



The Institute of Cost Accountants of India  
Eastern India Regional Council  
CMA Bhawan, 84, Harish  
Mukherjee Road , Kolkata 700025  
LOCAL PURCHASE COMMITTEE

### TENDER NOTICE

Ref LPC/ IT/2023-24/ HP Scanner cum Photo Copier Printer Machine -01      Date: 20.2.2024

Date of Invitation: 20.2.2024

Date of Closure: 11.3.2024

#### **Subject: Tender Notice for Procurement of 1 HP make Scanner cum Photo Copier Printer Machine**

The Institute of Cost Accountants of India, Eastern India Regional Council, invites quotations from reputed dealers with proven track records, for **Procurement of 1 HP make Scanner cum Photo Copier Printer Machine** . Dealers fulfilling the eligibility conditions can submit their quotations at the following address:

The Institute of Cost Accountants of India  
Eastern India Regional Council  
CMA Bhawan 84, Harish  
Mukherjee Road , Kolkata 700025

The quotation should be addressed to Convenor and drop at the tender box available at the Institute ground floor:

The Convener – Local Purchase Committee/Tender Committee  
The Institute of Cost Accountants of India  
Eastern India Regional Council  
84 Harish Mukherjee Road,  
Kolkata 700025

Last date of submission of the quotation is 11.03.2024 till 4 pm

#### **Eligibility Criteria**

1. The tenderer should be a Company registered in India./Partnership firm/ Proprietorship firms
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. /Private concerns/ PSUs.
3. The tenderer should have an appropriate support relationship with OEM Channel/Service partner etc. and **must submit authorized dealer certificates and documents.**  
**The tenderer should have executed at least three similar work order of same or higher value during the last three years (2022–2023, 2021–2022, 2020–2021).**

#### **Scope of Work:**

Delivery & Installation of the HP **Scanner cum Photo Copier Printer Machine** and peripherals at

The Institute Of Cost Accountants Of India  
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<b><u>HP make Scanner cum Photo Copier Printer Machine</u></b>	<b>01</b>
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#### **Instruction to the tenderers**

1. The tender shall be submitted in sealed envelopes -subscribing Financial bid. The envelope should be super-subscribed with “**Quotation for Procurement of HP make Scanner cum Photo Copier Printer Machine**” (Bid Reference - LPC/ IT/2023-24/ HP Scanner cum Photo Copier Printer Machine -01)
2. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-II in Financial Bid** on vendor's letter head duly signed, stamped, and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

#### **Terms and Conditions**

1. The tenderer must be in its legal existence for more than a minimum period of 5 years.
2. The tenderer must submit the latest document as proof of Authorized OEM Partner./ Authorised dealer
3. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
4. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of the tender.
5. ***The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof***
6. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
7. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 2 weeks, failing which LD will be imposed based on the calculation 0.5% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.
8. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
9. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.



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10. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of Cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The place of such arbitration proceedings shall be at Kolkata.

## **Payment Terms**

***100% Payment will be made after successful delivery within 3-4 weeks and satisfactory installation subject to submission of invoice.***

### **Statutory Requirements**

1. PAN, TAN, GST along with the copy of registration.
2. IT Return of last three assessment years.
3. GST Return for last three quarters.
4. Bank Account number with IFSC code, Bank name and Branch
5. Proof of document that the tenderer has executed at least three similar work order during the last three years.
6. Cliental List of the tenderer.
7. Proof of document that the tenderer is an authorized HP dealer.



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**ANNEXURE-I**

**BIDDER DETAILS**

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
PROPRIETORSHIP /PARTNERSHIP FARM/COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate / Partnership Deed)	
PAN NUMBER (COMPANY / PROPRIETOR/PARTNERSHIP) enclose copy of PAN of Proprietor/Partnership firm /Company	
GST REGISTRATION NUMBER Enclose copy	
TRADE LICENCE NO. (attach copy)	
Undertaking – Company is not debarred from any Govt/ PSU organizations.	

**Declaration:** We/our company, are hereby submitting all necessary documents required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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**TECHNICAL**  
**SPECIFICATION**

**HP make scanner cum photocopier printer machine**

01.	<p><b><u>HP Make SCANNER CUM PHOTO COPIER PRINTER MACHINE</u></b></p> <p><b>Technology:</b> Laser (Dry Toner Powder) <b>Functions:</b> Print, Copy, Scan, <b>Printing Colour:</b> Mono <b>Printing Size Max:</b> A4 to Legal <b>Print Speed in A4:</b> 43 PPM <b>Print Resolutions (DPI):</b> 600 <b>PC Connectivity:</b> USB wire, Wireless LAN, Wi-Fi Direct, RJ45 Ethernet Port <b>Paper weight Min /Max GSM:</b> 60 to 120 <b>Memory Ram:</b> 1 GB <b>Hard Disk:</b> 2 GB (eMMC) <b>Duplex Print:</b> Yes <b>Duplex Scan DADF:</b> Yes (Optional) <b>Tray (Sheets):</b> 1 X 550 <b>Bypass (Sheet):</b> 1 X 100 <b>Power Consumption in Watt:</b> Approx. 1,420W <b>Trolley:</b> Optional <b>Dimension (W X D X H) MM:</b> 480 X 464 X 452 <b>Machine Weight: Approx.:</b> 19 kg <b>Cartridge Capacity (@5% Coverage Area in A4):</b> Black- 25000 Prints. <b>Printing Capacity Monthly:</b> 43000 Prints</p>	
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**Declaration:** We/our company together with this Bid has submitted all necessary document required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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**ANNEXURE-II (To be submitted in Financial Bid)**

**FINANCIAL BID FOR HP MAKE SCANNER CUM PHOTO COPIER PRINTER MACHINE**

Sl. No	Item	Quantity (No)	Unit Price (INR)	Taxes (INR)	Total Price (INR)
01.	<b>HP make Scanner cum Photo Copier printer</b> <b>Machine Model Name:</b> _____ (Specifications as mentioned in technical specifications)				
<b>GRAND TOTAL</b>					

**Declaration:** We/our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**

*Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.*