

**Office of Joint Director
Flood Management Improvement Support Centre
2nd Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002
Email Address: fmiscbihar@gmail.com
Phone No. 0612 - 2256999**

Quotation No. (Short): FMISC/20/2023-24

Short Notice Inviting

Quotation for 'Supply & Installation of Photo Copier Machine'

Letter No.: - 235 / Patna

Date: 27/02/2024.

- 1) The 'Joint Director, Flood Management Improvement Support Centre, Patna' invites the sealed most competitive quotation from the intending reputed Bidder/Firm/ Vendor/Supplier for Supply & Installation of Photo Copier Machine. All details and the quotation documents are available on the Website: <https://fmiscwrdbihar.gov.in/fmis/>.
- 2) The quotation document contains the following Annexures:
 - (i) Brief Description of the Goods
 - (ii) General guidelines for Quotation
 - (iii) Information Sheet of Bidder
 - (iv) Undertaking by the Bidder
 - (v) The Financial Bid

Important Dates

Last Date and Time of Submission -

Date: 04/03/2024, Time 15.00 Hrs (Accepted only through speed post/registered post/courier/ Physical delivery)

Cost of Quotation Document -

Not Applicable

Bid Security/ Earnest Money Deposit -

₹ 10000/- (Rupees Ten Thousand Five Only)

Date & Time of Opening of Technical Bid -

Date: 04/03/2024, Time 15:30 Hrs.

Date & Time of Opening of Financial Bid -

Date: 04/03/2024, Time 16.00 Hrs.

ASICS
23/02/2024
Joint Director

Flood Management Improvement Support Centre
Patna

Annexure (i) - Brief Description

#	Brief Description of the Goods	Quantity
a)	Photo Copier Machine	1

Annexure (ii) – General Guidelines for Quotation

- 1) The Bidder must unconditionally accept all of the terms and conditions of this quotation document. Without such a certificate, the 'quotations' will be rejected. On this matter, no correspondence from the Bidder will be accepted.
- 2) On all pages, the individual signing the Quotation or other documents must include his full name below his signature.
- 3) Eligibility of the Bidder – To avoid rejection or disqualification of the Quotation, the Bidder should verify its eligibility conditions as indicated below before submitting it and enclosing the required papers in the order listed below.
 - (i) The Bidder should have a local support network with a service base in Patna, Bihar. In this regard, the Bidder shall produce supporting evidence in the form of a certificate of incorporation mentioning the address/ rent or lease agreements of the premises.
 - (ii) The Bidder shall have sufficient relevant similar experience (minimum two (2) years) on the Quotation calling date in Govt. / Public Sector in India. In this regard, the Bidder shall produce Work/Purchase orders with its completion certificates.
 - (iii) The Supplier should have an average annual turnover of at least ₹ 2 lakhs (Rupees two lakhs Only) during the last three financial years (2019-20, 2020-21, 2021-22 or 2022-23). In this regard, the Bidder shall produce Audited Balance Sheet and Profit & Loss Statement by a statutory auditor/Chartered Accountant.
 - (iv) The Bidders/ Firms/ Vendors/Suppliers that have been blacklisted/debarred in participating in any procurement activities by any State or Central Government or other government organizations in India are not allowed to bid. In this regard, the Bidder shall produce a Notarized Affidavit on stamp paper of adequate value that the agency has not been blacklisted/debarred from participating in tender/bids by any State or Central Govt. organization in India or PSU.
- 4) **Cost of quotation documents:** The quotation documents cost is not applicable. The quotation documents can be downloaded from the website: <https://fmiscwrdbihar.gov.in/fmis/>.
- 5) The Quotation must be submitted in two parts :(A) Technical bid & (B) Financial bid. The two bids must be submitted in two separate sealed envelopes marking the Bid's name and must be put in the single outer cover subscribing as 'Supply & Installation of Photo Copier Machine' and also the quotation number.
- 6) Bid Security/Earnest Money Deposit (EMD) of ₹ 10000/- (Rupees Ten Thousand Only) will be paid in the form of a Bank/ Demand Draft duly pledged; in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security/EMD will not carry any interest.

- 7) Submission of Quotation and Other Documents Required -
- (i) The quotation documents must be filled in completely and signed by the authorized signatory of the Bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both sides of the A4 paper sheet).
 - (ii) The completed document must reach to "Office of Joint Director, Flood Management Improvement Support Centre, 2nd Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002 by the last date of submission under a sealed cover by *speed post/registered post/courier/ Physical delivery*. The quotations received after the due date & time are liable to be rejected. The Quotation by FAX/ e-mail or any other media will not be entertained.
 - (iii) The envelope containing the Quotation must be super-scribed as 'Supply & Installation of Photo Copier Machine' and the quotation number with the due date & time of submission.
 - (iv) Bidder should provide the data sheet & Make Model of the item offered failing which bid will be rejected .
 - (v) The Office of Joint Director is not responsible for delay, loss or non-receipt of quotation documents sent by the posts.

The Quotation should contain the following documents.

A. Technical Bid containing -

- (i) Self-attested copy of PAN, GST registration and incorporation issued by appropriate government authority for the required services.
- (ii) Work/Purchase orders with its completion certificates. Any other documents in support of the eligibility of the Bidder.
- (iii) Annual turnover certificate
- (iv) The Bidder shall produce a Notarized Affidavit on stamp paper of adequate value that the agency has not been blacklisted/ debarred from participating in tender/bids by any State or Central Govt. organization in India or PSU and regarding the correctness of the document submitted.
- (v) Bid Security/Earnest Money Deposit (EMD) of ₹ 10000/- (Rupees Ten Thousand Only) will be paid in the form of a Bank/ Demand Draft duly pledged; in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security/EMD will not carry any interest. EMD is Mandatory otherwise without EMD of required amount, the Technical bid will not be entertained.

B. Financial Bid containing -

- (i) Cost for 'Supply & Installation of Photo Copier Machine' in the prescribed format (Annexure v).
- 8) The Quotation is liable to be cancelled, and the Bid Security/ EMD shall be forfeited in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation document or in the event of Bidder withdrawing his

offer before the expiry of the bid. A bid without the required Bid Security/ EMD amount will be summarily rejected.

- 9) The Office of Joint Director reserves the right at the time of award of the order to increase or decrease the quantity of the Goods specified in the Financial Bid without any change in the unit price of the items.
- 10) The quotation document is not transferable. The quotations submitted by the bidder in a proforma other than those mentioned in the quotation document shall not be accepted. While filling up the forms / offering any other information, it shall be done using typewriting/printing.
- 11) Bid Price and its Validity –
 - (i) The contract shall be for the full quantity as described. The bidder shall quote the rate per unit item.
 - (ii) The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
 - (iii) All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price.
 - (iv) The bidder shall also indicate the applicable prevailing GST.
 - (v) The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - (vi) Quotation shall remain valid for not less than 90 days after the deadline date specified for submission.
- 12) Evaluation and Award of Contact –
 - (i) The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which –
 - are properly signed; and
 - Conform to the terms and conditions
 - (ii) On all the matters relating to this quotation call document, the decision of the Office of Joint Director shall be final and binding, and the same cannot be referred to the court of law. The Office of Joint Director reserves the right to reject any or all of the quotations without assigning any reason whatsoever.
 - (iii) The Office of Joint Director reserves the right to call the bidders and to conduct negotiations, if necessary.
 - (iv) The Office of Joint Director may reject the bid even if accepted, but the successful bidder fails to execute any guidelines, terms and conditions mentioned in this quotation document or misrepresent or conceals any fact that may otherwise affect the quotation. In that case, Bid Security/ EMD amount will be forfeited.

- (v) The Supplier shall not assign or makeover the contract, the benefit or burden thereof to any other person, persons, or body corporate. The Supplier shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.
- (vi) The Client/Purchaser will award the contract to the Bidder whose Quotation has been substantially responsive and offered the lowest evaluated quotation price.
- (vii) Notwithstanding the above, the Client/Purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.
- (viii) The Bidder whose Bid is accepted will be notified by contract/ Purchase Order/ Work Order award by the Client/ Purchaser before the quotation validity period expires. The terms of the accepted offer shall be incorporated into the contract/ Purchase Order/ Work Order award.

13) **Services and Payment -**

- (i) The Supplier shall have a service support base in Patna, Bihar and shall submit a full detailed address with (24 x7) phone no., fax no. and e-mail ID of the contact person.

- (ii) **Photo Copier Machine** should have following features:-

Main Unit

- Machine Type
A3 Monochrome Laser Multifunctional
- Core Functions
Print, Copy, Scan, Send, Store
- Processor Speed
1.8GHz Dual Core Processor
- Control Panel
Colour Touch panel
- Memory
Standard: RAM 3.5GB

Storage

Standard: (SSD) 256 GB

- **Interface Connection**

NETWORK

Standard: 1000Base-T/100Base-TX/10Base-T

Standard: USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device)

- **Warm-up Time**

Quick Startup Mode: 4 seconds or less

From Sleep Mode: 10 seconds or less

From Power On: 10 seconds or less

Print Specifications

- **Print Speed**

1-sided: Up to 45 ppm (A4, A5, A5R, A6R), Up to 22 ppm (A3), Up to 32 ppm (A4R)

- **Print Resolution (dpi)**

1,200 × 600,

1,200 × 1,200 (half-speed)

- **Page Description Languages**

Standard: UFR II, PCL6

- **Direct Print**

PDF, EPS, TIFF/JPEG, XPS

- **Mobile / Cloud Printing**

AirPrint, Mopria, Universal Print by Microsoft Software and MEAP-based to provide printing from mobile devices or internet-connected devices and cloud-based services depending on our requirements.

- **OS Standard Printing**

Android, Windows® 10/11, Chrome OS, macOS (11.2.2 or later), iOS (15.2 or later), iPadOS

- **Print Features**

Secured Print, Secure Watermark, Header/Footer, Page Layout, Two-sided Printing, Mixed Paper Sizes/ Orientations, Front/Back Covers, Toner Reduction, Poster Printing, Forced Hold Printing, Print Date, Scheduled Printing, Printing Using a Virtual Printer

- **Operating Systems**

UFR II: Windows® 10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server 2022, MAC OS X (10.13 or later)

PCL: Windows® 10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server 2022, MAC OS X (10.13 or later)

PS: Windows® 10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server

2022, MAC OS X (10.13 or later)
PPD: Windows®10/11, MAC OS X (10.13 or later)

Copy Specifications

- Copy Speed
Up to 45 ppm (A4, A5, A5R, A6R), Up to 22 ppm (A3), Up to 32 ppm (A4R)
- First-Copy-Out Time
Approx.: 4.6 seconds or less
- Copy Resolution (dpi)
600 x 600
- Multiple Copies
Up to 9,999 copies
- Magnification
Variable zoom: 25% to 400% (1% Increments)
Preset reduction/enlargement: 25%, 50%, 70%, 100%(1:1), 141%, 200%, 400%
- Copy Features
Two-Sided, Book to Two Pages, Two-sided Original, Job Build, Page Numbering, Copy Set Numbering

Scan Specifications

- Type
Standard: Color Platen
DADF: Duplexing Automatic Document Feeder
- Pull Scan Specifications
Colour through Network
Supported OS: Windows® 8.1/10/11/Server2012/Server2012 R2/Server 2016/Server 2019/Server 2022
- Scan Resolution (dpi)
Scan for Copy: 600 x 600
Scan for Send: (Push) 600 x 600 (SMB/FTP/WebDAV), (Pull) 600 x 600
Document Feeder Paper Capacity (80 gsm)
- Scan Method
Push Scan, Pull Scan, Scan to Box, Scan to Advanced Space, Scan to Network, Scan to USB Memory Key, Scan to Mobile device, Scan to cloud

Send Specifications

- Destination

Standard: E-mail/Internet FAX (SMTP), SMB 3.1.1, FTP, WebDAV, Mail Box ,Address Book

- Send Resolution (dpi)

Push: up to 600 x 600

Pull: up to 600 x 600

- Communication Protocol

FTP: (TCP/IP), SMB3.1.1 (TCP/IP), WebDAV

Email: SMTP (send), POP3 (receive)

- File Format

Standard: TIFF, JPEG, PDF (Compact, Searchable, Apply policy, Optimize for Web, PDF/A-1b, Trace & Smooth, Encrypted, Device Signature, User Signature), XPS (Compact, Searchable, Device Signature, User Signature), Office Open XML (PowerPoint, Word)

- Universal Send Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density Adjustment, Sharpness, Copy Ratio, Erase Frame, Job Build, Delayed Send, Preview, Job Done Notice, File Name, Subject/Message, Reply-to, E-mail Priority, TX Report, Original Content Orientation, Skip Blank Originals

Store Specifications

- Mail Box 100 User Inboxes,
1 Memory RX Inbox,
Maximum 10,000 Pages (2,000 jobs) Stored

- Advanced Space

Communication Protocol: SMB or WebDAV

Supported Client PC: Windows® 10/11

Concurrent Connections (Max.): SMB:64, WebDAV:3

- Advanced Space Available Disk Space

Standard: 16 GB (With option: max.: 480GB)

- Advanced Space Features

Sort Function, Printing a PDF File with a Password, Search, File Preview, Authentication Management, Backup/Restore

Security Specifications

- Authentication & Access Control

User Authentication (Picture Login, Picture and PIN Login, Card Login, Username and Password Login, Function Level Login, Mobile Login), Department ID

Authentication (Department ID and PIN Login, Function Level Login), Access Management System (Access Control)

- Network Security

TLS 1.3, IPsec, IEEE802.1X authentication, SNMP V3.0, Firewall Functionality (IP/MAC Address Filtering), WPA3 support, Dual Network Support (Wired LAN/Wireless LAN, Wired LAN/Wired LAN), Disabling Unused Functions (Enabling/Disabling Protocols/Applications, Enabling/Disabling Remote UI, Enabling/Disabling USB Interface)

Document Security

Print Security (Secure Print, Encrypted Secure Print, Forced Hold Printing , Scan Security (Encrypted PDF, Device Signature PDF/XPS, User Signature PDF/XPS, Adobe LiveCycle Rights Management ES2.5 Integration), BOX Security (Mail Box Password Protected, Advanced Space Access Control), Send Data Security (Setting for requesting password input per transmission, Restricted E-mail/File send functions, Allow/Restrict Sending from History, S/MIME Support), Document Tracking (Secure Watermark)

- Device Security

Protecting SSD Data [SSD Data Encryption (FIPS 140-2/140-3), SSD Lock], Standard SSD Initialize, Trusted Platform Module (TPM 2.0), Job Log Conceal Function, Protecting MFP Software Integrity, Checking MFD Software Integrity & Platform Firmware Resiliency with Automatic System Recovery (Verify System at Startup, Runtime Intrusion Detection), Common Criteria Certification (HCD-PP)

- Device Management & Auditing

Administrator Password, Remote Management Two-factor Authentication, Digital Certificate And Key Management, Audit Log, Cooperating with External Security Audit System (Security Information and Event Management), Image Data Logging, Security Policy Setting

Environmental Specifications

- Operating Environment

Temperature: 10 to 30 °C
Humidity: 20 to 80 % RH (Relative Humidity)

- Power Source

220-240V 50/60Hz 5A

- Power Consumption

Maximum: Approx. 1,500W

Software & Printer Management

- Tracking & Reporting

Warranty : 1 Year

- (iii) Payment Terms: No advance payment will be admissible. Payment will be made after the submission of invoice.
 - (iv) The Supplier shall submit all bills in triplicate on hard copy.
 - (v) All payments will be released based on separate invoices submitted to the Office of Joint Director by the Supplier /Vendor.
- 14) **Other terms and conditions -**
- (i) Any dispute arising from the deal shall be subjected to the court's jurisdiction at Patna within the State of Bihar.
 - (ii) Each Bidder shall submit only one Quotation.
- 15) **Billing Address - Office of Joint Director, Flood Management Improvement Support Centre, 2nd Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002**

Annexure (iii) – Information Sheet of Bidder

Information Sheet of Bidder

#	Description	To be filled by the Vendor/Supplier as applicable
1.	Name of the Supplier/ Vendor/Service Provider, as applicable	
2.	Address with phone No./FAX/ e-Mail	
3.	Contact Person(s) Phone No. /Mobile No.	
4.	Details of Bank Draft towards the cost of quotation documents	
5.	Details of Bank Draft towards EMD	
6.	GST registration details	
7.	PAN Details	
8.	Similar Experience Details (with proof of orders from the organization)	

DECLARATION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that if any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Seal :

Business Address:

Annexure (iv)

Undertaking by the Bidder

(on Vendor/ Service provider letterhead)

Quotation Ref.

Date:

To,
Joint Director
Flood Management Improvement Support Centre
(FMISC)
2nd Floor, Block-A, Jal Sansadhan Bhawan
Anisabad, Patna-800002

Sub: Self-certificate regarding Total Responsibility

Dear Sir,

This is to certify that we undertake total responsibility for the successful Supply & Installation of Photo Copier Machine as per the requirements and terms and conditions as per *Quotation No. ___ No. of Quotation Document (Name of the Service)*.

We enclose all the sheets of this quotation document duly signed by us on every page as a token of accepting all the guidelines, terms and conditions in this quotation document. In case of non-observance of any of the guidelines, terms and conditions mentioned in this quotation document by us, we understand that our quotation/purchase order (as the case maybe) may be cancelled. We hereby agree to provide Supply & Installation of Photo Copier Machine as per the terms and conditions of this quotation call document if we are offered to execute the contract.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Seal :

Business Address:

Annexure(v) (The Financial Bid)

FORMAT OF QUOTATION

#	Name of Maintenance item, as applicable of Goods/ Equipment/ Hardware/ Software/ Services, as applicable	Unit	Qty.	Unit Price	Total Amount	GST%	Total Amount with GST
			(A)	(B)	(C=A*B)	(D)	(E=C+(C*D))
1	Photo Copier Machine	1			-		-
Total Amount:					-		-

Gross Total Cost: ₹

We agree to provide Supply & Installation of Photo Copier Machine in accordance with the quotation document for a total contract price of ₹ (Amount in figures) (₹ amount in words) within the period specified in the Invitation for Quotations.

Signature of Vendor/Service Provider

