

No.GEN(037)/PRO/PPM/53/2016/NCRB

Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-VII, R.K. Puram,
New Delhi-110 066.
Dated: 04/10/2016

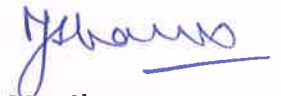
TENDER NOTICE

Subject: **Requirement of 04 PHOTOCOPIER MACHINES.**

Sir/Madam,

Sealed quotations are invited from Manufacturers/Authorized distributors of branded manufacturers/firms for supplying of Photocopier Machines. The specification of Photocopiers Machines are as follows:

| | | |
|---|-----------------------|---|
| 1 | Requirement | Digital Multifunctional Copier Machine : Description {Minimum copying/Printing speed (cpm):45/45, Paper Size (Original/Image): A3/A3, RAM (MB): 256, Hard Disk: 20 GB, Bye Pass: 50 Sheets, Network Card: Yes } |
| 2 | Technical Bid | The details for submission of Technical Bid is placed at Annexure-`A` |
| 3 | Commercial Bid | The details for submission of Commercial Bid is placed at Annexure-`B` |
| 4 | Earnest Money Deposit | Rs. 25,000/- (Rupees Twenty five thousand only) or exempted as detailed available in "Terms & Conditions" with Tender document. |
| 5 | Last date | Quotations should be dropped in the Tender Box available at the Reception of NCRB, East Block-7, R.K. Puram, New Delhi-110066 on or before 07/11/2016 by 1700 Hrs. |



M.P.Sharma
(Jt. Assistant Director)

Copy to:

1. JAD(DCT) - for uploading on NCRB website & CPP website also.

TERMS & CONDITIONS

1. Locally manufactured will not be considered.
2. The Bidder should be Authorized Distributors/Dealers along with Number and date of the certificate/dealership authorization letter issued by original machine manufacturers for having appointed the bidders as the authorized seller/distributor of machines.
3. Name/s, contact number/s of authorized person/s of any five government organization/s to which the bidder has supplied photocopier machines in the past (attach document in Lieu of the same).
4. The Earnest Money Deposit of Rs. 25,000/- (Rupees Five thousand only) by way of D.D. only drawn in favour of "AO, PAO, DCPW" payable at New Delhi shall be submitted along with Technical Bid.

The offers without EMD will be rejected. However, there is exemption of EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. A copy of valid certificate shall be enclosed along with the Technical bid for availing EMD exemption.

5. The Tenderer shall submit the copy of PAN along with the Technical Bid of the tender document.
6. The tender shall be placed in a properly sealed bigger envelope addressed to Director General, National Crime Records Bureau, East Block-7, R.K. Puram, New Delhi-110066 containing two separate sealed envelopes containing Technical and commercial bids.
7. The envelope shall be super-scribed as "Tender for Supply of Photocopier Machine". The two sealed envelopes inside the bigger envelope must be super-scribed as: Envelope No-1: TECHNICAL BID - Tender for Supply of Photocopier Machines. Envelope No-2: COMMERCIAL BID - Tender for Photocopier machines.
8.
 - a) Technical bid evaluation: NCRB will scrutinize the technical offers. In the evaluation, NCRB will determine whether the technical details along with documents furnished are as per bid requirements and whether items are quoted as per the annexure. If the bidder proposes to supply "Photocopier Machines" which are equivalent or higher performance than the specified machines, the bidder should necessarily include documents in the technical bid, to establish such claim to the satisfaction of the Tender Inviting/Accepting Authority.
 - b) Commercial Bid Evaluation: Commercial bid offers of only those bidders, who qualify technically, shall be opened.
 - c) Technical Bids and Commercial Bids will be opened by the Evaluation Committee respectively in **Conference Hall, National Crime Records Bureau, East Block-7, R.K. Puram, New Delhi-110066**, in the presence of the participating Bidders/Vendors, who may wish to be present.
9. Should have direct support centers at Delhi/NCR. In case of support through service partners details of customers supported by the service partners to be attached.
10. Quoted price shall remain valid for three months from day of 1st supply order issued.
11. The rate should be quoted inclusive of all taxes etc.
12. No advance payment shall be made against supply order.
13. DG,NCRB reserves the right to accept or reject any quotation without assigning any reason

TECHNICAL BID
FORMAT & REQUIREMENTS

1. Name of Tenderer:
2. Complete office address of Tenderer

3. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone
 - d. E mail.....
4. EMD payment details (DD number & bank detail)(if applicable)
 - a. Amount
 - b. Draft No.....
 - c. Date.....
 - d. Issuing Bank.....
5. PAN Number..... (copies to be enclosed)
6. TIN Number (copies to be enclosed)
7. Service Tax Registration No.(copies to be enclosed)
8. Copy of Certificate/dealership authorization letter issued by original equipment manufacturer having appointed the bidder authorized distributor of the quoted system.
9. Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (if no, an undertaking to this effect is to be attached in this regard.....(Yes/No).
10. Details of latest two organization/s to whom such Photocopier Machine's were made should be submitted

(Attach documents in Lieu of the same).

| Sr. No. | Name of Client with Contact details | Quantity and systems Supplied |
|---------|-------------------------------------|-------------------------------|
| 1 | | |
| 2 | | |

11. Whether terms and conditions of the Tender is acceptable or not

(Please also fill up Acceptance Certificate, Annexure C)

12. Submission of technical confirmation to the requirement.

| Sr. No. | Items | Description | Compliance (Yes/No)/Higher |
|---------|--------------------------------------|---|----------------------------|
| 1 | Minimum copying/Printing speed (cpm) | | |
| 2 | Memory | | |
| 4 | HDD | | |
| 5. | Paper Size | | |
| 5 | Network Card | | |
| 6. | Bye Pass | | |
| 7 | Warranty | Minimum 3 Years comprehensive onsite warranty | |



Check List of attachments to be enclosed with the Technical bid are as under:

- Earnest Money Deposit/EMD exemption certificate.
- Copy of PAN Number
- Copy of TIN Number
- Copy of Service Tax Registration
- Copy of Certificate/dealership authorization letter
- Supporting documents in lieu of Sr. No. 7
- Acceptance Certificate (Annexure C)

Signature of the Tenderer with stamp

COMMERCIAL BID
FORMAT & REQUIREMENTS

1. Name of the Tenderer:

Adhering to the format given below is a Pre-requisite for considering your quotations:

| Sr. No. | Items | Price (Rs.) per Unit INR (Inclusive of All Taxes) |
|------------|--|---|
| 1 | <u>All Machines :</u> Digital Multifunctional Copier Machine : Description {Minimum copying/Printing speed (cpm):45/45, Paper Size (Original/Image): A3/A3, RAM (MB): 256, Hard Disk: 20 GB, Bye Pass: 50 Sheets, Network Card: Yes } | |

It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender

Signature of the Tenderer with Stamp

CERTIFICATE

Authorized certificate from the respective manufacturers/distributors only to be submitted along with the technical bid..

Signature of the Tenderer with seal