jabalpur.
13. The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice, delivery challans and successful installation reports duly signed by authorized official.

14. Warranty:-

- (a) The supplied items to be under **Five years free onsite comprehensive warranty support service** from the date of installation or 60 months free warranty support service from the date of delivery of the systems at site, whichever is earlier, as and when necessary.
- (b) If production printer remains down beyond 48 hours, the successful firm will be required to provide a stand-by of the same or higher configuration, failing which the High Court of M.P., Jabalpur will arrange production printer / digital copier

machine on rental basis at the rates decided by the Registrar General, High Court of M.P., Jabalpur, which shall be final and binding, and the cost thereof shall be adjusted against the Security Deposit/Bank Guarantee and any other due payment of the vendor.

- (c) Warranty period begins from the date of satisfactory installation and commissioning of the production printer.
 - (d) **If production printer remains down beyond 48 hours, penalty @ of Rs. 1,000/- (Rupees one thousand only) per day per instance shall be imposed on the vendor.**
 - (e) The successful vendor shall visit each site at least once in every six months to carryout preventive maintenance and fine-tune the performance of the production printer. The vendor has to submit the Preventive Maintenance Report duly signed by the user at the end of each year during the Warranty Period. Failing which penalty would be charged from the Bank Guarantee or any other due payment.
 - (f) On completion of the warranty period, the security Deposit / performance Bank Guarantee without any interest accrued shall be released after satisfying that proper free warranty support has been provided during warranty period of 05 years for the production printer. If considered necessary, suitable amount of penalty shall be recovered from the vendor out of their due payments or from their Security Deposit / performance Bank Guarantee or by raising claims, while releasing the Security Deposit / performance Bank Guarantee.
15. **Security Deposit (SD) / performance Bank Guarantee (PBG):** SD / PBG will be 10% of the **purchase order value**. The security deposit to be in the form of unconditional Bank Guarantee / FDR of Nationalized Bank/Scheduled Bank for the period of comprehensive warranty.

16. The Registrar General, High Court of M.P., Jabalpur reserve the Right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
17. The vendor has to provide training on operation of production printer to the end-users of the High Court.
18. Any disputes arising out of this tender shall be under the Jurisdiction of Court of Jabalpur only.

CHAPTER-3

Performance Statement

Performa for performance statement for period of last five years.

Order placed by (Full address of the purchaser)	Order number and date (Attach a copy)	Description and quantity of ordered equipment	Value of order	Date of completion of delivery	Remark, indicating reasons for late delivery, if any	Has the machine been satisfactorily working

Signature and seal of the bidder

CHAPTER-4

Technical Bid

Heavy duty High speed Cut sheet black and white production printer should be quoted with:

- (i) Five years comprehensive Onsite Warranty with full support.
- (ii) All the necessary and required cables and accessories.

S.No.	Specifications	Description	Technically Compliant (Yes/No)
Specifications			
COPIER			
1	Copying process	electro-photographic printing/ technology or any other better process or equivalent	
2	Copy speed	85-95 copies per minute	
3	Resolution	Upto Print: 1,200 dpi, Scan: 600 dpi	
4	Multiple copy	1 to 9,999	
5	Zoom	25 - 400% (in 1% steps)	
6	Memory	Hard Disk Drive: 250 GB	
7	Paper input capacity	Standard: 2 x 1,000-sheet tandem trays 2 x 500-sheet paper trays Maximum: 8,050 sheets (A4), 7,500 sheets (A3)	
8	Paper output capacity	Maximum:	
		Finisher: 3,000 + 500 sheets	
		Booklet Finisher: 2,500 + 250 sheets	
		Stacker: 5,000 + sheets (with tandem connection: 10,000 + 500 sheets)	
9	Paper size	Minimum: Standard trays: 139.7 x 139.7 mm A3 LCT or equivalent Bypass tray: 100 x 139.7 mm	
		Maximum: Standard trays: 330.2 x 458 mm A3 LCT or equivalent Bypass tray: 330 x 488 mm	
10	Paper weight	Standard trays:	
		52 - 216 g/m2 A3 LCT: 40 - 300 g/m2 Duplex: 52 - 256 g/m2	
11	Duplexing	Standard	
PRINTER/SCANNER			
12	Print speed	85-95 prints per minute	
13	Printer language/	Standard:	

	resolution	PCL5e: 300 - 600 dpi PCL6: 600 - 1,200 dpi	
14	Interface	Standard: Ethernet 10 base-T/100 base-TX, USB 2.0 Ethernet 1000 base-T	
15	Memory	1 GB	
16	Hard Disk Drive	250 GB	
17	Drivers	RPCS, PCL5e, PCL6, PS, XPS	
18	Network protocol	TCP/IP (IPv4, IPv6), IPX/SPX, Ether Talk, SMB	
19	Supported networks	Windows and Linux (Suse ,RedHat and Ubuntu)	
SCANNER			
20	Scan speed	75-85 originals per minute	
21	Resolution	100 - 600 dpi TWAIN (full colour, B/W): 100 - 1,200 dpi	
22	Output formats	TIFF, JPEG, PDF, high- compression PDF or equivalent	
23	Bundled drivers	WIA, Network TWAIN	
24	Scan to e-mail	Authentication: SMTP, POP before SMTP	
SOFTWARE			
25	Standard	Desktop Binder™ Lite, Web Smart Device Monitor™, Smart Device Monitor™ for Admin, Web Image Monitor, TWAIN drive	
Book let Finisher			
26	Staple	100 sheets (8.5" x 14"), 50 Sheets (8.5" x 14" or 11" x 17") <i>or equivalent</i>	
27	Saddle-Stitch	Paper size; 8.5" x 11" – 13" x 19.2" Paper Weight; 18-24 lb. Bond, Staple Position; center 2 position Staple Capacity; 20 Sheets (18-20 lb. Bond) <i>or equivalent</i>	

Note:

1. All the specifications to be read as equivalent or better.
2. The vendor should provide five years onsite support comprehensive and warranty for the quoted product. Any upgrades and updates available during the 05 years shall be made available at no extra cost to the said product.
3. **PLEASE MENTION THE LIFE OF MACHINE, NUMBER OF COPIES AND THE COST OF PRINTING PER PAGE**

**STATEMENT OF DEVIATIONS FROM TECHNICAL
SPECIFICATIONS**

(Please submit separate sheet for each annexure)

Equipment offered:- Make: _____

Model: _____

LINE ITEM	DESCRIPTION OF ITEM SPECIFICATION WHERE DEVIATING	DEVIATION IN THE OFFER	BRIEF REASON FOR THE DEVIATION

Note: Deviations on the lower side of technical specs will not be accepted

**Signature of the Bidder
Name
Date
Place**

Company Seal

Annexure-I

Techno-Commercial Bid

S.No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and Copy of previous 3 Financial Year's Income Tax Return.	
6.	GST registration and latest return (please enclose copy)	
7.	Original equipment Manufacturer (OEM) certificate / letter to sale the product	
8.	Experience details of 5 years in providing services in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies./ reputed private sector	
9.	Tenderer should have average turnover of minimum <u>Rupees Fifty Lakh during last three in the sales, service and support of Digital multifunctional copier machines / photocopier machines / heavy duty high speed multifunctional production printers.</u> Certificate of CA / Auditor along with documentary proof to be enclosed.	
10.	Details of Bid Security/Earnest Money Deposit: a) Amount: b) Demand Draft/Pay Order / Banker / Bank Guarantee details .: c) Date of issue: d) Name of issuing Bank:	
11	Tender Fees details (demand draft only)	
12	Product Brochure	

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Tenderer with Seal

Seal and Signature of Tenderer

Page 16 of 21

ANNEXURE-II

BIDDER'S ANNUAL TURNOVER

_____ (Location)
_____ (Date)

From (Name & Address of the Statutory Auditor)

To,
The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Ref.: _____

Sir,

We hereby certify that the average annual turnover of M/s.
_____ (name of the bidder) is not less than Rs. 50
Lakh (Rupees Fifty Lakh Only) during the last three financial years.

SI No.	Firm	Year - 1	Year - 2	Year - 3
		Amount	Amount	Amount
1.				

**Yours Sincerely,
(Signature of Auditor)**

Name of the Auditor:

Seal:

CHAPTER – 5

Financial Bid (Price Schedule)

Prices should be quoted in Indian Rupees inclusive of all taxes, installation charges, freight, etc.

Price should be quoted with 05 years onsite comprehensive warranty and support and should be on-site at High Court of M.P., Jabalpur.

Name of the Bidder: _____

Specify Make: _____

Model: _____

Item Description	Unit Price (Rs.)	GST	Any other duty	Total cost of production printer with 05 years onsite comprehensive warranty	Cost of buyback of working production printer of Make: Ricoh , Model: 907 Ex	Total Cost after buyback
1	2	3	4	5= (2+3+4)	6	7 = (5 - 6)
Production printer under the specification of the tender document.						
TOTAL VALUE in Rs.						

Total Bid Price in Rs. _____

In words _____

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No. _____

Email : _____

Date:

Cost of printing per page : _____ (in paisa)

CHAPTER-6
Contract Form

This AGREEMENT made the _____ day of _____, 20__ between the _____ (herein after called the Purchaser) and _____ (herein after called the supplier) _____ (Address)

WHEREAS the Purchaser is desirous _____ (Brief description of goods) and has accepted a bid by the supplier for the supply of those goods and services for the sum of _____ (Contract price in words and figures, herein after called the Contract Price)

Now this agreement witnesses as follows :

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz :
 - (a) The bid forms (Technical and financial) and the Price Schedule submitted by the bidder.
 - (b) The entire tender document.
 - (c) The Purchaser's notification of award.
 - (d) All correspondence in this Regard
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provisions of the goods and services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under.

S. No.	Brief Description of goods and services	Quantity to be supplied	Unit Price	Total Price	Delivery Terms

In witness whereof the parties hereto have caused this Agreement to be executed.

For and on behalf of supplier

CERTIFICATES

WE CERTIFY THAT:

1. We will not LEAK / DISCLOSE any information of High Court to any other institutions/organizations, bodies and also in the market on the rates less than the prices quoted by us to the High Court.
2. The rate of TAXES / DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. The machine offered shall be of the **best quality** strictly in accordance with the specifications and particulars as detailed in the tender.
4. The information furnished by us in the tender are true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.
6. We will meet 100% Confidentiality and Integrity of the High Court Database and software.

Authorized Signatory

(Seal of the Company)