



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in e-mail: lpc.kolkata@icmai.in

Local Purchase Committee

TENDER NOTICE

Ref. LPC/Admin/Photocopier/2021

30.11.2021

Tender for Supply, Installation and Commissioning of Photocopier Machine

Reputed and reliable suppliers located in and around Kolkata are invited to offer their rate for supply, installation and commissioning of Photocopier Machine preferably of Thailand / Japanese make as per details given below:

Specification:

Technology	Laser Multifunction
Operating System	Windows
Type	Mono (single colour)
Print Speed	25 PPM A4; 15 PPM A3
Print language	UFR 2
First page out from ready mode	< = 6 secs.
Boot Time	<= 12 secs.
Print resolution	1200 X 1200 dpi
Media Type	USB Memory
Paper Size	A3 to A5
Zoom	25 % to 400%
Tonner Consumption	30,000 (A4)
Memory	2 GB minimum
Number of tray	2
Paper supply capacity	1200 minimum
Print volume per month	Above 10000 ppm
DADF required	YES

Scope of work:

Supply, installation, commissioning and training of photocopier machine.

Eligibility:

- The vendor shall be Original Equipment Manufacturer (OEM) of machines or the Authorized Partners / Dealer of OEM

OR

The bidder shall have appropriate support relationship with OEM Channel/Service partner etc. and must submit OEM authorization documents. Proof of document that the bidder is authorized OEM Partner to be enclosed.

- The photocopier quoted should be of reputed standard, make and should conform to the ISO Standard(s).



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Interested vendors may contact Shri Suneel Kaushik, (Administration) for any further clarifications at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 9681818171

Instructions for bidders:

- Bidders shall bear all costs associated with the preparation and submission of its bid.
- Detail technical specification of machine along with the bid must be submitted.
- **The maximum matching specification with the requirement of the Institute will make bidder eligible for financial bid.**
- **Financial bids of only those bidders will be considered who have qualified in the technical bid analysis.**

Terms & Conditions:

- The machine should be new and company sealed. The sealed package can be open in presence of the Administration Department at the time of Installation and Commissioning. The minimum specifications of the machines which will be supplied by the vendor should match the specifications as mentioned in tender document.
- Schedule of delivery –
 - (a) Time – Within 15 days from acceptance of order.
 - (b) Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 (1st floor)
- Training: Upon completion of the installation & commissioning, the successful bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at Institute.
- Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- The price quoted by the bidder should be all inclusive with labour, transportation and other related costs.
- The price quoted by the bidder should remain valid for 90 days.
- Period of Contract – **"ONE TIME"** and this contract will continue till completion of Defect Liability Period mentioned in below para even after satisfactory supply, installation, commissioning and providing training on machine
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the supplier will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and binding on the vendor.
- The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting supplier.
- **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs.**
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute



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- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without any notice. The bidders shall have no claim to any payment of compensation.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- The order will be placed for the best interest of the Institute.

Warranty and Maintenance

- The entire equipment shall be onsite warrantied to be free from defective workmanship, software or materials and any defects that may appear within 12 months (one years) from the date of commissioning, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- During the said period of 12 months (DLP – Defective Liability Period), the contractor (successful bidder) shall make inspection of the entire system free of charge as and when required, and attend to such other service that may be required of him.
- During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.
- Defect Liability Period shall cover each part of Photocopier machine including plastic body and parts, replacement of any part necessary for keeping the Photocopier machine active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the Photocopier machine.
- DLP will include of –
 - (a) Serviceability of photocopiers at 100% satisfaction level.
 - (b) Maintenance of photocopiers include periodic servicing/cleaning, repair of all minor and major components and whenever necessary replacement of parts.
- Complaint will be attended to within 48 hours from the time of its lodging
- In case, photocopier machine is to be taken out for repairs to firm's workshop, a standby machine of same/higher configuration shall be provided by the firm.



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Payments:

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- The payment will be made in electronic mode only within 30-45 days of submission of bills.

Submission of Bids:

Envelope No. I – TECHNICAL BID:

Filled in pages i.e. both 1 & 2 of **Annexure-1**.

Envelope No. II – FINANCIAL BID:

Filled in Financial bid of **Annexure-2**.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for Supply, Installation and Commissioning of Photocopier Machine” (Bid Reference - LPC/Admin/Photocopier/2021)

The final envelope (III) has to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00pm, December 13th, 2021.

**Convener
Local Purchase Committee**



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Annexure 1

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Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. (copy to be enclosed)	
6.	Details of GSTN (copy to be enclosed)	
7.	PAN of proprietor	

Signature of bidder:

Date:

Seal:

Place:



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Annexure 1

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Make

Model

Technology	Laser Multifunction	<input type="checkbox"/>
Operating System	Windows	<input type="checkbox"/>
Type	Mono (single color)	<input type="checkbox"/>
Print Speed	25 PPM A4; 15 PPM A3	<input type="checkbox"/>
Print language	UFR 2	<input type="checkbox"/>
First page out from ready mode	< = 6 secs.	<input type="checkbox"/>
Boot Time	<= 12 secs.	<input type="checkbox"/>
Print resolution	1200 X 1200 dpi	<input type="checkbox"/>
Media Type	USB Memory	<input type="checkbox"/>
Paper Size	A3 to A5	<input type="checkbox"/>
Zoom	25 % to 400%	<input type="checkbox"/>
Tonner Consumption	30,000 (A4)	<input type="checkbox"/>
Memory	2 GB minimum	<input type="checkbox"/>
Number of tray	2	<input type="checkbox"/>
Paper supply capacity	1200 minimum	<input type="checkbox"/>
Print volume per month	Above 10000ppm	<input type="checkbox"/>
DADF required	YES	<input type="checkbox"/>

Signature of bidder:

Date:

Seal:

Place:



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Annexure 2

Financial Bid

Make Model

Price offered

In words Rs

Rate of taxes %

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred from any department of the Institute.

Signature of bidder:

Date:

Seal:

Place: