

## HIGH COURT OF MADHYA PRADESH: JABALPUR

### NOTICE INVITING SHORT TENDER

Sealed tenders are invited for the purchase of heavy duty Digital Multifunctional Copier Machines as per 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 **26<sup>th</sup> September, 2016 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](http://www.mphc.gov.in) and Government tender portal [www.tenders.gov.in](http://www.tenders.gov.in).

**Sd/-**

**REGISTRAR GENERAL**

# HIGH COURT OF MADHYA PRADESH: JABALPUR

## TENDER DOCUMENT FOR THE PURCHASE OF HEAVY DUTY MULTIFUNCTIONAL COPIER MACHINE

No: Reg(IT)(SA)/2016/852

Date: 09.09.2016

### 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 heavy duty digital multifunctional copier machine under buyback of old Digital used multifunctional machines 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 | <b>26<sup>th</sup> September, 2016</b><br><b>: <u>Latest by 3:00 P.M.</u></b>             |
| ii)  | Date and time of opening of bid      | <b>: 26<sup>th</sup> September, 2016</b><br><b><u>at 3:30 P.M.</u></b>                    |
| iii) | Place of submitting the bids         | <b>: "<i>Inward Section</i>",</b><br><b>High Court of M.P.,</b><br><b>Jabalpur (M.P.)</b> |

#### Address for communication:

The Registrar General,  
High Court of Madhya Pradesh, Jabalpur (M.P.)  
Email: [mphc@nic.in](mailto:mphc@nic.in)  
Phone: 0761-2623358

## **BIDDING PROCEDURE**

The prescribed tender document consisting of (i) Technical Bid along with Earnest money deposit of Rs. 25,000 and (ii) Financial Bid, sealed in a single envelope, superscribing **“Bid for supply of Heavy Duty Digital Multifunction Copier Machine”** addressed to the **“Registrar General, High Court of M.P., Jabalpur”** must be submitted before due date and time.

The Bid shall be accompanied by a Demand Draft of Rs. 25000/- (Rupees Twenty Five Thousand only) drawn in favour of **“Registrar General, High Court of M.P., Jabalpur”** towards the Earnest money deposit. Bids received without the draft or not fulfilling the prescribed conditions will be summarily rejected and decision of the Registrar General, High Court of M.P., Jabalpur in this regard shall be final and binding.

### **Authorized signature of the Tenderer with seal**

#### **Note:-**

- 1. Offers received by Fax/Telex/email will be rejected.**
- 2. Incomplete offers are liable to be rejected.**
- 3. 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.**
- 4. If the date of tender submission / opening is declared as holiday then the tender shall be submitted / opened on next working day.**

## CHAPTER-1

### Instructions to Bidders

1. The tender document will form an integral part of the Contract to supply.
2. The tender document can also be directly downloaded from the website [www.mphc.gov.in](http://www.mphc.gov.in) and Government tender portal [www.tenders.gov.in](http://www.tenders.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.
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 and (ii) Financial Bid, sealed in a single envelope superscribing “**Bid For Heavy Duty Digital Multifunction Copier Machine**”, submitted at Inward / Receipt Section of 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. 25000/- (Rupees Twenty Five Thousand only). Tenders received without EMD shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract. The earnest money shall be deposited by crossed Pay Order/Demand Draft in favour of Registrar General High Court of M.P.
7. The 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. The items can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors/service providers. However, Letter of authorization from the manufacturer/parent company to be enclosed.
9. The bidder shall quote the prices of goods 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 vendors 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. The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone no. of the contact person therein) along with the Bid.
13. 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.
14. The bidder should quote only for the specific reputed brands/models giving details of make, brand, model number etc.
15. The cost quoted should include the cost of software(if any) media, installation etc. at on site at Jabalpur.
16. Against vendor's compliance column in technical specifications, only **Yes/No**, as the case may be, should be mentioned.
17. 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 may be enclosed with the bid along with media, if any.

18. 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 5 years of experience in the sales, service and support of Heavy Duty Digital Multifunction Copier Machine. Performance statement as per annexure to be filled up and documentary proof of the same to be attached / enclosed.
2. The Tenderer should have turnover of minimum Rupees 25 Lakh per annum in the sales, service and support of Multifunction Digital Copier Machines during the last Three years.
3. Tenderer should enclose the list of **service engineers**.
4. Heavy Duty Digital Multifunction Copier Machine as per the specifications needs to be delivered and installed in the High Court of M.P., Jabalpur.
5. To assist the examination, evaluation and comparison of bids Registrar General, may 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. Tenderers should enclose copies of valid registration of VAT., PAN No. and Service Tax.
7. The Heavy Duty Digital Multifunction Copier Machine quoted should be of reputed make and should conform to the standard (s) mentioned in **chapter-3**. Documentary proof of the same should be attached with the Tender.
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 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 to the High Court of M.P., Jabalpur within 10 working days from the Date of issue of Purchase Order, failing which the purchase order will be 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 term: 90% on successful and satisfactory installation certified by authorized representative of the High Court of M.P., Jabalpur. Balance 10% will be released against the submission of unconditional Bank Guarantee from a nationalized/scheduled bank towards due performance of warranty.
13. The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice and successful installation reports duly signed by Authorized Officer of the High Court of M.P., Jabalpur.

## **12. Warranty:-**

- (a) The Heavy Duty Digital Multifunction Copier Machine should be under 5 (Five) years free **on-site comprehensive warranty support service** from the date of installation or 63 months free warranty support service from the date of delivery of the systems at site, which ever is earlier, including free provision of spare parts, kits as and when necessary.



- (b) If the Heavy Duty Digital Multifunction Copier Machine 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 for the Heavy Duty Digital Multifunction Copier Machine on rental basis at the rate 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.
- (c) Warranty period begins from the date of satisfactory installation and commissioning at location certified by the authorized representative of the High Court of M.P., Jabalpur.
- (d) If the copier machine is down beyond 48 hours, penalty at the rate of Rs. 500/- (Rupees Five Hundred only) per day will be charged.
- (e) Supplier shall visit each site at least once in every three months to carryout preventive maintenance and fine-tune the performance of the copier machine besides regular service calls during the warranty period. 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 suitable penalty would be charged the Bank Guarantee.
- (f) On completion of the Warranty period, the Security Deposit / 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 machine items. If considered necessary, suitable amount of penalty shall be recovered from the Vendor out of their due payments or from their Security Deposit or by raising claims, while releasing the Security Deposit.

13. Security Deposit (SD): SD will be 10% of purchase order value. The security deposit can be in form of unconditional Bank Guarantee of nationalized bank/scheduled bank for a period of comprehensive warranty.
14. 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.
15. The supplier has to provide training on installation, operation and maintenance of Heavy Duty Multifunction Copier Machine to the officials nominated by the Registrar General, High Court of M.P., at Jabalpur.
16. Any disputes arising out of this tender will be under the jurisdiction of court of Jabalpur only.

**CHAPTER-3**  
**Performance Statement**

Performa for performance statement for period of last three year.

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**

Digital Multifunction copiers Machine should be quoted with:

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

<b>S.No.</b>	<b>Specifications</b>	<b>Description</b>	<b>Technically Compliant (Yes/No)</b>
<b>Specifications</b>			
01	Minimum Copying speed	55 CPM /PPM	
02	Operating Systems	Windows 2000/XP/2003/ Vista/2008; Mac XOS10.2.4/10.3 10.4/10.5; UNIX, SUSE Linux, CUPS.	
03	Protocol Support	IPX/SPX, TCP/IP (IPV4/V6), Bluetooth, SMB	
04	Drivers	Windows 2000/XP/2003/ Vista/2008; UNIX, Linux	
05	LAN Connectivity	Ethernet 10/100BaseT, Gigabit Ethernet USB 2.0, 802.11b/g Wireless LAN.	
06	Minimum Scan Speed	60 spm (B&W), 35 spm (Color)	
07	Copy Resolution	600 dpi	
08	File Format	TIFF, PDF, Slim PDF, JPEG, XPS MS Word, MS Excel, Searchable PDF , PDF / A.	
09	Operation Method	Color Touch Screen Control Panel or PC	
10	Paper Size	A5-A3, Legal etc.	
11	Memory	Basic: 512 MB (Standard) SP: 1 GB Minimum HDD: 128 GB or More	
12	Copying Process	Twin laser beam scanning and electrophotographic printing or by any other equivalent process / method of printing .	
13	Zoom	From 25% to 400% in 1% steps	
14	Scan to Folder	SMB, FTP, NCP	
15	Print Resolution	300 dpi, 600 dpi	
16	Scanning Resolution	600 dpi TWAIN: 1,200 dpi	
17	Automatic duplex printing	ARDF cover (yes)	

**Note:**

1. 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.
2. 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 <b>Copy of previous 3 Financial Year's Income Tax Return.</b>	
6.	Service Tax Registration No. , TIN No. (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 Twenty Five Lakh during last three years in the sales, service and support of Digital multifunctional copier machines / photocopier machines / heavy duty high speed multifunctional production printers.</u> <b>Certificate of CA / Auditor along with documentary proof to be enclosed.</b>	
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**

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**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. 25 Lakh (Rupees Twenty Five 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:**

S No	Item Description	Unit Price (Rs.)	Excise/other Duty (Rs.) as applicable	Sales / Service Tax (Rs.) as applicable	*Total cost of machine	Cost of printing per page (in Rupees)
	1	2	3	4	5 = (2+3+4)	
1	One number Heavy Duty Digital Multifunction Copier Machine					

Total Bid Price in Rs. \_\_\_\_\_

In words \_\_\_\_\_

Signature of Bidder with seal \_\_\_\_\_

Name \_\_\_\_\_

Business address \_\_\_\_\_

Tel. No. & Mobile No. \_\_\_\_\_

Email : \_\_\_\_\_

Place :

Date:

**Note: The number of machine can be increased**



**CHAPTER-6**  
**Contract Form**

This AGREEMENT made the \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_ between the Registrar General, High Court of M.P., Jabalpur (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.
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