

Govt. of India
Ministry of Power
Central Electricity Authority
Eastern Regional Power Committee
14, Golf Club Road, Tollygunge
Kolkata-700033

No. TS&C/ ERPC/Comp./2016-17/967

Date: 05.10.2016.

Sub: Notice inviting Quotation(s) for supply of Printers, Fax Machine, Paper Shredder, Antivirus, Cartridges & Pen Drive etc. at ERPC, 14, Golf Club Road, Kolkata -700 033.

Sir,

Sealed quotation(s) are invited for supply of Printer, Fax Machine, Paper Shredder, Antivirus, Pen Drive & Cartridges etc. as per the specification given below at ERPC, 14, Golf Club Road, Kolkata -700 033. The Sealed quotation (s) super scribing the subject mentioned above should be addressed to the Executive Engineer (TS&C), Eastern Regional Power Committee, 14 Golf Club Road, Kolkata – 700033. **The quotation(s) will be accepted upto 14:00 Hrs of 26.10.2016 and will be opened at 15:00 Hrs. on the same day** in presence of the bidder who prefer to be present. Vendors may contact office of the Executive Engineer (TS&C) for any clarifications before submitting their quotation(s).

1. SPECIFICATIONS FOR PRINTER, FAX MACHINE, PAPER SHREDDER, ANTIVIRUS, PEN DRIVE & CARTRIDGES.

The technical specifications for items are given below.

Item No	Specifications
1.	Specifications for Printer (Reputed Make) Quantity Required : 1 DeskJet A3 Size, Upto 33/29 ppm print speed , 600 X 1200 dpi resolution, USB interface. 1 (one) year onsite warranty. EMD Amount = Rs. 500/-
2.	Specifications for FAX machine (Reputed Make) Quantity Required : 1 Dedicated Laser Fax Compatibility ITU-T G3, Paper Size - A4, Resolution - 1200 X 600 dpi, Modem Speed - 33.6 kbps, Document Memory - 2.5 MB, Dial Mode - Tone (DTMF) / Pulse, Handset Volume - 3 levels, Flash – Available, Paper Input - 150 sheets, Paper Output - 100 sheet. 1 (one) year onsite warranty. EMD Amount = Rs. 400/-
3.	Paper Shredder (Reputed Make) Quantity Required : 1 Cutting Speed: 1200 sheets per minute, Shredding Capacity: 45 to 50 Sheets, Din Paper Size : A3 & Working width (mm): 405 mm. 1 (one) year onsite warranty. EMD Amount = Rs. 600/-
4.	Antivirus (Reputed Make) (i) 5 user Pack / 1 Year Lic. Quantity Required : 1 (ii) 3 user Pack / 1 Year Lic. Quantity Required : 1
5.	Pen Drive 16 GB Quantity Required : 3
6.	HP Cartridges
(i)	HP Black Toner Cartridge No. – 36 A Quantity Required : 2
(ii)	HP Black Toner Cartridge No. – 78 A Quantity Required : 2
(iii)	HP Black Ink Cartridge No. - 818 Quantity Required : 1
(iv)	HP Black Ink Cartridge No. – 860 Quantity Required : 2

BUY BACK:

Sl. No.	Specification of Item	Quantity
1.	Fax Machine Make: Canon Model: L140 (Buy Back Price to be quoted separately)	1 no.

2. SCOPE OF WORK

- i) Supply and installation of Printer, Fax Machine, Paper Shredder, Antivirus, Pen Drive & Cartridges at ERPC office, 14 Golf Club Road, Tollygunge, Kolkata-700033.
- ii) The agency shall furnish Warranty Certificate immediately upon installation of the Printer, Fax Machine and the Paper Shredder.

3. EMD

The EMD is to be paid in the form of Demand Draft in favour of "Assistant Executive Engineer, ERPC, Kolkata". EMD to be returned to unsuccessful bidder on issuance of purchase order to successful bidder. EMD to be returned for successful bidder on confirmation of warranty.

4. TERMS AND CONDITIONS

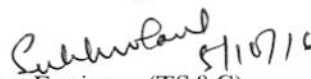
- i) Any form of canvassing, or attempt to bear upon influence in the tendering process stage shall be deemed to be a disqualification and the tender would be liable to be summarily rejected.
- ii) Any form of canvassing, or attempt to bear upon influence during the period of operation of the contract shall be deemed to be a breach of contract and the contract would be liable to be summarily cancelled after giving one month notice to the agency.
- iii) The agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any other agency without the prior written consent of the ERPC.
- iv) 100 % payment shall be released by within 21 (twenty one) days of successful supply and installation of the materials, satisfaction of the competent authority.
- v) ERPC reserves the right to accept or reject any quotation or all quotations without assigning any reason.
- vi) ERPC reserves the right to postpone and/or extend the date of receipt or to withdraw this notice without assigning any reasons thereof. In such event, bidder shall not be entitled to get any compensation in any form whatsoever.
- vii) With regard to any other question/dispute relating to any clause of the contract, the decision of The Member secretary, ERPC shall be final and the same shall be acceptable to the firm.
- viii) The quotation (s) shall remain valid for sixty days from the date of opening.
- ix) Bidders quoting for FAX machine must also quote the buyback value of old FAX machine as specified above.
- x) Bidders may quote separately for some or all items and EMD must be of appropriate denomination. Even if, a bidder is issued LoA for single item, The bidder will be responsible for supplying the same, else EMD will be forfeited.
- xi) Vendors / Agencies, who are black listed by Government Departments / PSUs' in last 5 years are not eligible to participate.
- xii) Bidder must specify the make, model and specifications of the item proposed to be supplied.
- xiii) Rates should be all inclusive. However, tax component should be shown separately.

5. LIST OF DOCUMENTS TO BE ENCLOSED

- I. Copy of PAN Card.
- II. Copy of VAT Registration Certificate.
- III. EMD.
- IV. Certificate of Authorization from Original Equipment Manufacturer.
- V. IT Return for last 3 years.
- VI. Completion Certificate / Payment details in respect of supplies of IT Equipments in each of last 3 years to a Government Department / PSU.
- VII. Undertaking in Format - 'A'.

It is, therefore, requested to quote your price for above mentioned items at the earliest for further necessary action at this end.

Yours faithfully,


Executive Engineer (TS&C)

FORMAT 'A'

From: <Bidder> (On Official Letter Head)

To:
The Member Secretary,
ERPC,
14, Golf Club Road,
Tollygunge,
Kolkata – 700033.

Sir,
I / We _____ <Bidder> herewith enclose our bid for appointment of my / our firm as the agency for supplying of _____. I / We hereby accept and abide by the scope & terms and conditions of NIQ document unconditionally.

Yours faithfully,

Signature (with Stamp) _____

Full Name: _____

Address: _____