

No-ITI-BLP/STORE/GOVT. PUR./2025/- 511- 516

Date- 19/03/2025

(NIT)

1. M/S HP DOCUMENT SOLUTION CO.OPP.MEHENDRAU Nursing Home ,Purana Bazar , Sundernagar, Distt. Mandi HP175019
2. M/S Digital Office Automation #97B/10Handeti, Purana Bazar, Sunder Nagar Distt.Mandi (HP)-175019
3. M/S Rehana Enterprises Ward No7, Near Petrol Pump Ghumarwin , Distt. Bilaspur HP174001
4. M/S Royal InfoTech Near Control Gate, Sunder Nagar Distt. Mandi(HP) 174021
5. M/S Sapna Info vision #74/10 Near Control Gates Nagar Distt. Mandi (HP)
6. M/S Manyak Enterprises Village Bhandward Bhandwar Link Road Chandpur Bus Stop Bilaspur HP-174004

Sub:- Limited Tender for Supply and Installation of Photocopier under Buy back at Govt. ITI Bilaspur

Sir/Madam,

Govt. ITI Bilaspur Invites sealed quotations for "Supply and installation of Photocopier Machine under buy-back offer" at Govt. ITI Bilaspur from the reputed registered firms/ agencies/ organizations. Rates must be quoted in the enclosed prescribed format only. The tender documents should be submitted in one sealed envelopes super scribed with (i) "Tender for supply and Installation of Photocopier Machine under Buy-Back Offer at Govt. ITI Bilaspur (HP)".

The complete set of tender document can be had from the office of undersigned by paying a non-refundable fee of Rs.500/-. The documents can also be downloaded from our website: www.itibilaspur.edu.in A demand draft amounting to Rs.500/- has to be attached in a sealed cover with downloaded tender document/form.

1	Last Date and Time for Receipt of Bid	10-04-2025 up to 11.30 AM
2	Date and Time for opening Technical of Bid	11-04-2025 up To 11.00 AM
3	Date and Time for opening of Financial Bid(Tenderer or its authorized Representative(s) may remain present if so desired)	13-04-2025 at 3.00 PM
4	Place for Opening of Bid	Office of the Principal, Govt. Industrial Training Institute, Bilaspur District Bilaspur, Himachal Pradesh
5	Address for Communication	Office of the Principal, Govt. Industrial Training Institute, Bilaspur District Bilaspur, Himachal Pradesh-174001

The Terms and conditions of tender are mentioned 'n Tender Document. Principal Govt. ITI Bilaspur reserves the right to cancel the tender at its sole discretion without assigning any reason at any stage.

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Principal
Govt. Industrial Training Institute
Bilaspur Distt. Bilaspur -174001(HP)

TENDER FORM

(Instructions to Tenderers)

- 1 The Tender documents duly completed should be submitted in **two separate parts**. The **first part** should be sealed in a separate envelope and superscripted as "**Technical Bid for supplying of Photocopier Machine**". The **second part** will consist of the "**Financial Bid and superscripted as Financial bid for supplying of Photocopier Machine** and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope along with tender document and duly superscripted as "**Tender for supplying of Photocopier Machine** "and addressed to the **Principal, Govt. Industrial Training Institute, Bilaspur, Near Industrial Area, Nihal Sector Distt. Bilaspur HP-174001** and can be submitted by post or personally to the **Principal, Govt. Industrial Training Institute, Bilaspur** as per above address **on or before 10-04-2025 up to 11:30 AM.**
- 2 **Tender Cost:** The bidder should submit a demand draft of Rs. 500/-only towards non-refundable tender fee, drawn in favour of "**Principal, Govt. Industrial Training Institute, Bilaspur** in a sealed envelope superscribed as "**Tender fee for supplying of Photocopier Machine**" on or before last date & time of submission of bids. In the absence of. Tender cost, the tender will not be accepted.
- 3 Work may be awarded to lowest rate quoted by bidder (L-1 basis) after less the old photocopier cost.
4. Price validity shall be 90 days from the date of opening or price.
5. Guarantee / Warranty shall be covered by OEM and guarantee / warrantee documents to be submitted with invoice.
6. Bidders have to submit the Authorization letter along with proposal issued by the concerned OEM.
7. Bids received without prescribed Earnest Money Deposit (EMD) and required documents shall not be considered.
- 8 The tenders not conforming to the essential requirements, as per check list (**Annexure-1**) will be Rejected and no correspondence thereof shall be entertained Whatsoever.
9. Price Bid of only those tenderers shall be opened who are found qualified at the Pre-qualification stage (Technical Bid). The Financial Bid shall be opened as per the schedule mentioned intender notice or on next working day if there is holiday or if full quorum of committee is not available due to some unavoidable circumstances after decision on Pre-qualification Bid.
10. The tenderer should submit tender documents intact, without detaching any page or pages, duly filled and signed on each page of tender form.
11. The tenderers are required to produce an undertaking on stamp paper of Rs.50/- as per format given in **Annexure-2**.
12. The Principal, Govt. Industrial Training Institute, Bilaspur reserves the right to accept or reject any or all the tenders without assigning any reasons.
13. The rates should be quoted in the enclosed "**Price schedule**"(**Annexure-3**) in figures and words without any overwriting, corrections, errors, omission etc. If there is a discrepancy in the rates between figure & words, the rate quoted in words will be taken as correct for the purpose of evaluation.
14. The tender document is not exchangeable to any other party.
15. The representative of the tenderer should produce a letter of authority for attending tender opening on a letter duly signed and having seal of the firm.
16. The tenders received after due date and time will not be accepted.
17. That the contractor shall not engage any sub-contractor or sublet /transfer the contract to any other agency/person in any manner.
- 18 Every page of the tender should be stamped & signed by the tenderer with seal of Agency/Firm.
- 19 Bidder submitting the proposal must registered under GST and GSTN and PAN shall be submitted bythe bidder with the proposal.


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- 20 Bidder may check the condition of the old Photocopier Machines before placing the proposal.
- 21 Bidder has to submit the non-blacklisting declaration in the format (Annex-4).
- 22 The Successful bidder shall have to deposit 07% (Seven percent) Performance Security of the total value of contract. Such security shall furnish in the shape of duly pledged Fixed Deposit Receipt from a commercial bank. Performance Security shall remain valid for a period of sixty days from the date of completion of contract.
- 23 Bidder/OEM must have a functional Service Centre in the State / adjoining districts. (Please attach a supporting document in this regard).

24. MODE OF SUBMISSION

1. Tenders should be addressed to The Principal, Govt. ITI Bilaspur by designation only.
2. Tender can be submitted in person on or before the due date and time specified in the tender notice. Such tenders may be submitted in the office of Principal Govt. ITI Bilaspur (HP) in person.
3. Alternatively, the tenderer who prefers to submit the tender through post can dispatch the same through Registered Post or Courier so as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered, and the Principal, Govt. ITI, Bilaspur, will not be liable or responsible for the same.
4. Tender should be submitted in the prescribed Tender Document obtained from the Office of Principal, Govt. ITI Bilaspur or downloaded from Govt. ITI Bilaspur website.

25. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:

1. Tenderer shall enclose a EMD of Rs. 10000/- (Ten Thousand only) in favour of Govt. ITI Bilaspur as the non-interest bearing Earnest Money Deposit. Such EMD shall furnish in the shape of duly pledged Fixed Deposit Receipt from a commercial bank. Bid without EMD shall be rejected. The EMD of successful bidder will be adjusted in his performance security.
 2. The Earnest Money Deposit of the unsuccessful tenders will be turned, after the acceptance of the work order by successful tender, at the expense of the Tenderer within reasonable time. Earnest Money Deposit will not bear any interest thereon.
 3. Cheques, Bank Guarantees will not be accepted towards EMD.
 4. The Earnest Money Deposit/Security Deposit will be forfeited if:
 - i) Successful bidder fail to supply the photocopier,
 - ii) Tenderer withdraws his tender or backs out after submission of tender,
26. **DELIVERY:** The successful bidder should supply the Photocopier within 30 days from the date of "Purchase Order".
27. **PAYMENT TERMS:** 100% payments shall be made after the successful delivery, installation & commissioning of the order.
28. **JURISDICTION FOR LEGAL PROCEEDING** Suit or any legal proceedings in regard to this matter arising in any respect under this contract shall be under jurisdiction of Bilaspur (HP).
29. **PENALTY:** In the event of failure of the successful tenderer to make supply of photocopier within the stipulated time, without prejudice to other remedies under the contract a penalty Equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per day/week with a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the, Principal Govt. ITI Bilaspur to grant extension of time with penalty/without Penalty.
30. **ONSITE WARRANTY:** It is compulsory to the bidder that he should have to provide 03 (three) Years onsite warranty and he has to be submitted necessary undertaking in this regard..


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Bilaspur Distt. Bilaspur -174001(HP)

TECHNICAL SPEFICATION OF PHOTOCOPIER MACHINE
Digital full Colour Multifunction Machine

Sr.no	<u>Digital full Colour Multifunction Machine</u>	
1	Type of Machine	
2	Printing Technology	
3	Type of Printing	
4	Cartage Technology	
5	Engine Minimum Speed per minutes	
6	Networking feature arability	
7	Wi-fi facility	
8	No of tray	
9	Bypass Facility	
10	Duplex feature	
11	Scanning /Printing /Copies feature	
12	Mobile accessibility	
13	Control panel Display	
14	Memory	
15	Trolley	
16	Warm up Time	
17	Continuous copy	
18	03 years On Site WARRENTY	

Signature of contractor

(Full signature of the Tenderer with seal of the Agency)

Annexure-1**CHECK LIST OF THE DOUCMENTS TO BE ATTACHED WITH TECHNICAL Bid**

1	Registration No. of the Firm Yes/No		
2	Address and details regarding whether the bidder is sole proprietor/ partnership firm Yes/No		
3	TAN/PAN No .of the Firm Yes/No		
4	GST No. Yes/No		
5	Copy of Income Tax Return of the firm for the last three (03) years Yes/No		
6	Bid security /EMD Of Rs.10000 is attached or not.		
7	Undertaking as per Annexure-2		
8	Undertaking as per Annexure-3		
9	OEM Authorization letter		
10	Every Page of Bid Document Signed by Bidders		
11	Tenders/Bid Document Cost of Rs.500/-is attached or not.		
12	Undertaking for providing 03 (three Years onsite warranty)		

Signature of contractor

(Full signature of the Tenderer with seal of the Agency)

UNDERTAKING

"I / we hereby declare that I / we have carefully gone through the terms and conditions of Contract & Tender Document Bid invited vide letter No _____ in detail and agreed to the rates submitted by me / us in the above Rate Sheet and I / we agree in full". In addition to this, 1/(Firm Name _____) accepted all the terms & conditions as mentioned/laid down in the Bid/Tender document.

1) Signature of the party:
(Full Name in block letters)

2) Capacity in which offer is signed:
(Rubber stamp is required)

3) Full Address ' _____

Telephone Number (0)

(R)

PATRICULARS OF BID SECURITY/EMD: FDR No _____ dated _____

Rs. _____

Bank
Branch

Signature of the bidder Or the
Authorized Signatory & Seal.

Principal
Govt. Industrial Training Institute Bilaspur,
Disit Bilaspur 174001

(Price schedule)

FIANCIAL BID

Annexure '3'

Supply and installation of Photocopier Machine under buy back offer"

Sr	Details Scope of the Work	Qty	Actual Rate of the Product	Amount of GST @ ___% applicable	Total
01	New Photo copier Machine (As per Detailed Specification mentioned in the bid document)	01			
02	Less:- Buy Back cost of Old photocopier machine (Make XEROX, Model:- 5325 Black & White	01			
03	Total Cost of New Photocopier Machine after Buy Back Offer:- In Figure and word				

Signature of contractor

(Full signature of the Tenderer with seal of the Agency)

UNDERTAKING

I/We _____ S/o _____ R/o (local address Permanent address) solemnly state that I/We have not so far black listed by any of the institutions/offices in which I/We have worked/working.

Date:

Place:

Signature of contractor

(Full signature of the Tenderer with seal of the Agency)

Principal
Govt. Industrial Training Institute Bilaspur, ,
Disit .Bilaspur H.P 174001