

Office of the Accountant General (A&E), Karnataka, Bengaluru-560 001

NOTICE INVITING TENDER

AG (A&E)/ITCT/PURCHASES/2017-18/

Date: 12.02.2018

Subject: Sealed Quotation for **LaserJet Printer**

Quotations are invited for **purchase of around 30 (+/-5) no. of LaserJet Monochrome Printer** for the Office of AG (A&E), Karnataka, Bangalore
The quotation may be sent in a **SEALED ENVELOPE** so as to reach the undersigned on or before **4 PM of 19 February 2018**. The Sealed quotation super scribed as **"Tender for supply of LaserJet Monochrome Printer"**.

	DESCRIPTION
1	LaserJet Monochrome Printer: <ul style="list-style-type: none">• First Page Out < 10 sec.• Speed > 20 ppm• Print Resolution > 600*600 dpi• Paper Size: A4 (minimum)• Should be compatible with Windows 7 and above O.S.• Preferred Brand: HP, Canon, Epson.

1. Minimum Eligibility Criteria of the Bidders are as under: -

- a. **Bidders, if not OEM, should have authorization from manufacturers. (Annexure-IV)**
- b. **Bidders should have minimum three years' experiences of supplying Computer Hardware to Departments/Ministries of the Government of India or Public Sector Undertakings.**
- c. **The Bidder should have executed minimum three works of the similar nature as on the date of submission of bids in reputed organizations / Government Organizations (PSU/ GOI Dept.).**
- **Supporting documents viz. copies of purchase order and work completion certificate from the respective organization to be produced with the bid which should not be earlier to 2015.**

Signature of Vendor

- 2 **Earnest Money Deposit (EMD)** of Rs. **25,000/-** in the form of Demand Draft of any nationalized bank must be deposited by bidders along with their duly filled up bidding documents. The validity of the Demand Draft must be for 3 (three) months starting from the date of submission of the bids. The Demand Draft shall be in favour of **PAO, IAAD, Bangalore.**
- 3 Cheque/Money Order/Cash/BG shall not be accepted as EMD.
- 4 Earnest Money Deposit is applicable to all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. However adequate documentary proof needs to be included for claiming exemption.
- 5 The EMD will be forfeited, if a Bidder withdraws his bid during the period of bid validity and/or on submission of false documents/undertaking.
- 6 A bid received without EMD shall be rejected as non-responsive at the bid opening stage.
- 7 Bid will be rejected and returned to the bidder, if EMD is found to be of lesser amount or EMD is not submitted in the manner prescribed there for.
8. The bid security of the unsuccessful bidder will be returned to them within 30 days after finalisation and award of the tender without any interest.
- 9 **If the successful bidder refuse/fails to accept work order within seven days, EMD will be forfeited.**
- 10 If the **bidder withdraws tender** after finalization of the tender, **EMD will be forfeited.**
- 11 If the successful bidder **abandons the contract, EMD will be forfeited.**
- 12 Bidders should not have been blacklisted by Departments/Ministries of the Govt. of India or PSUs for which Declaration has to be submitted in the specified format as provided in Tender Document @ Annexure I.
- 13 Preference will be given to the vendors who have their registered office at Bengaluru with sales and service support.
- 14 All the sealed envelopes must be super scribed “**Tender for supply of LaserJet Monochrome Printer**”.

Signature of Vendor

15. The tender, complete in all respects, should be submitted in sealed envelope addressed to the **Sr. Accounts Officer (OM), Office of the Principal Accountant General (A&E), Karnataka, Bangalore, No. 1 Park House Road, Bangalore 560 001** must reach latest by **04:00 p.m.** latest by **19.02.2018**. The sealed quotations, super scribed as Tender for supply of LaserJet Monochrome Printer” should be submitted to Senior Accounts Officer (OM) of this office by the stipulated date and time. Specified pro-forma along with all terms and conditions may be collected from **Senior Accounts Officer (OM), Office of the Principal Accountant General (A&E), Karnataka, Bangalore, No 1 Park House Road, Bangalore 560 001 on any working day between 4.00 pm to 5.00 pm**. These are also available on website <http://agkar.cag.gov.in/Tender.html>. In case bidders require any clarification regarding the tender documents, they are advised to contact Sr. Accounts Officer/OM on 080-22640253 during working hours. No irrelevant query will be entertained.
16. The bid will be opened on 19.02.2018 at 16:30 hrs for further evaluation with a view to award the contract.
17. All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
18. No other method/means of submission of bid except as stated above shall be acceptable. All the documents submitted in the bid must be legible and self-attested. Otherwise the bid is likely to be rejected.
19. The competent authority of the O/o the Accountant General (A&E), Karnataka, Bengaluru reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum, if any, will be uploaded onto website of Accountant General, Karnataka, Bengaluru only. The decision of competent authority in this regard, shall be final and binding on all.
20. **Performance Security Deposit (PSD):** The successful bidder has to deposit Performance Security Deposit (PSD) at the rate of **10% of the total Purchase Order** before signing of the contract/issue of purchase order for supply of item in the form of Demand Draft payable in favour of **PAO, IAAD, Bangalore** from any Scheduled Bank or Bank Guarantee of the same value from a Nationalized Bank. The EMD will be refunded to the firm after depositing the PSD. The PSD will remain valid for a period of 60 days beyond the date of completion of all contractual obligations of supply including warranty period. If there are any dues against the firm, the same may be deducted from the PSD. PSD can be withheld or forfeited in full or in part in case of unsatisfactory service maintenance during warranty/Full Service Maintenance Agreement period. No interest shall be payable on PSD.
21. **Warranty and maintenance:** The bidder shall provide comprehensive onsite warranty of one-year OEM warranty.

Signature of Vendor

22. Supply, Commissioning / installation, Payment and Penalty

- a. The **items may be delivered** to Office of the Accountant General (A&E), Karnataka, Bengaluru **within two weeks from the date of Purchase Order**. No freight, insurance, etc. shall be paid.
 - b. If the firm/supplier fails to deliver the store/items or any consignment thereof within the period prescribed for delivery at above, the office of the Accountant General, (A&E), Karnataka, Bengaluru shall be entitled to recover 2% of the value of purchase order for every 5 days of delay with reference to the delivery date given in the Purchase Order up to 15 days and thereafter the Purchase Order stands cancelled and EMD stands forfeited.
 - c. Commissioning/ Installation shall be made by the vendor, without any additional charges, as per date and place intimated by this office.
 - d. Payment would be processed after satisfaction of technical expert that supply of hardware match the specification ordered for.
 - e. No advance payment will be made in any case.
23. Clarifications: In case bidders require any clarification regarding the tender documents, they are advised to contact Sr. Accounts Officer/OM on 080-22640253 during working hours. No irrelevant query will be entertained.
24. The competent authority of the Accountant General (A&E), Karnataka, Bengaluru reserves the right to accept or reject all bids including the lowest at any time prior to award of purchase order without assigning any reason. The competent authority also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

Last date for Tender submission: 19-02-2018 (04:00 p.m.)

Opening of bids: 19-02-2018 at 04:30 p.m.

Sd/-
Sr. Accounts Officer (O.M.)
O/o the Accountant General (A&E),
Karnataka, Bengaluru

Signature of Vendor

DECLARATION FORM

To

**Sr. Accounts Officer (O.M.)
O/o the Accountant General (A&E),
Karnataka, Bengaluru**

Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender Document.

2. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security Deposit (PSD), as applicable, in the form of Demand Draft/ Bank Guarantee within the stipulated period.

3. I/We hereby declare that neither firm nor any of the Proprietor /Partner/Director of the firm have ever been black listed/suspended for business by any Department of Government of India/ Public Undertaking.

Yours faithfully,

Dated_____

Signature, name & address of authorized signatory of the firm with seal

Annexure -II

O/o The Accountant General (A&E), Karnataka, Bengaluru

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub: Authorization for attending the bid opening on for procurement of the Computer Hardware.

The under mentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s (name of the bidder)

Name

Specimen Signature

Alternative representative

Name

specimen signature

Signature of the bidder/ authorized signatory of the firm with seal

Annexure-III

O/o the Accountant General(A&E), Karnataka, Bengaluru

Tender Document

Schedule of rates

From:

To

**Sr. Accounts Officer (O.M.)
O/o the Accountant General (A&E),
Karnataka, Bengaluru.**

Sir,

I /we declare that I/we have gone through and shall abide by the terms and conditions detailed in the tender document for supply of HP LaserJet Pro M104a Printer. The rates are as under:

S.N o.	DESCRIPTION	Rate per Unit	Warranty	GST @ Rs (per unit)	Total Amount (per unit) Rs.
1	LaserJet Monochrome Printer (Name along with Brand and Specification)				

Yours faithfully,
Signature, name and address of authorised signatory of the firm with seal

Annexure - IV

To

Sub: OEM's Authorized Partners for this Tender.

Sir,

I/We _____ (Bidder/OEM) having my/our registered office (address of the OEM) am/are an established manufacturer of (name of quoted items). I/we _____ (Name of bidder/OEM) solely authorize _____ (Name of the bidders/OEM's authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned tender. I/we have established that above authorized partners meet all tender eligibility conditions defined for OEM's authorized partners. I/we also have entered in an agreement with our all authorized partners that they will supply, install and provide warranty support for this tender on behalf of us.

2.Our full support is extended in all respects for supply, onsite warranty and maintenance of our products. I/we also ensure to provide the service support for the supplied equipment for a period of _____ years from date of installation of the equipment as per tender terms & conditions.

3.I/we also undertake that in case of default in execution of this tender by the any of Authorized partners viz _____ (name of the authorized partner), the _____ (Bidder/OEM) shall take all liabilities and responsibilities and necessary steps for successful execution of maintenance/service support.

For _____ (name of) Bidder/OEM

(Authorized signatory)

Name & Designation: _____

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or HR Head or CS of OEM. This may be enclosed with the bid. Any modification done to the above format will not be acceptable.

