



भारतीय लेखा एवं लेखापरीक्षा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, राँची  
Indian Audit and Accounts Department  
Regional Training Institute, Ranchi

No. RTI/RAN/QUOT/2016-17/Photocopier/721

Dated: 10/11/2016

Tender Notice

To  
Vendors concerned

Sub: Sealed tender for supply, installation testing and commissioning of one Monochrome Laser Multifunctional Copier/ Printer.

Sir/Madam,

Sealed quotations are invited through limited tender enquiry in prescribed Proforma (Annexure-II – Part A &B) for supply and installation of one Canon Monochrome Laser Multifunctional Copier/ Printer for its office located at Doranda, Ranchi-2.

2. Sealed cover with superscript “Tender for supply, installation testing and commissioning of Monochrome Laser Multifunctional Copier/ Printer” and addressed to “The Principal Director, Regional Training Institute, Ranchi” shall be submitted to the Consultant/Admn of this office in person on or before 18.11.2016 by 3.00 pm and bid will be opened on the same day at 4.00 PM in the presence of bidders /representatives, if any. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Bids sent by FAX or e-mail will not be considered.

3. Necessary terms & conditions of the quotation are listed in the Annexure - I (enclosed). A copy of this quotation enquiry is also available in this office's website <http://www.rtiranchi.cag.gov.in>.

Yours faithfully,

*Md. Sarfuddin*

(Md. Sarfuddin)  
Consultant/Admn

**Annexure- I**  
**(Terms & conditions)**

1. This office does not bind itself to accept the lowest quotation and reserves the right to reject or accept any or all the tenders received without assigning any reason whatsoever. The decision of the office in this regard shall be final and binding on the tenderers/bidders. Inadequate or incomplete tenders in any respect or the prescribed conditions not fulfilled are liable to be rejected. Canvassing in any form by the bidders/vendors will result in rejection of their tenders.
2. **Make, model, type & detailed specification of required Multifunctional Copier/ Printer should clearly be mentioned in the tender. Other detail such as warranty, delivery period, and installation charges, if any & tax provision etc. shall also be intimated.**
3. The bidders/firm must be registered with Sales/Service Tax Department for supply/services. Details of such certification mentioning registration number etc. shall be furnished along with the quotation.
4. The bidder/firm must submit the details of **VAT/CST number/TIN/PAN Number etc.**
5. **Necessary authorisation certificate from the OEM ends, if applicable, shall be furnished along with quotation.**
6. An "Earnest Money Deposit (EMD)" to the tune of Rs. **10,000/-** (Rupees ten thousand only) in the form of crossed Demand Draft drawn in favour of "PAO(Audit), O/o the Pr. AG (A&E) Jharkhand", shall be submitted. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the quotation in any respect within the validity period of their quotation
7. The successful bidder hereafter referred to as Contractor, has to furnish '**Bank Guarantee**' for an amount equal to **10%** of total contract value which will be released on completion of the warranty/support period.
8. All technical queries/complaints, which may be indefinite, shall be attended immediately (within 24 hours) during entire warranty/support period. All the charges towards repair/servicing, any other incidental expenses on operation and maintenance would be borne by the firm during the warranty period.

9. The performance of the Multifunctional Copier/ Printer is the essence of the work order. In case the bidder fails to cope up with the workload or does not render satisfactory services during the currency of the warranty/support period, the contract awarded to him shall be cancelled without giving any notice or without assigning any reason whatsoever and the Bank Guarantee shall be encashed proportionately or in full and payment due to him, if any, shall be forfeited. In this connection, decision of the Principal Director, RTI, Ranchi shall be final and binding on the bidder.

10. If any defect(s) is (are) noticed or any complaint made by the users during the warranty/support period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the Principal Director RTI, Ranchi of this office to enforce penalty claim from the contractor.

11. The vendor shall not sublet the whole or part of the works without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents, servants or workmen.

12. Validity of Bids: The Bids should remain valid till **60 days** from the last date of submission of the Bids. Delivery Period - Completion period for supply and installation of Multifunctional Copier/ Printer would be within 30 days from the effective date of supply order. If Bidder desires to ask for excise duty or Sales Tax / VAT extra, the same must be specifically stated in the "Price Bid". In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

13. All payments to the firm shall be made only after successful delivery, installation and acceptance by the user. No advance payment will be made.

## Annexure- II

### (A) Technical Bid

Sl. No	Particulars	Agreed/Submitted
1	Bids should be forwarded by Bidders under their original letter pad inter alia furnishing details like TIN number, VAT/CST number etc. and complete postal & e-mail address of their office telephone Nos	
2	<b>EMD</b> The EMD for an amount of Rs. 10,000/- pledged in favour of PAO (Audit), O/o the PAG (A&E), JHARKHAND, Ranchi may be submitted in the form of crossed Demand Draft.	
3	The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the quotation in any respect within the validity period of their quotation.	
4	<b>Performance Guarantee:-</b> The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector authorized to conduct Government business for a sum equal to 10% of the contract value within 7 (seven) days of receipt of the work order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of all contractual obligations including warranty obligations.	
5	Canvassing by the Bidder in any form, unsolicited letter and post-quotation correction may invoke summary rejection with forfeiture of EMD. Conditional quotations will be rejected.	
6	The Bids should remain valid till 60 days from the last date of submission of the Bids.	
7	Completion period for supply and installation of Multifunctional Copier/ Printer/ Scanner would be 30 days from the effective date of supply order. Please note that Contract may be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.	

(Signature of the authorized person of the firm/Supplier)

**(B) PRICE BID**

Sl. No	Specification of Goods Required	Make & Model	Unit	Amount (In Rs) both in words & Figure
1	Canon ImageRUNNER ADVANCE 4225 Laser Multifunctional Photocopier/Printer/Scanner with 25 ppm copy/print speed, Duplex Automatic Document Feeder, Network Interface; or equivalent			
2	VAT/ taxes as applicable			

(Signature of the authorized person of the firm/Supplier)



(Md. Sarfuddin)  
Consultant/Admn