

## M.P. Council of Science & Technology

Vigyan Bhawan, Nehru Nagar, Bhopal – 462003 (M.P.) India  
Tel.: +91 755 2433162, Fax: +91 755 2671600  
www.mpcost.gov.in

### Limited Tender

Tender No. 178/MPCST/NIT/2020

Date 08.09.2020

M.P. Council of Science and Technology, Bhopal invites Limited Tender under two bid systems (Technical and Financial Bids) from the reputed Manufacturers/Authorized Dealers/Agents/Suppliers for supply and installation of '**A3 Size Colour Photocopy Machine**' (**Quantity 02**).

The tender documents are attached herewith and may also be downloaded from Council's website [www.mpcost.gov.in](http://www.mpcost.gov.in).

The Tender will be received through Speed Post/Registered Post/Courier/By Hand only.

The schedule of bid process is as follows:

1	Date of publication of tender	08.09.2020
2	Date of start of sale/download tender document	08.09.2020
3	Bid submission start date	08.09.2020
4	Bid submission closing date and time	18.09.2020 11.30 AM
5	Bid opening date and time	18.09.2020 02.30 PM
6	Financial Bid opening date and time	25.09.2020 11.30 AM

**Incharge Purchase**

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**To,  
The Incharge Purchase  
M.P. Council of Science and Technology,  
Vigyan Bhawan, Nehru Nagar,  
BHOPAL – 462003**

**Tender No. 178/MPCST/NIT/2020  
Item: A3 Size Colour Photocopy Machine**

## TERMS & CONDITIONS

### **1.0 GENERAL**

- 1.1 The Limited Tender is invited for supply and installtion of '**A3 Size Colour Photocopy Machine' (Quantity 02).**
- 1.2 The quantity of the materials to be purchased may vary according to the requirement if the need arises.
- 1.3 The cost of Tender Form is INR 500/- (non-transferable & non-refundable). The Bidder is required to furnish Demand Draft of a Commercial Bank in favour of Director General, M.P. Council of Science and Technology, Bhopal (India), payable at Bhopal along with Technical Bid. As per "Madhya Pradesh Store Purchase and Service Procurement Rules 2015", exemption in Tender Cost is applicable to only Micro and Small Enterprises of State of Madhya Pradesh only.
- 1.4 The Tender Document is not transferable to any other bidder.
- 1.5 The photocopy machine must be complete in all respects including the essential accessories to fulfill the function to meet the specification as given at Annexure – I.
- 1.6 The Bidder must submit audited balance sheet of preceding 3 years along with the bid.
- 1.7 The Bidder must submit Income Tax Return (ITR) of preceding 3 years along with PAN Card.
- 1.8 The Bidder must submit notarized affidavit of the date after issuing of the tender that Bidder has not been black listed/prohibited by any Govt. organization On Non-Judicial Stamp Paper.
- 1.9 The Bidder must submit GSTN Registration along with bid.
- 1.10 The Bidder must submit latest agreement/authorization from the foreign firms in case Indian Agents/Dealers/Suppliers are submitting tender on its behalf.
- 1.11 The Bidder should submit the copies of supply orders in support of experience of supply of items in Govt./Semi-Govt. Organizations, if any.
- 1.12 In case similar L1 rates quoted by more than one Bidder, the experince of supply of items in Govt./Semi-Govt. Organizarions will be considered for taking final decision.
- 1.13 Proposal that is incomplete or not in prescribed format will be rejected.
- 1.14 The Bidder must submit the tenders in **TWO BID SYSTEM.**
  - (a) The Technical and Financial proposal should be submitted by post/courier/by hand only.
  - (b) **Technical Bid** – The proposal should be submitted in technical bid format and specifications given on Annexure - I in the tender document.
  - (c) **Financial Bid** – The proposal should be submitted in Financial Bid format given in tender document.
  - (d) The original copies of the documents which are submitted along with bid, the same must be made available to the office of the M.P. Council of Science and Technology, Vigyan Bhawan, Nehru Nagar, Bhopal – 462003 (M.P.) India as and when required.
- 1.15 Only Technical Bid shall be opened on the date of tender opening.
- 1.16 The Financial bid will be opened only on the prescribed date for those who qualify the Technical bid.
- 1.17 Full name and status of the person signing the tender documents must be clearly mentioned in the Tenders.
- 1.18 Tenders received after the due date & time shall not be accepted.

## **2.0 EARNEST MONEY (EM) DEPOSIT:**

- 2.1 The Bidder is required to submit Earnest Money (EM) of Rs. 10,000/- (Ten Thousand only) in form of Demand Draft of a Commercial Bank in favour of 'Director General, M.P. Council of Science and Technology, Bhopal (India)' payable at Bhopal along with Technical Bid.
- 2.2 As per "Madhya Pradesh Store Purchase and Service Procurement Rules 2015", exemption in EMD is applicable to Micro and Small Enterprises of State of Madhya Pradesh only.
- 2.3 No interest in any case will be paid on EMD.
- 2.4 EMD shall be returned after successful installation of Photocopy Machine.
- 2.5 The entire amount of Earnest Money is liable to be forfeited and the order will be treated as cancelled in the following cases:-
  - (a) Supplier expresses inability to accept the order.
  - (b) Full ordered items not supplied.
  - (c) If the acceptance of the order is conditional as detailed in the execution of the order.

## **3.0 PRICE:**

- 3.1 The price should be quoted for supply and installation of Photocopy Machine at MPCST, Bhopal.
- 3.2 The price is including of forwarding, freight, packing, insurance charges, commissioning, installation, and warranty.
- 3.3 The price should be offered inclusive of all taxes and as per Financial Bid Format.

## **4.0 DELIVERY**

- 4.1 The entire material will be delivered by the supplier at M.P. Council of Science and Technology, Vigyan Bhawan, Nehru Nagar, Bhopal – 462003 (M.P.).
- 4.2 The delivery time from the date of placement of order shall not exceed 21 days.
- 4.3 In case the supplier fails to deliver the item within 30 days from the date of placement of order, the supplier will have to pay a penalty @ 2% per month on the order value or part thereof calculated for the period of delay.
- 4.4 In case of any default in the execution of the order the Council will be at liberty to forfeit the entire earnest money of the supplier, if they fail to adhere strictly to all the terms and conditions of tender supply order and agreement bond and subsequent instructions for supply of the item.
- 4.5 If item supplied are not according to the order specification and are not of proper quality the same will not be accepted. Similarly, second hand, reconditioned, damaged repaired and substandard item and having poor quality or not being to the entire satisfaction of the Council will not be accepted. The item supplied as above but rejected will be returned to the supplier at his cost and risk and entire amount of earnest money/ security deposit is liable to be forfeited. If defect of any kind or deviation from specification reported, the supplier should replace or rectify defects by own expenses within 30 days from the date of report.

## **5.0 INSTALLATION**

- 5.1 Proper installation of Photocopy Machine will be done by supplier at M.P. Council of Science and Technology, Vigyan Bhawan, Nehru Nagar, Bhopal – 462003 (M.P.).
- 5.2 In case the supplier fails to install and demonstrate the item within 15 days from the date of supply, the supplier will have to pay a penalty @ 0.5% of the order value per week for the period of delay.

**6.0 PAYMENT TERMS**

6.1 Payment will be made within 45 working days of the successful installation and demonstration.

**7.0 OPERATIONAL MANUAL**

7.1 The Supplier is required to supply the operational manual of the item, diagram etc. along with the consignment.

**8.0 BANKER**

8.1 M.P. Council of Science and Technology, Bhopal bears account with nationalized bank of India.

**9.0 ARBITRATION**

9.1 Any dispute arising out of this agreement in respect of quantity/quality/specification/installation or payment shall be referred to the sole arbitration of the Director General, M.P. Council of Science and Technology, Bhopal (India).

9.2 All legal disputes will be settled under jurisdiction of Bhopal District (India).

9.3 The Director General reserves all rights to accept or reject any tender or the entire process.

Date: .....

Place: .....

**Signature & Seal  
of the Bidder along with date**

**List of Documents to be enclosed along with Technical Bid**

<b>S/N</b>	<b>Document</b>	<b>Yes/No</b>
1	Demand Draft for Cost of Tender Document (INR 500/-) (For Exemption in Tender Cost; enclose MSME Certificate as per clause No. 1.1)	
2	Earnest Money Deposit (EMD) Demand Draft (INR 10,000/-) (For Exemption in EMD; enclose MSME Certificate as per clause No. 2.2)	
3	Audited balance sheet of preceding 3 years:	
	(i)	
	(ii)	
	(iii)	
4	Income Tax Return (ITR) of preceding 3 years:	
	(i)	
	(ii)	
	(iii)	
5	PAN Card	
6	GSTN Registration	
7	On Non-Judicial Stamp Paper notarized affidavit that Bidder has not been black listed/prohibited by any Govt. organization.	
8	Copies of supply orders in support of experience of supply of items in Govt./Semi-Govt. Organizations, if any.	

Date: .....

Place: .....

**Signature & Seal  
of the Bidder along with date**

**TENDER FORM - Technical**

**Tender No. 178/MPCST/NIT/2020**  
**Item: A3 Size Colour Photocopy Machine**

To

The Director General,  
M.P. Council of Science and Technology  
Vigyan Bhawan, Nehru Nagar,  
Bhopal – 462003 (INDIA).

I/We wish to submit the tender for the item advertised by you.

1. Name of the Item: **A3 Size Colour Photocopy Machine (QTY. 02 Nos.)**  
(Specifications given at Annexure - I)
2. Name of the Firm : \_\_\_\_\_
3. Telephone No. : \_\_\_\_\_
4. Full Address : \_\_\_\_\_  
\_\_\_\_\_
5. Registration No. of Firm and Place : \_\_\_\_\_
6. Details of GSTN : \_\_\_\_\_
7. Details of PAN : \_\_\_\_\_
8. Details of Earnest Money Deposited :  
Amount in Rupees (in digit) \_\_\_\_\_  
(in figure) \_\_\_\_\_  
Issuing Bank \_\_\_\_\_
- Draft No. \_\_\_\_\_ Date of Issue \_\_\_\_\_
9. Technical Bid to be submitted as per **Annexure-I**.
10. Total Documents uploaded ..... Pages .....

I/We have read all the terms & conditions of the tender and shall abide by them. The materials shall be supplied strictly as per specification at Annexure – I and in the given time period.

Date: .....  
Place: .....

**Signature & Seal  
of the Bidder along with date**

**Annexure – I**

**Tender No. 178/MPCST/NIT/2020**  
**Item: A3 Size Colour Photocopy Machine**

**Make & Model:** .....  
 .....

S/N	Technical Specifications for A3 Size Colour Photocopy Machine	Indicate Meeting specification Yes or NO
1.	Print Technology – Laser	
2.	Type of Machine – Multifunction Machine	
3.	Type of Printing – Colour	
4.	Cartridge Technology – Separate Drum and Toner Mono Component/ Dual Com.	
5.	Plates/Flatbed – A3	
6.	RAM Size - 2048 MB	
7.	Minimum Speed – 20 ppm	
8.	Scanning –Yes	
9.	Duplexing Feature – Yes	
10.	Network – Yes	
11.	Wifi – Yes	
12.	Original Document Feeder – DADF/RADF	
13.	No. of main tray – 2	
14.	Bypass Facility – Yes	
15.	Onsite OEM Warranty – 1 year	

Date: .....  
 Place: .....

**Signature & Seal  
of the Bidder along with date**

**Tear along the dotted lines and paste on the separate envelope.**

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<b>To,</b> <b>The Incharge Purchase</b> <b>M.P. Council of Science and Technology,</b> <b>Vigyan Bhawan, Nehru Nagar,</b> <b>BHOPAL – 462003</b>	<b>Tender No. 178/MPCST/NIT/2020</b> <b>Item: A3 Size Colour Photocopy Machine</b>
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**TENDER FORM – Financial**

**Tender No. 178/MPCST/NIT/2020**  
**Item: A3 Size Colour Photocopy Machine**

To

The Director General,  
MP Council of Science & Technology  
Vigyan Bhawan, Nehru Nagar,  
Bhopal-462 003.

I wish to submit the tender for the item advertised by you.

<b>Name of the Firm</b>		
<b>Item</b>	<b>A3 Size Colour Photocopy Machine</b>	
<b>Make &amp; Model</b>		
<b>Rate per Unit (Inclusive All Taxes)</b>	<b>In Figure (Rs.)</b>	<b>In Words (Rs.)</b>
<b>Rate for 02 Nos. of Photocopy Machine (Inclusive All Taxes)</b>		

I/We have read all the terms & conditions of the tender and shall abide by them. The materials shall be supplied strictly as per order and in the given time period.

Date: .....

Place: .....

**Signature & Seal  
of the Bidder along with date**

**Tear along the dotted lines and paste on the separate envelope.**

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To,  
The Incharge Purchase  
M.P. Council of Science and Technology,  
Vigyan Bhawan, Nehru Nagar,  
BHOPAL – 462003

**Tender No. 178/MPCST/NIT/2020**  
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