



भारत सरकार / Government of India  
श्रम एवं रोजगार मंत्रालय / Ministry of Labour & Employment  
खान सुरक्षा महानिदेशालय / Directorate General of Mines Safety  
पश्चिमी अंचल / Western Zone



अ ब्लॉक, 6वीं मंजिल, केन्द्रीय कार्यालय परिसर,  
सेमीनरी हिल्स, नागपुर - 440006

ईमेल: [wz.dgms@gmail.com](mailto:wz.dgms@gmail.com)

दुरभाष : 0712 - 2511020 फ़ैक्स- 2511021

No: WZ/Photocopiers/2016-17/ 573

Date 16 Feb, 2017

**NOTICE INVITING TENDER**

**Sub: Quotation for Supply, installation and commissioning of Color photocopier machine for the office of DGMS, Western Zone, CGO Complex, Seminary Hills, Nagpur-440006, Maharashtra.**

Sealed quotations in two bid formats are invited from Authorised dealers/ original equipment manufacturer/distributor for supply, installation and commissioning of reputed brand photocopier machine for the office of DGMS, Western Zone located at CGO Complex, 'A' Block, sixth floor, Seminary Hills, Nagpur-440006, Maharashtra, as per description/specification given below:

Sl.no.	ITEM
1	Basic Color-cum-B/W digital photocopier having the following minimum features (Print and copy), a) Warm-up time: Less than a minute b) Minimum Copying speed (cpm): 20/20, c) Minimum Paper Size requirements (Original / Image): A4/A4, Legal/Legal and A3/A3 <b>d) Paper handling capacity: <u>Minimum of 250 gsm.</u></b> e) RAM (MB): at least 128MB, f) Bye Pass: 50 Sheets, g) Zoom: 50% to 200%, h) Category: Duplex. i) Network support: Yes, Ethernet 10 Base T /100 Base TX j) Protocol support: IPv4/IPv6 k) Operating system support: Windows XP, Windows 7, Windows 8 and Windows 10 l) Print resolution: upto 600 x 600 dpi m) Power supply requirements: 220V-250V, 50hz, AC supply, a) Other requirements, i) AC power cord/cable of adequate rating ii) Minimum of 5 meters long network cable. iii) Suitable stand to be provided along with the machine if the height of the machine is not enough for easy access to operate the machine iv) After sales service and spares support for at least 10 years from the date of delivery of the machine.

**2. Scope:**

Supply, Installation and commissioning of photocopier machine of above specifications will be as and when required by this office. The rates should be valid for a minimum period of twelve months from the date of acceptance of the rates.

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3. On finalization of the rates, the supply orders would be placed on the firm(s) emerging as L-1 for supply of the requisite items. The quotations may be given in the enclosed Performa, duly signed by the tenderers. An amount of Rs.6,000/- (Rupees Six Thousand Only) may also be sent along with the quotations as EMD, by way of Account payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the commercial banks, in the name of "A/c no.8256000, Union Bank of India, Katol Road Branch, Nagpur". The tender received after the due date and time will not be considered.

#### **4. Terms and Conditions**

- i) The tenderer should be a Manufacturer / authorised distributor having sufficient experience and expertise in the relevant field. Copies of certificates proving tax registration, previous experience etc. should be enclosed with the quotation. The annual turnover of the firm should be at least Rs.25 lakhs (Rupees twenty five lakhs only). Proof of annual turnover must be attached.
- (ii) The tenderer should have a well established office located within Maharashtra, Preferably in Nagpur, Maharashtra.
- (iii) The selected firm will be required to supply the items to the office of DGMS, Western Zone located at CGO Complex, Seminary Hills, Nagpur-440006, Maharashtra,
- (iv) Government Taxes as applicable from time to time on such suppliers, shall be payable by this Directorate. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm.
- (v) No separate charges shall be paid for delivery of goods to the office of DGMS, Western Zone located at CGO Complex, Seminary Hills, Nagpur-440006, Maharashtra,
- (vi) The rates quoted by the selected firm, and approved by this Directorate shall remain valid for a period of 12 months from the date of finalization of the contract.
- (vii) It will be binding upon the selected firm to maintain such qualities, as indicated in the quotation.
- (viii) All terms and conditions stipulated for award of the contract will be considered for selection of a firm.
- (ix) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- (x) The quotations should be accompanied by Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees six Thousand Only) in the form as mentioned at para-3, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers without interest after finalization of the Contract.
- (xi) If the EMD is found to be drawn in favour of any other, other than "A/c no.8256000, Union Bank of India, Katol Road Branch, Nagpur", the tender will be liable to be rejected outright. Any tender that is received without the EMD money will be rejected outright.
- (xii) The supplier will be extending Warranty as is being done by the respective Manufacturers.
- (xiii) The successful bidder shall give performance security in the form of Bank Guarantee from a Commercial Bank amounting to 5% of the total value of the goods ordered in favour of "A/c no.8256000, Union Bank of India, Katol Road Branch, Nagpur".
- (xiv) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Performance Security Deposit will be refunded only after the expiry of the contract. This

  
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deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect and/or if any of the conditions of the contract is contravened/ breached and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by this Directorate that the contractor firm may invite upon themselves due to any of the reasons specified above.

(xv) Tenders incomplete in any form are liable to be rejected outright.

(xvi) If the tenderer decides to withdraw from the bidding, this Directorate will have the authority to forfeit the EMD deposited by the tenderer.

(xvii) All rates must be only in duly typed letters. No handwritten rate will be considered.

(xviii) The contract may be placed with one or more than one firms depending upon L-1 rates of the photocopier.

(xix) In the event of any dispute over the quotations and quality of the stores supplied and/or billed amount, the decision of the Dy. Director General of Mines Safety, Western Zone, Nagpur, shall be final.

(xx) This Directorate reserves the right to cancel any or all of the quotations or to accept the same in parts, without giving any reason thereof.

(xxi) The tender will be interpreted under Indian Laws.

5) The bids are to be submitted in two different envelopes, one containing the Technical Bid document to be super-scribed with the words "Technical Bid" and the second envelope containing the Financial Bid to be super-scribed with the words 'Financial Bid". Both these envelopes are to be kept in another envelope clearly superscribed with the words "Tender for Supply of Colour-cum-B/W Photocopier machine “.

(a) The Technical Bid must contain all the information sought as per Annexure- I.

(b) The Financial Bid should include the rate against each item separately, as per items indicated in Annexure- II.

6) Interested firms may drop the sealed Quotations super scribed as "Tender for Supply of colour-cum-B/W Photocopier machine" and shall be addressed to the Dy. Director General of Mines Safety, with attention to Director of Mines Safety(SOMA), DGMS, Western Zone, CGO Complex, 'A' Block, 6<sup>th</sup> floor, Seminary Hills, Nagpur-440006, Maharashtra, so as to reach by 3.00 PM on or before 6<sup>th</sup> March, 2017. The tenders will be opened on the same day at 3.30 PM. Participating firms or their authorized representatives may be present while opening the tenders and telephonic enquires will not be entertained after opening the tenders.

Yours faithfully,

  
Director of Mines Safety (SOMA),  
Western Zone, Nagpur

To

1) The Director of Mines Safety (SOMA), DGMS HQ, Dhanbad, Jharkand with a request to display the Tender Notice on the official Website.

2) e-Procurement Portal.

3) Notice board.

Technical Bid

Annexure I

Sl.No.	Item	Details
1	Name of the firm	
2	Copy of the letter of authorization if the firm is not a manufacturing unit and is an authorized distributor	
3	Business address of the firm	
4	Telephone No.	
5	Mobile No.	
6	Annual turnover of the firm with proof for the last three years.	(i) 2013-14 (ii) 2014-15 (iii) 2015-16
7	Performance certificates issued by at least 3 (three) reputed Ministries /Deptts. /PSUs during the last three years. (Self certified copied to be enclosed).	
8	Copy of the latest Income Tax returns (along with PAN / TIN with proof )(2014-15 or 2015-16)	
9	The earnest Money of Rs.6,000/, (Rupees Six Thousand Only) Details:	
10	VAT Account No. with latest Challan (proof of the same must be attached).	

Date:  
Place:

Signature:  
Name of the Firm:  
Address & Seal of the firm

  
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## Financial Bid

## Annexure-II

Sl. No.	Bill of Quantity (Item details)	Maker of the item	Rate per unit	% Taxes and amount in Rs.	Total amount in Rs.
1	<p>Basic color cum B/W digital photocopier having the following features (Print and copy),</p> <p>n) Warm-up time: Less than a minute</p> <p>o) Minimum Copying speed (cpm): 20/20,</p> <p>p) Minimum Paper Size requirements (Original / Image): A4/A4, Legal/Legal and A3/A3</p> <p><b>q) Paper handling capacity: <u>Minimum of 250 gsm.</u></b></p> <p>r) RAM (MB): at least 128MB,</p> <p>s) Bye Pass: 50 Sheets,</p> <p>t) Zoom: 50% to 200%,</p> <p>u) Category: Duplex.</p> <p>v) Network support: Yes, Ethernet 10 Base T /100 Base TX</p> <p>w) Protocol support: IPv4/IPv6</p> <p>x) Operating system support: Windows XP, Windows 7, Windows 8 and Windows 10</p> <p>y) Print resolution: upto 600 x 600 dpi</p> <p>z) Power supply requirements: 220V-250V, 50hz, AC supply,</p> <p>b) Other requirements,</p> <p>i) AC power cord/cable of adequate rating</p> <p>ii) Minimum of 5 meters long network cable.</p> <p>iii) Suitable stand to be provided along with the machine if the height of the machine is not enough for easy access to operate the machine</p> <p>iv) After sales service and spares support for at least 10 years from the date of delivery of the machine.</p>				

Signature:  
Name of the Firm:  
Address & Seal of the firm

Date:  
Place:

  
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