

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS
DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER**

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Date :23/05/2018

M/s 000000

Our Ref No : GIDI 2018-000021-01
Tender Due: 14:00 Hrs ISTon 22/06/2018
Opening : 15:30 Hrs ISTon 22/06/2018

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No:)

S.No.	Description of Items with Specifications	Unit	Quantity
1	Photocopier Machine. Detail Specifications as per Annexure.	Nos	5
2	Note: Extended warranty of three (3) years and Comprehensive Annual Maintenance Contract of two (2) years after warranty period. (To be quoted Separately)		

DELIVERY AT: IIRS, DEHRADUN

MODE OF DESPATCH DOOR DLVRY

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS SINGLE PART

SPECIFIC TERMS

INSTRUCTIONS TO TENDERERS:

- 1) The photocopier machine should be absolutely brand new and of internationally reputed brands/make and the photocopier machine should not be assembled (unbranded) or used.
- 2) Certificate/proof of that the photocopier machine quoted for supply is brand new etc. from the manufacturer/company is mandatory.

ASHA CHANDRAN L
PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser

Photocopier Machine Specification

Device	Photocopier
Console Type	Digital Touch Screen Type
Supported Paper Size	A3 & A4 Papers
Memory	Standard: Minimum – 256MB Expansion Facility Yes
Network Interface	Ethernet (100Base-TX / 10Base-T), USB 2.0/USB 3.0
Scanning of Document	Yes and Network supported
Warm Up Time	Minimum – 40 seconds maximum after powering ON Minimum – 2 second maximum from the Sleep mode
First Copy Output Time	Maximum 4 seconds or less
Multiple Copies	1 to 999 sheets
Magnification	25% to 400% (1% increment)
Maximum Original Size	Max. A3 / 11" x 17"
Duplex	Standard (A4 & A3)
Copy / Print Speed	Minimum – 35ppm
Resolution	Minimum 600 x 600dpi Reading: Minimum Writing: 1200 x 1200dpi
Paper Sources (80gsm)	Paper Cassette: Standard: 2 x 550 sheets paper capacity Maximum: 4 x 550 sheets paper capacity Stack Bypass: Standard: 100 sheets paper capacity
Acceptable Paper Weights	Paper Cassette: 65 to 90gsm Stack Bypass: 65 to 128gsm
Power Source	220 – 240V AC, 50 / 60Hz
Toner Yield (6% Coverage)	Minimum Approx. 19,000 sheets (A4)
Drum Yield	Minimum Approx. 140,000 sheets (A4)
Print Specification	
Network OS (N/w Printing)	Windows XP / Server2008 / Win7 or later
Network Scan Specification	
Supported OS	Windows XP / Server2008 / Win7 or later
Resolution	BW: Up to 600 x 600dpi CL: Up to 300 x 300dp
Warranty	One (01) Year Standard Warranty Three (03) Years Extended Warranty
AMC (Annual Maintenance Contract)	AMC of (02) Years after extended warranty to be quoted separately.

Specific terms and conditions to the tender

1. Please submit the Technical Details / Catalogue / Make/ Model/Data Sheets.
2. The offer should be valid for a period of 90 days from the date of opening of Tender.
3. **Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by speed post so as to reach us on or before the due date & time. IIRS will not be responsible for any postal delays.**
4. **E- mail/ fax quotations 'WILL NOT BE ACCEPTED'.**
5. Tender form can be purchased from Purchase & Stores Section, IIRS, Dehradun on all working days on payment of Rs. 573/- drawn in the form of Demand Draft in favour of Pay & Accounts Officer, IIRS payable at Dehradun through a request or Tenderer can download the tender documents from the website (www.iirs.gov.in). When tender form is downloaded, DD for Rs 573/- drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached along with the technical bid.
6. **EMD of Rs. 15,000/-** to be submitted along with the Technical Bid in the form of Crossed Demand Draft drawn on any Nationalized / scheduled bank in favour of Pay & Accounts Officer, IIRS, payable at Dehradun. Quotation received without EMD will not be considered. The EMD of unsuccessful bidder will be returned after finalization of order.
7. The bidders are allowed to attend the tender opening on the date & time of bid opening.
8. Please quote the percentage of GST applicable.
9. Our standard delivery term is FOR, IIRS. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lump sum amount.
10. We are exempted from the payment of Customs Duty and necessary exemption certificate shall be issued upon request.
11. **Payment Term:** Payment will be made within 30 days from the date of receipt and acceptance of the item at our site for order value up to 2.00Lakhs. For order value above 2.0 Lakh, 90% payment will be made within 30 days and 10% against submission of Performance Bank Guarantee for the warranty period (wherever warranty is applicable). The Performance Bank Guarantee should be valid for a period of 2 months beyond the completion of the warranty period.
12. For foreign orders our Standard Payment Term is Sight Draft.
13. **Liquidated Damages** – The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire Stores is supplied, installed and accepted.
14. **Security Deposit:** - Wherever the offer value is Rs. 5.00 Lakhs or above, the successful tenderer should submit Security Deposit @ 10% of the order value by way of Bank Guarantee / FD Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs.200/- Non Judicial Stamp Paper and should be valid beyond 2 months from the completion of all contractual obligations.
15. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre / Udyog Adhar / NSIC Registration Certification along with your offer.
16. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
17. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.


[Purchase & Stores Officer]