

**TENDER DOCUMENT FOR 3No's PHOTOCOPIER MACHINES**  
**FOR**  
**ANDHRAPRSDESH PUBLIC SERVICE COMMISSION**  
**HYDERABAD**

The Tender document may be downloaded from [psc.ap.gov.in](http://psc.ap.gov.in) or collected in person during office hours on any working day.



## **ANDHRAPRSDESH PUBLIC SERVICE COMMISSION**

No. APPSC/ Photocopier /2017

Dated: 15.02.2017

### **TENDER NOTICE**

1. Andhra Pradesh Public Service Commission, 4th Floor, Pratibha Bhavan, M.J. Road, Nampally, Hyderabad-500001, intends to purchase 3 No's Photocopiers for its office.
2. Quotations in the sealed cover superscribed " Tender Notice for purchasing of 3 No's Photocopier Machines ' addressed to Andhra Pradesh Public Service Commission, 4th Floor, Pratibha Bhavan, M.J. Road,Nampally,Hyderabad-500001, may be sent, so as to reach latest by Date: 28.02.2017
3. Quotations received after the last date will not be entertained, however, on the basis of response date may be extended in the form of amendment to this tender.
4. Quotation should be based on detailed Terms and Conditions as mentioned in the tender document.
5. The schedule of receipt and opening of quotations is as under:
  - i. Last Date for submission of Quotations: 28.02.2017
  - ii. Opening of financial Quotations: Date: 01.03.2017 at "APPSC" Pratibha Bhavan, M.J. Road,Nampally,Hyderabad-500001.

**Sd/-  
SECRETARY**

**CONTENTS OF THE TENDER DOCUMENT**

**INDEX**

<b>Sl.No</b>	<b>Particulars</b>	<b>Pg.No.</b>
1	CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH THE TECHNICAL BID	4
2.	INVITATION OF THE BIDS	5
3.	INSTRUCTIONS TO BIDDERS	6 to 7
4.	CONDITIONS OF CONTRACT	8 to 9
5.	TECHNICAL SPECIFICATIONS FOR DIGITAL PHOTOCOPIER	10 to 11
6.	TECHNICAL BID	12
7.	FINANCIAL BID (PRICE SCHEDULE)	13

**CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH THE  
TECHNICAL BID.**

S.No	Name of the document	Whether enclosed (Yes/No)
1	Tender specific authorization letter from OEM (In case of authorized dealer).(Ref: Clause-12 of Chapter-2)	
2	List of the Govt clients/customers with complete name, address and contact numbers	
3	Audited Balance Sheet and Profit and Loss Account for last three years	
4	Documentary proof of Salestax/VAT Registration	
5	Documentary proof of quoted photocopier conforming to the ISO Standards.	
6	Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions	
7	Minimum Three years of experience in the sales of Photocopier(Documents required)	
8	Technical compliance as per Chapter 4	
9	Whether DD/pay order for EMD enclose or not	

## **Chapter-1**

### **INVITATION OF THE BID**

#### **SCOPE OF THE TENDER:**

Date: 14.02.2017

Andhra Pradesh Public Service Commission Invites sealed bids on single package basis for supply and installation of Three (3) numbers of photocopier Machines. The tenderer should be a reputed manufacturer or his authorized dealer. The technical specifications and configurations are given in chapter-4 of the tender document.

#### **DETAILS OF THE BID:**

1. Last date and time of receipt of bid : Date: 28.02.2017at 3.00p.m
2. Date of opening of Financial bid : Date: 01.03.2017
3. Place of submitting and opening of bids : Andhra Pradesh Public Service Commission, 4th Floor, Pratibha Bhavan, M.J. Road, Nampally, Hyderabad-500001.

#### **BIDDING PROCEDURE**

The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, super scribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop super scribing "Tender Notice for purchasing of 3Nos Photocopier Machines" may be submitted in person or sent through Post by Dated: 28.02.2017. The bids may be sent also so as to reach at the aforesaid address by 3.00 p.m by 'Dated:28.02.2017. Commission is not responsible for postal delay any. Only those bidders, whose technical bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence shall be entertained by the bidder after the last date of submission of the tender. Technical bids shall be opened on Dated: 28.02.2017 by Tender scrutiny committee.

Note: Fax/Telex and incomplete offers will be rejected. "Andhra Pradesh Public Service Commission" reserves the right to accept or reject any or all bids in part or full received, to increase/decrease number of photocopier machines to be purchased at its absolute discretion without assigning any reason, whatsoever or any notice.

## **CHAPTER - 2**

### **INSTRUCTIONS TO BIDDERS**

1. The firms quoting for the tender should have at least three years' experience in undertaking such type of jobs in Government offices concerned along with satisfactory service certificate mentioning name/designation/telephone numbers etc where they have rendered such work for three or more years.
2. Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3. The firm should not have been blacklisted during last three years in any government organizations. If it is found at any time during contract period that the firm is blacklisted then the contract will immediately be cancelled and the performance security deposit will be forfeited.
4. The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop superscribing Tender Notice for purchasing of (3) No's Photocopier Machines " may be submitted in person or sent through Post by Dated. 28.02.2017. The bids may be sent also so as to reach at the aforesaid address by 3.00 p.m by Dated.28.02.2017.
5. Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions.
6. The bidder may quote for the specific brand/model of Digital Photocopier or all the brands giving details of make, brand, part number, model number etc.
7. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. Relevant product literature may be enclosed with the bid along with media (if any).
8. Vendors to Comply all the Technical Specifications as a part of Technical Bid, as mentioned under Chapter-4
9. The Photocopier machines can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization from the manufacturer/parent company to be enclosed in case of authorized dealer.

10. If authorize dealer is quoting, then he has to submit tender specific authorization letter from OEM, stating "the (name of dealer with address) is quoting on behalf of us and we have an association of more than 3 years with the said dealer. Further any case, if the dealer would not be able to provide satisfactory service to "Andhra Pradesh Public Service Commission "or any disputes arise with the said dealer, then (Name of the OEM) will provide the service at the same price and terms & conditions of the tender to " Andhra Pradesh Public Service Commission ".
11. The bidder shall quote the prices in INR of goods and services inclusive of all duties and all taxes, levies, or charges.
12. Bids without EMD would not be accepted.
13. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable. The firms should also submit a list of three Govt clients/customers (with complete name, address of the firms and telephone number of the contact person therein) with details of the Photocopier machine of the type under reference supplied by them for information of the Institute.
14. Submission of the tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions are not permitted.

#### **15. VALIDITY AND EVALUATION**

- 15.1. The bids should be valid for a period of at least three months from the date of opening of the tender, within which the award shall be finalized.
  - 15.2. The techno-commercial bids will be evaluated for satisfaction of the terms of the tender.
  - 15.3. Conditional tenders are liable to be rejected.
16. Canvassing in any form will be viewed seriously and if any tender is found to be resorting to such practice, the tender of such firm will be rejected.

**Sd/-  
SECRETARY**

## CHAPTER -3

### CONDITIONS OF CONTRACT

#### The terms and conditions of the contract will be as under: -

1. Photocopier machines to be supplied by the firm should be **Digital** only.
2. The number of photocopier machines are proposed to be purchased 3 in number, which are liable to increase or decrease at the sole discretion of the APPSC during the period of the contract and the Tender shall have to supply/lift off/shift from one place to another/replace photocopier machine as and when required by the APPSC anywhere in Hyderabad, Guntur and Vijayawada, during the period of contract.
3. All Photocopier machines should be new only. The minimum specifications of the machines which will be supplied by the firm should match the specifications as mentioned in Tender document.
4. A complaint will be attended to within 48 hours from the time of its lodging failing which a penalty @ Rs.100/- per photocopier machine per day will be levied till the complaint is attended to and the photocopier machine made fully functional. During the contract period, it will be the responsibility of the contractor to keep the equipment's in perfect working order.
5. In case, any 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. Toner/developer and other consumables will be provided by the contractor free of cost. The machine should remain functional all the time with production of acceptable quality of reprints.
6. Tenderer should have at least Three years of experience in the sales of Photocopier machines. Performance Statement as per Annexure to be filled up and documentary proof of the same to be attached.
7. Tenderer should have turnover of more than Rupees fifty laksh per annum in the sales/services of Photocopier machines during last two years. Audited Balance sheet and profit and loss account statement for last three 3 years to be submitted along with the bid.
8. Photocopier machines are proposed to be purchased under Single Package basis. In other words, the bidder whose, subject to being found technically qualified, quotes the least amount for supplying the **Digital** photocopier shall be awarded the contract.
9. Tenderer should have registration of Salestax/V.A.T., Documentary proof to be enclosed.
10. The photocopier quoted should be of reputed standard make and should conform to the ISO Standard(s)
11. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.



12. **Delivery and installation period:** Maximum Two (2) weeks from the date of purchase order. The installation report should be signed by the firm engineer jointly with authorized APPSC personnel/representative. The Photocopier machines are to be delivered and installed at office of "APPSC".

13. Successful tenderer will have to adhere to the delivery schedule strictly.

14. **EMD details:**

Particulars	Amount (Rs.)
Name of the Bank: Branch: Details Of EMD: DD/Pay order number: Date:	Rs.25,000/-(Twenty Five Thousand Rupees Only)

15. **SECURITY DEPOSIT:** Security deposit in the form of Demand draft of Rs.25,000/- of the contract value shall be submitted by the (L1) bidder before awarding any contract by the purchaser. Above amount shall be taken as security deposit and any penalty charges over the period shall be adjusted/recovered from this amount. After completion of Two years and Six months, security deposit shall be returned to the selected bidder against his request letter.

16. **Payment terms:** Payment shall be released on successful installation of photocopier machines.

17. **Warranty:**

- a. The onsite comprehensive warranty period for the photocopier machines will be 3 years. It will be onsite (APPSC office) comprehensive at site during warranty period. It will include all spares excluding consumables toner.
- b. If the system remains down beyond 48 hours, the firm shall be liable to pay penalty at the rate of Rs.100/- per photocopier machine per day. In case of photocopier machines being down for more than seven working days, "APPSC" reserves the right to get it repaired from any suitable agency at the risk and cost of vendor.
- c. Warranty period begins from the day of successful installation of photocopier machines to be certified by firms engineer jointly with authorized "APPSC" personnel.
- d. The costs per year of the warranty shall be separate. The payment for warranty will be made on half-yearly basis at the end of each half-year.

18. **Training :**

The Bidder shall provide training for installation, maintenance & operative staff of the purchaser free of cost, as the time of installation at the premises of APPSC.

19. APPSC reserves the right to accept or reject any offer in part of full without assigning any reason there of, and to amend the terms and conditions before award of the contract.

20. Any disputes arising out of this tender will be under the jurisdiction of court of Hyderabad, Guntur and Vijayawada only.

**CHAPTER-4**  
**TECHNICAL SPECIFICATIONS FOR DIGITAL PHOTOCOPIER**  
**35 CPM**

SL. NO.	DESCRIPTION	REQUIREMENT	TECHNICAL COMPLIANCE (YES/NO)
General Specification			
1	Warm up time	About 30 sec	
2	Paper Capacity	250 Sheets x 2 Trays; minimum 50-Sheet Bypass Tray	
3	Feeder	Automatic Document Feeder / RADF	
4	Counter	6 Digit digital	
5	Power	AC 230 +/-10%Volts, 50 Hz	
6	Toner Capacity	8,000-15000 approx.	
7	Copier Type	Digital	
8	Minimum number of copies taken per month	More than 15,000	
9	Copy paper size	A3 to A6	
10	Continuous Copy Speed (A4/Letter)	999	
11	Sorter of finisher	Electronic sorting	
12	Zoom	25% to 400%in 1% Step	
13	Copying resolution	600 X 600 dpi	
14	Copy mode	Text, Text/photo, Photo, Color Document	
15	Out put	Duplex	
16	Duplex Printing	Automatic / Manual	
17	Printing speed	35 (pages per minute)	
18	First copy out time	Approx. 3-5 seconds	
19	Original Size	Maximum A3	
20	Print resolution	Up to 1200X1200 dpi	
21	Print Cartridge	Black	
22	Print Technology	Monochrome Laser	

Accessories, Spares & Maintenance			
1	Accessories	<ul style="list-style-type: none"> <li>• AC power cable,</li> <li>• Suitable Stand to be provided if the height of the machine is not enough to operator the machine</li> </ul>	
2	Confirmation of availability of Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine.	Yes/No
3	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier.	

**Sd/-  
SECRETARY**

Work: Procurement of Digital Photocopier

To be filled up by the Bidder

TECHNICAL BID

Name of the Contractor: \_\_\_\_\_

Full Postal Address:

Telephone No & Fax No: \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact person name: \_\_\_\_\_

Name of work: Procurement of Digital Photocopier.

Sl. No.	Description	Contractor's Remark
1	Service Tax registration No:	
2	VAT NO: (if available)	
3	Acceptance to carry out the work as per Terms & conditions	
4	Free delivery and installation of Photocopier Machines to APPSC within 2 weeks from the date of LOI	
5	Price quoted is firm during the entire contract period	
6	Payment as per Payment Terms & Conditions	
7	Supplier should have local service support(enclose registration copy)	

Work: Procurement of Digital Photocopier

To be filled up by the Bidder

**FINANCIAL BID FOR SUPPLY& INSTALLATION OF MACHINES**

Name of the Contractor: \_\_\_\_\_

Full Postal Address:

Telephone No & Fax No: \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact person name: \_\_\_\_\_

Name of work: Procurement of Digital Photocopier.

Sl. No.	Description	Amount Including all Taxes (Rs.)
1.	Digital Photocopier 35CPM	
2.	Comprehensive Cost of warranty (including Spares) per year for the 3 years.	Rs.