

Ref No: GIW/M.T/07/2024-25

09.11.2024

MANUAL TENDER NOTICE

Sub:-Inviting Sealed Tender for Supply of Photocopier Machine & Printer -reg.

The Manager, Government Instrument Workshop, Kerala Small Industries Development Corporation Limited, Industrial Estate,Thiruvananthapuram 695019, invites Sealed Tender for Supply of Photocopier Machine & Printer

Tender forms and other tender details can be downloaded from the website:

www.keralasidco.com

Name of work	Tender for Supply of Photocopier Machine & Printer
PAC	Rs. 266106/-(Inclusive All Taxes)
Tender Fee	Rs 665/-
EMD	Rs.6652/-
Work Location	Mattannur,Kannur
Last date and time for submission of Bid	15.11.2024 1.00pm
Bid opening time	15.11.2024 2.00pm

Sd/-
Manager

KERALA SMALL INDUSTRIES
DEVELOPMENT CORPORATION LTD
(KERALA SIDCO)

Manager, Government Instrument Workshop,
Kerala Small Industries Development Corporation Limited,
Industrial Estate, Thiruvananthapuram 695019

Contact: 0471-2490882

E-mail: giwppd@gmail.com

Website: www.keralasidco.com

Tenders invited for Supply of Photocopier Machine & Printer

Tender no-GIW/M.T/07/2024-25

Kerala Small Industries Development Corporation Limited

Manager, Government Instrument Workshop,
Kerala Small Industries Development Corporation Limited,
Industrial Estate, Thiruvananthapuram 695019

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TENDER NO: :GIW/M.T/07/2024-25

Tenders Invited For Supply of Photocopier Machine & Printer

Name of Tenderer :
Address :
Signature of Tenderer :

Last date and time for Receipt of Tenders : 15.11.2024 1.00pm
Bid Opening Date:15.11.2024 2.00pm

N.B:Manager, Government Instrument Workshop,
Kerala Small Industries Development Corporation Limited,
Industrial Estate, Thiruvananthapuram 695019
Contact: 0471-2490882

E-mail:giwppd@gmail.com

<p>Photo Copier Machine (Canon IR2925) Duty Cycle: Up to 150000 Images/Month Device Memory (Standard/max:1.5GB/1.5GB Maximum Copy Resolution; 600 x 600 dpi Connectivity:10/100 Base TX Ethernet (Optional USB 1.1) (Via Third Party:Wireless (IEEE802 Ila/b/g) Copy Features:2 in 1 Copying Auto reduction/enlargement,Booklet creation,Colour touch Screen interface,Edge erase,ID Card Copy,Image Rotation ,Image Shift,Mirrored Image,N- UP,Negative Image,Reduce/Enlarge,Repeat Image,Scan once -Print many Stored Job Setting</p>	1	Nos		
<p>MFP M329 dw Printer (Canon) A4 Black and White Laser Multifunction Printer Print,Copy,Scan and Fax,ADF,Duplex Print Speed up to 26ppm(Black) USB,Ethernet,Phone line Port(in/out)</p>	1	Nos		
<p>A4 Printer (Canon) Printing Method: Monochrome Laser Beam Printing Print Speed: Simplex A4 25 Pages Per Minute Duplex A4 7.7 Spm (Sheet/min) Print Resolution :600 x 600 dpi Print Quality: 1200 x 1200 dpi or 2400 x 600 dpi</p>	1	Nos		

ELIGIBILITY CRITERIA OF TENDERERS

- 1.The bidder have to submit the quotations in 2 covers super scribing our tender no. should reach us on or before the date mentioned in the tender document.
2. The Tenders should be submitted in two covers as below

COVER NO.1: TECHNICAL BID

1. Participating bidders should furnish self-attested copies of all testimonials along with Bid.
2. The bidder should have valid GST registration, PAN etc
3. The bidder should have proven experience in supply of similar items.
4. The bidder should submit their unit/company registration details.(Copy of Certificate of registration)
5. The bidder should enclose the signed and sealed copy of tender as acceptance by the bidder along with Technical (cover 1).
6. The EMD & Tender fee shall be payable at Manager, Govt. Instrument Workshop, Thiruvananthapuram by way of DD
7. EMD & Tender Fee exemption is allowed only for MSME unit/PSU.

COVER NO.2: FINANCIAL BID

1. Bidders should submit their lowest offer including taxes all other expenses

TERMS & CONDITIONS

1. The rate quoted is valid for one year
2. The bidders should sign and seal in all pages of the Tender Notice and Tender documents
3. Tenders forwarded through e-mail will not be considered.
4. Tenders sent without two Cover system is liable to be rejected.
5. Tenders received after the due date will not be considered
6. Financial bids of those who technically qualified alone will be evaluated
7. The rates furnished by bidders should clearly mentioned the basic rate with statutory duties, taxes and delivery /transportation/installation charges has to be shown separately
8. The tender should be valid for a period of three months from the date of opening of tender
9. Drawing available at unit for instruction
10. Samples should accompany tender wherever required
11. Work should be executed/supplied within 15 days from the issue of Purchase Order
12. Following documents are to be presented by the successful bidder for payment after Supply
 - Triplicates of Invoices
13. If any item supplied are found to be damaged, the same shall be replaced within 7 days at his own cost
14. Time is the essence of this bid and hence the bidder should see that the products Delivered/works executed on time stipulated as per purchase/work order and Failing on this can leads to penalty/decided by the Corporation
15. The rate offered must be valid for 365 days.
16. The warranty period has to be specified and the copy of the same in letterhead of firm/manufacturer had to be enclosed
17. The list of Service Center must also to be furnished along with the Technical Bid

18. **Submission:** The prequalification cum technical bid and the commercial bid should be put in sealed cover super scribing the words "**Tender For Supply of Photocopier Machine & Printer**" tender should be submitted to the office **by hand or through speed post** on the date of submission

19. The Manager, Government Instrument Workshop, Thiruvananthapuram reserves the right

I/We agree to all above terms and conditions of the Tender No.

.....and Work of..... as per the specifications/drawings provided in the tender and quote the rate in financial bid of the tender. to accept or reject the tender/tenders without assigning any reason thereof

Name & Full address of the tenderer :

(with e-mail id & mobile number)

Details of items offered against tender with catalogue if any:

**Sd/-
Manager,**

Government Instrument Workshop

Delivery period:.....

Warranty/Shelf Life:

Our bank details provided below

Bank Name:

Account No.

IFSC No.

Signature of the Tenderer with Seal

Place:

Date:

Tender Acceptance Form

BID FORM

From,

.....

.....

To,

The Manager

Kerala Sidco, Government Instrument Workshop

Estate P O Thiruvananthapuram-695019

Sir,

Sub:.....

Ref: Tender No......

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged, I / we, undersigned, tender specifications referred above and also to the said terms conditions.
2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We inform that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.

Dated thisday of..... 2020

Signature of

In capacity of duly authorized to sign the bid for and on behalf of -----

Witness 1. -----

Witness 2. -----