



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117

No: KDHM/ 77/ IT/ 19 - 20

Date: 02-03-2020

TENDER NOTICE

Sealed quotations are hereby invited from reputed, reliable, resourceful and experienced manufacturers / dealers / vendors of I.T. Products for **supplying and installation of one no. of Branded A3 Multifunctional Photocopier Machine (Mono Copy & Print with Colour Scan) with complete 3-3-3 Years In-house Comprehensive Commercial Warranty (Except the Consumables) and one no. of 02-KVA Voltage Stabilizer** as per the approved Note Sheet, Dated:12-02-2020, passed in our C-I-C Meeting vide Dated: 13-02-2020, strictly according to the specifications and the terms & conditions furnished below –

Sl. No.	Item Description	Qty	Rate (₹)	Amount (₹)
1.	a) Supplying and installation of A3 Size, Full Duplex with DADF Multifunctional Photocopier Machine, i.e. Mono Print-Copy-Colour Scan with complete 3-3-3 Years In-house Comprehensive Commercial Warranty except the consumables, such as Toner & Drum Unit only.	01	XXXXXX.XX	XXXXXX.XX
	b) Supplying of Sealed-pack OEM Toner of the above.	01	XXXX.XX	XXXX.XX
	c) Supplying and installation of 02-KVA ISI Std. Branded Voltage Stabilizer with complete 3-3-3 Years In-house Comprehensive Commercial Warranty.	01	XXXX.XX	XXXX.XX
Net Value in Words (a + b + c) →				XXXXXX.XX

The Tenders should reach the Office of The Municipal Councillors of Khardah, addressed to The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata in sealed envelopes, clearly marked as **“Supplying and Installation of A3 Multifunctional Photocopier with 02-KVA Voltage Stabilizer”** along with our published Tender Ref. No. and Corresponding Date as per the tender schedule, mentioned below. Furthermore, it is stated that the Municipality does not bind itself to accept the lowest quotation and resume the exclusive right of accepting / rejecting any quotations or part thereof without showing any reasons.

Necessary Required Information From The Bidder(s) :-

- 1) Make and Model No. of the Supplied Item(s) :
- 2) FRU / PART & Serial No. of the Supplied Item(s) :
- 3) Product Information (for each Relevant Devices / Accessories / Consumables) :
- 4) Detailed Technical Specification (for each Devices / Accessories / Consumables) :
- 5) Any Other Additional Offers From The OEM / Vendor :

ITC/-



PHONE: 2553-3060 / 2583-4943 ★ FAX: 2563-1171

Email: khardahmunicipality@yahoo.co.in

Website: www.khardahmunicipality.in



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Required Specification of A3 Multifunctional Photocopier :-

- | | |
|---------------------------------|--|
| 01. Print Method | : Multifunctional Photocopier – A3 Size with Full Duplex & DADF (Mono Print and Copy with Colour Scan) |
| 02. Print Resolution | : Not less than 1200 X 1200 dpi with 25% to 400% Zoom |
| 03. Print Speed | : Not less than 30 Pages per Minute |
| 04. Maximum duty cycle | : Not less than 15000 Pages per Month |
| 05. Memory | : Not less than 02 GB RAM with Minimum 32 GB SSD |
| 06. Print Language | : Non Host-based (PCL or Post Script) |
| 07. Basic Tray Capacity | : Two nos. of Basic Tray - One for A4 Output & Other for A3 Output with the capacity of minimum 500 Pages of each Tray |
| 08. Bypass Tray Capacity | : Not less than 100 Pages in Bypass Tray |
| 09. Connectivity | : 100/1000 Mbps Wired & Wi-Fi Networking with USB 2.0/3.0 Port |
| 10. Scanner Type | : Flatbed, ADF & DADF |
| 11. Optical Scanning Resolution | : Up to 4800 dpi or Higher |
| 12. Consumables | : Specify the Model & Product Code with Standard Page Yields |

TENDER SCHEDULE :-

Our published Quotation No. & Corresponding Date:	KDHM/ 77/ IT/ 19 - 20, Dated: 02-03-2020
Last Date & Time for Dropping the Sealed Quotations:	12-03-2020 (01:00 P.M.)
Date & Time for Opening of the Sealed Quotations:	12-03-2020 (01:30 P.M.)
Place for opening of the Sealed Quotations:	Chamber of The Executive Officer
Contact Persons:	The I. T. Coordinator, Khardah Municipality
Contact Telephone Numbers:	033-25533060 / 033-25834943
Official Email:	khardahmunicipality@yahoo.co.in
Address of Communication / Further Assistance:	As Stated Above (within normal office hours)

TERMS & CONDITIONS :-

- 1) Supplying and installation of the aforesaid items will be a single transaction with the successful Vendors / Agencies only; i.e. the transactions of supplying and installation of the said items will not be separated and the evaluation will be based on Net Amount only.
- 2) The vendor should be a Registered Company along with an Original Equipment Manufacturer (OEM) / an Authorised Dealer (AUD) / a Dealers of OEM and to be furnished an Authorisation from the Manufacturer in respect to the quoted items.
- 3) The Filled-up Tender Documents submitted should also contain photo copies of certificate of applicability of Valid Trade License Certificate, I. Tax Clearance Certificates, Business PAN, GST-IN and Other Essential Credentials, etc.
- 4) The rate offer on the quoted items should be inclusive of all shorts of taxes & duties, delivery, installation and other incidental charges, if any.



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- 5) The quoted documents from the participants should be submitted neatly and all corrections, over-typing should be attested with their official seal.
- 6) The final decision would be based on the technical capacity and pricing. Khardah Municipality does not bind itself in selecting the firm offering lowest prices.
- 7) During the evaluation process, this Municipality reserves the right, to request additional information or clarification from the bidders. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.
- 8) The Qualified Bidder to be awarded for L1, should bring all necessary tools & accessories, required manpower, etc for execution the said job with their own cost and liabilities.
- 9) The L1 Bidder should provide On-site commercial and comprehensive supports of the quoted items for the entire periods, offered from their end from the date of final installation.
- 10) The Qualified L1 Bidder to be awarded for work order, should provide three years comprehensive on-site commercial warranty including labour & parts of the quoted items (expect consumables) through Manufacturer Warranty / Care Packs / Support Packs from the date of final installation and operational demonstration.
- 11) The Qualified L1 Bidder to be awarded for work order, should have at least one Direct Support Centre, nearby Khardah Municipal Area and provide necessary support and service delivery on each complaint received or requirements of any sort of operational guidelines to the direct users at our municipal office within 24-HRS (Verbal / Written / Mail), as and when required during the entire warranty period at free of cost.
- 12) The items in sealed pack should be delivered by the Qualified L1 Bidder, within 15 days from the date of receipt of the supply order along with the User Manuals / Other essential Accessories / Any Other Offered Items from the manufacturer end, etc.
- 13) The **95% payment of the entire order value** will be released in favour of the L1 Bidder, within 30 days after the delivery & successfully installation of said items and submission of the Warranty & Maintenance Proof as per OEM along with other essential Accessories, Media Kit, etc. The **remaining 5%** of the order value will only be released **after successful completion of the entire 03-years warranty** against the official prayer from the L1 Bidder.
- 14) Khardah Municipality reserves the right to reject any or all the tender documents from the participants without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of the tender as deemed necessary in the best interest of this Municipality itself as well as Government of West Bengal for good and sufficient reasons.
- 15) The Qualified L1 Bidder should confirm the acceptance of all 'Terms and Conditions' relating to payment terms, warranty, delivery, validity etc. furnished in our Quotation Notice. Offer by the quotationers not conforming to the terms and conditions as published in our Quotation Notice and hence explicitly will be rejected.

Sd/- TAPOSH PAUL
Chairman
Khardah Municipality

ITC/-

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Copy forwarded for information and necessary action to:

- 1) The District Magistrate, North 24-Pgns, Barasat DM Office
- 2) The Sub Divisional Officer, North 24-Pgns, Barrackpore Administrative Office
- 3) The Project Director, Change Management Unit (SUDA), Salt Lake
- 4) The Vice-Chairman, Khardah Municipality
- 5) The Executive Officer, Khardah Municipality
- 6) The Finance Officer, Khardah Municipality
- 7) The I. T. Coordinator, Khardah Municipality
- 8) The Accountant, Khardah Municipality
- 9) The Establishment Dept., Khardah Municipality
- 10) The Central Store, Khardah Municipality
- 11) The Notice Board of the Khardah Municipal Office
- 12) The Official Website of the Khardah Municipality


Chairman
Khardah Municipality

Chairman
Khardah Municipality