

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallam,
Thiruvananthapuram-27 Phone: 0471-2380910, 12

Ref. No. C-DIT/11/ TED-PRN/2024-25/T549

Date 02.11.2024

TENDER TERMS

SUPPLY AND INSTALLATION OF MULTI FUNCTION LASER PRINTER

Sealed tenders are invited for the **“Supply, installation, testing, and commissioning of a Multi-Function Laser Printer at C-DIT Office, Statue, Thiruvananthapuram”**. **The technical and the commercial bids should be submitted in two separate envelopes.** The envelopes containing the tender should bear the superscription **“Tender for the Supply of Multi-Function Printer”** and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **12.11.2024, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 12.11.2024** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram
02.11.2024

Sd/-
REGISTRAR

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

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TENDER FOR THE SUPPLY AND INSTALLATION OF MULTI FUNCTION LASER PRINTER

A) GENERAL TERMS AND CONDITIONS

- a) This Tender is invited for the" **Supply, installation, testing, and commissioning of a Multi-Function Laser Printer at C-DIT Office, Statue, Thiruvananthapuram**" as per the tender specification.
- b) C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

B) SCOPE OF WORK

- The scope of work will include supply, installation, testing, commissioning of a **multi-function printer (Special Purpose printer) specifically for printing Certificates (200- 300GSM specialized Paper)** as per timelines of goods & services as detailed in this Tender wherein they comply to technical specifications and all other terms & conditions.
- The supplied MFP must be checked as per all features mentioned in the Printer technical specifications.
- The supplied MFP must be checked for the connectivity on CDIT network (wired and/or wi-fi) with all the users and configure as per requirement of CDIT.
- Start date of three years OEM On-Site Warranty after successful delivery, installation of MFP and acceptance by CDIT.
- Supervision and Implementation of the adherence to all the Scope of work by the bidder.
- Bidder should undertake System Integration of the Supplied MFP with the desktop with Win11/Win10/ Win8/ Win8.1/ Win7/ Mac OS in the CDIT Network and configure as per requirement of CDIT. User Acceptance Tests required for the successful installation/commissioning of MFP at the time of installation/ commissioning.

REQUIREMENT SPECIFICATIONS

1.0 Lazer Jet Printer, Quantity– 01 Nos.

Parameters	Description
Print Technology	Laser Jet
Print Color	Color & Monochrome
Warm-up Time	25 Seconds maximum
First Output Speed : B/W	6.0 Seconds maximum
First Output Speed : Full Color	8.0 Seconds maximum
Continuous Output Speed	20 ppm or above
Memory Std	2GB or above
CPU	Processor 1.0GHz or above
Print Resolution	1,200 x 1,200 dpi or above
Recommended Paper Size	SRA3, A3, A4, A5, A6, B4, B5, B6
Paper Input Capacity Std	1,000 Sheets or above
Paper Input Capacity Max	2,000 Sheets or above
Paper Output Capacity Std	500 Sheets or above
Paper Output Capacity Max	1,500 Sheets or above
Paper Weight	60 – 300 g/m2
Paper Types	Plain paper, Recycle paper, Special paper, Color paper, Letterhead, Cardstock, Preprinted paper, Bond paper, Coated paper, Envelope, Gloss paper, Label paper, OHP.
Monthly Duty Cycles	2,00,000 Nos
Network Interface & USB	Ethernet 10 base-T/100base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Supported OS environments	Windows10, Windows11, Windows Server 2008R2, Windows Server 2012R2, Windows Server 2016, Macintosh OS X10.11 or Later, UNIX Sun Solaris, SCO Open Server, RedHat Linux Enterprise, Ubuntu
Weight	Less than 90 Kg
Power Source	220 - 240V 50/60Hz
Warranty	Three Year OEM warranty

C) ELIGIBILITY CRITERIA OF TENDERER

Only those firms which in their individual capacity, satisfy the following criteria, need to quote for this tender.

1. The bidder must be either an OEM or an authorized dealer/supplier/reseller of the original manufacturer. Bidder should have prior experience in supplying same or similar equipment. The bidder should submit MAF - Manufacturer's Authorization Form for the required items.
2. The Bidder must have executed supply contracts of similar goods/services viz. Supply of MFP along with warranty support of minimum 3 years and submit at least **One work order** of Similar Printer which is being used in Certificate printing purpose anywhere in Kerala valuing not less than Rs. 2 Lakh.

(Attach copy of purchase/work order/contract with completion certificate/Contract closure letter from the client/customer or acknowledged Delivery Challan and/or last Invoice with payment proof etc.)

3. Bidder should be a registered company or registered business firm as per Indian Law, doing similar business.
4. The bidder should have a registered office and authorised service centre in Kerala.
5. The bidder must have a currently valid GST registration certificate and PAN number.
6. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt /PSUs.

D) SPECIAL CONDITIONS

Acceptance Test

- The acceptance tests will include physical verification and/or checking the supplied configuration with third party utilities to be made available by the bidder. The delivered systems, in addition to meeting the evaluation tests, should also contain the same (Brand/Manufacturer) and same or higher technical specifications as were given at the time of bidding. Failure to fulfill any of the aforementioned conditions will entail cancelation of the purchase/ work order along with forfeiture of the performance security deposit. Further, C-DIT can procure the same items from alternate sources at the risk and cost of the defaulting selected bidder. During the acceptance test bidder/supplier shall responsible to test the printing performance of the proposed printer with the sample paper GSM 200-250 sheet by sheet and on bulk printing.
- The equipment/ products/ systems must be supplied in full as per ordered configuration for acceptance. No equipment/ product/ system with short supply or with different technical specifications shall be taken up for conduct of acceptance testing under any circumstances.

- The supplied MFP must be checked as per all features mentioned in the MFP technical specifications

E) OTHER TERMS AND CONDITIONS

1. There is a separate price bid form attached along with this tender. The supplier shall submit the price offers in their own paper in a separate envelope.
2. The Bidders are responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
3. The bidder shall supply the Multi-Function Printer at C-DIT Office as specified in the Purchase order.
4. The successful bidder shall be responsible to supply the Printer within 15 days from the date of issuance of Purchase order.
5. Technical and other details of the items offered 'brand make' and complete specification should be mentioned in the tender. In the absence of full details and specification, the tenders for the items will be rejected.
6. C-DIT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action
7. CDIT is not bound to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
8. **Submission of Bid: The bidder shall submit the technical and the commercial bids in two separate envelopes. The technical cover shall include all the technical documents along with supporting documents fulfilling the eligibility criteria.**
9. **Only the commercial bids from technically eligible bidders will be open. The date of opening of commercial bids will be intimated by C-DIT later via e-mail.**

10. The rate quoted by the bidder shall be inclusive of taxes, transportation charges and unloading charges. Rates quoted by the tenderer shall be valid for a period of six months from the date of opening of the tender.
11. Bidder should not quote discontinued Brands or Models.
12. No advance payment will be made against supplies.
13. **The bidder should demonstrate necessary print test trials on the proposed printer before the technical committee constituted by C-DIT, to ensure optimal print performance. The demonstration should be conducted at C-DIT Office, Thiruvananthapuram. The date and exact venue will be informed by the C-DIT later.**
14. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
15. The rate should be quoted for the unit shown in the list and tenders which do not indicate this essential information will not be considered.
16. The rate quoted for the item will be final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the supply order and the security deposit will be forfeited.
17. If the tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.
18. The item offered shall conform in all respects to the relevant Indian standard Specification with up-to-date amendments wherever applicable.
19. **EMD: The bidder shall submit EMD of Rs. 5,000/- (Rupees Five Thousand only) along with the tender in the form of Demand draft drawn in favour of The Registrar, C-DIT, payable at Thiruvananthapuram.**
20. Delivery period shall be specifically indicated in the tender and strictly adhered to. If no delivery period is stated in the tender it will be taken for granted that the supply will be arranged within Fifteen days (15) days on receipt of the firm order. Any extension in the delivery period after the supply order is placed may result in cancellation of the supply order. In case the Bidder became unable to supply within the time limit prescribed by C-DIT, the supply order is likely to be cancelled and items will be

arranged by C-DIT from elsewhere and the earnest money deposited along with security deposit collected from the bidder will be forfeited.

21. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation (Amendment) Act, 2015. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
22. Performance Bank Guarantee (PBG)/Security Deposit: The Bidder, in the event of an order, should furnish a bank Guarantee from an Indian Schedule/Nationalized Bank at no extra cost in a Performa prescribed by C-DIT for an amount equivalent to 3% (Three percent) of the value of the contract. The PBG shall be valid for period of 36 months from the date of commissioning of the supply at C-DIT.
23. The bidder who claims **Bid Security/EMD Exemptions** should furnish the Bid Security Declaration form on a stamp paper worth ₹ 200/-, in the format attached as '**Annexure I**', and should upload along with the tender. The original/hard copy shall be sent by registered post addressed to The Registrar, C-DIT, Chithranjali Hills, Thiruvallam, Thiruvananthapuram- 695027.
24. **PAYMENT TERMS** - 80% payment would be released on successful delivery & POST operation (Power-On Self-Test) of the supplied machine as per the Purchase Order (PO). Remaining 20% of payment shall be released after completing implementation and test period of three month from the date of installation.
25. **WARRANTY**
 - The bidder shall provide three year onsite comprehensive OEM warranty for the Items supplied from the date of supply.
 - The OEM should provide onsite support, spares and other consumables throughout the warranty period, irrespective of product change or depreciation of the product.
26. **AFTER SALES SERVICE**
 - Service support personnel should be available at any time on demand.
 - The Telephone Number and address of the designated persons should be submitted for reporting faults during the warranty period.

27. **Agreement:** The Successful bidder within 7 days of getting confirmed Purchase order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper, to ensure warranty and after sales support during the warranty period.
28. Authority: The authority for the acceptance of the tender's rests exclusively with the C-DIT.
29. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any..
30. **In case of doubt:**
If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, **please contact Smt Resmi Chandan, HoD(TED), Mobile Number: 9746070178.**

- 1) **Last date for submission of bids** : **03.00 PM on 12.11.2024**
2) **Online bid-opening** : **03.30 PM on 12.11.2024**

Sd/
REGISTRAR, C-DIT
Dated 02.11.2024



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Date 02.11.2024

PRICE BID FORM

Quote No.

Date:

SI No	Items	Quantity	Make & Model No.	Rate	Amount
1.	Multi-Function Printer	1 Nos			
	Other Cost/Expenses if any				
	Total				

Bidder Name:

Address:

Mobile No:

e-mail Id:

Signature:

Date

Office Seal

ANNEXURE - I

BID SECURING DECLARATION

Documents relating to Bid Security

(To be submitted as part of Proposal, along with supporting documents like UDYAM
Registration Certificate)

A Bid Securing Declaration in lieu of bid security in the following format; Bidders
exempted from submission of bid security must submit this declaration

Bidder's Firm Name _____

(Address and contact details)

Bidder's Reference No _____ Date _____

PAN No. _____ GST No. _____ Udyam Reg. No _____

To

The Registrar

Centre for Development of Imaging Technology(C-DIT)

Chithranjali Hills, Thiruvallam

Thiruvananthapuram- 695027

Tender Ref; No: _____

Tender Title: Proposal for providing _____

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the Proposal must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender of C-DIT for 2 years from the date of opening of this Proposal if we breach out obligation(s) under the Tender conditions if we:

31. Withdraw/ amend/ impair/ derogate, in any respect, from our proposal, within the validity of proposal; or

32. being notified within the validity of Proposal of the acceptance of our proposal by the C-DIT
- a) refused to or failed to produce the original documents for scrutiny or the required performance security within the stipulated time under the conditions of the Tender Document
 - b) Fail or refuse to accept the Vendor Selection Letter
 - c) Fail to effect the supply/ installations/ services or works as per the supply order/ purchase order/ work order with in the time scheduled and as per the specification therein in accordance with the RFB/ Bid/ Tender Notification and our proposal/ offer.

We know that the Bid Securing Declaration shall expire if we are not selected as Vendor for providing..... (name of work) upon:

3) receipt by us of your notification:

- a) of Cancellation of the entire RFP process or Rejection of all Proposals or
- b) of the name of the successful bidder.

4) Sixty days after the expiration of the Validity of Proposal or any subsequent extension to it.

We understand that in case of failure from our end in completing the supply/ installation/ services or works to the satisfaction of C-DIT in accordance with the terms and conditions and rate and taxes agreed upon by us as per the tender and bid offer, C-DIT will be at the liability to get the supply/ installation / services/works completed by any other means at their sole discretion, and to recover the additional cost, expenses, including damages and interests thereon if any from the payments due to us by way of performance security, bid security or payments under any contract, or from the assets or properties belonging to us by way of revenue recovery or such measures at it deem fit.

Signature of bidder.....

Designation.....

Name.....

Duly authorized to sign the Tender

Date.....

Office Seal

Place.....

Note: The above declaration, duly signed and sealed by the authorized signatory of the entity on its letterhead, should be uploaded along with proposal.