

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/02/2023-24

Short Notice Inviting

Quotation for 'Supply of Cartridges & Supply and Installation of Drum Units and Developer Units for Canon Image Runner Advance C-3530 Colour Printer'

Letter No.: - 487/ Patna

Date: 30/05/2023

- 1) The 'Joint Director, Flood Management Improvement Support Centre, Patna' invites the sealed most competitive quotation from the intending reputed Bidder/ Supplier/ Firm/ Vendor/Service Provider for Quotation for 'Supply of Cartridges & Supply and Installation of Drum Units and Developer Units for Canon Image Runner Advance C-3530 Colour Printer' All details and the quotation documents are available on the Website: <https://fmiscwrdbihar.gov.in/fmis/> & <https://wrdb.fmiscwrdbihar.gov.in/>.
- 2) The quotation document contains the following Annexures:
 - (i) Brief Description of the Goods
 - (ii) General guidelines for Quotation
 - (iii) Technical Specification
 - (iv) Information Sheet of Bidder
 - (v) Undertaking by the Bidder
 - (vi) The Financial Bid

Important Dates

Last Date and Time of Submission -	<i>Date: 06/06/2023, Time 14:30 Hrs (Accepted only through speed post/registered post/courier/ Physical delivery)</i>
Cost of Quotation Document -	<i>Not Applicable</i>
Bid Security/ Earnest Money Deposit -	<i>₹ 15,000/- (Rupees Fifteen Thousand Only)</i>
Date & Time of Opening of Technical Bid -	<i>Date: 06/06/2023, Time 15:00 Hrs.</i>
Date & Time of Opening of Financial Bid -	<i>Date: 06/06/2023, Time 15:30 Hrs.</i>

Q 30/5/2023

Joint Director

Flood Management Improvement Support centre,
Patna

Annexure (i) - Brief Description

#	Brief Description of the Goods	Quantity	Delivery Period (days) ¹	Specification/ Installation Requirements
a)	CANON C-3530 Color Printer Cartridge		Within 7 days	As given in Annexure (iii)
	(i) NPG-67 Black	6		
	(ii) NPG-67 Magenta	4		
	(iii) NPG-67 Cyan	4		
	(iv) NPG-67 Yellow	4		
b)	Drum Unit of Canon Image Runner Advance C-3530 Color Printer		Within 7 days	
	(i) Canon NPG-67 Drum unit (Black)	1		
c)	Developer Units of Canon Image Runner Advance C-3530 Color Printer		Within 7 days	
	(i) NPG-67 Black	1		
	(ii) NPG-67 Magenta	1		
	(iii) NPG-67 Cyan	1		
	(iv) NPG-67 Yellow	1		
Place of Delivery for Supply and Installation -		Office of Joint Director, Flood Management Improvement Support Centre, 2nd Flood, Jal Sansadhan Bhawan, Anisabad, Patna - 800002.		

Note: Cartridge should be from latest stocks

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DBME*

*Mukesh
30/05/23
System Administrator*

¹ Day starts from the issuance of the award of contract/ work order or purchase order issued.

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) The Bidder is advised to visit and examine the Site of supply and installation, including others necessary as required and its surroundings and obtain all information for itself on its responsibility for preparing the quotation and entering a contract for successful execution. The costs of visiting the Site shall be at the Bidder's own expense.
- 4) 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 must be the Original Equipment Manufacturer (OEM) / Authorized Dealer, as Annexure (i) requires. In this regard, the Bidder shall produce a supporting Manufacturer's/ OEM certificate / Authorized Dealer certificate.
 - (ii) 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.
 - (iii) The Bidder shall have sufficient relevant 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.**
 - (iv) The Bidder's key technical personnel must be OEM certified to install the various Goods/ Equipment/ Hardware/ Software, as Annexure (i) requires. In this regard, the Bidder shall produce supporting documents.
 - (v) The Service Provider should have an average annual turnover of at least ₹ 2 lakhs (Rupees two lakhs Only) during the last three financial years (2018-19, 2019-20, 2020-21 or 2021-22). In this regard, the Bidder shall produce Audited Balance Sheet and Profit & Loss Statement by a statutory auditor/Chartered Accountant.
 - (vi) The Suppliers/ Firms/ Vendors/Service Providers 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

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not been blacklisted/debarred from participating in tender/bids by any State or Central Govt. organization in India or PSU.

- 5) **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/> & <https://wrdb.fmiscwrdbihar.gov.in/>.
- 6) 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 of Cartridges & Supply and Installation of Drum Units and Developer Units for Canon Image Runner Advance C-3530 Colour Printer' and also the quotation number.
- 7) Bid Security/Earnest Money Deposit (EMD) of ₹ 15,000.00 (Fifteen 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.
- 8) 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 of Cartridges & Supply and Installation of Drum Units and Developer Units for Canon Image Runner Advance C-3530 Colour Printer' and the quotation number with the due date & time of submission.
 - (iv) 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) The detailed specification of the Goods and compliance as per Annexure (iii).
- (iii) As applicable, detailed literature and the make, model, data sheets, pamphlets, and performance curves shall be attached to the technical offer.

Sign

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- (iv) Any other documents in support of the eligibility of the Bidder.
- B. Financial Bid containing -
- (i) Cost for 'Supply of Cartridges & Supply and Installation of Drum Units and Developer Units for Canon Image Runner Advance C-3530 Colour Printer' in the prescribed format (Annexure vi).
- 9) 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.
- 10) 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.
- 11) 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.
- 12) 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, initialling, dating and rewriting.
- (iii) All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price. The cost of service, installation, commissioning, and demonstration shall also be at the Supplier.
- (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.
- 13) **Evaluation and Award of Contract** -
- (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 and specifications.
- (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.

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- (iii) The **Office of Joint Director** reserves the right to call the bidders and to conduct negotiations, if necessary and can select more than one bidder for one or more items at its discretion.
- (iv) Any deviation in technical specifications shall not be entertained.
- (v) 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.
- (vi) 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.
- (vii) The Client/Purchaser will award the contract to the Bidder whose Quotation has been substantially responsive and offered the lowest evaluated quotation price.
- (viii) 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.
- (ix) 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.

14) **Delivery Period -**

- (i) All the items are to be delivered to the **Office of Joint Director** as mentioned in Annexure (i). In case the supplier/ Vendor/ fails to deliver the goods within the due period, the **Office of Joint Director** reserves the right to cancel the purchase/award order and to place orders with other firms without assigning any reason thereof.
- (ii) The Supplier must supply all ordered items at a time. Part supplies are not acceptable and will not be entertained on any account. Any loss or damage during transit/ delivery/ installation will be replaced at the cost of the Supplier/ Vendor.

15) **Installation and Commissioning -**

- (i) The Supplier shall be liable to complete all installation and commissioning of the Goods/hardware &/or Software as the case may be, at the site within 3 days from receipt of items. All packing must be opened at the site and handed over to the consignee, at the Supplier's/ Vendor's cost.

16) **Warranty**

- (i) Normal commercial warranty/ guarantee shall be applicable to the supplied goods, as per OEM.

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- (ii) Free replacement of faulty media or Goods including free technical support/version up-gradation, shall be provided during the warranty period. The warranty Certificate shall be submitted at the time of delivery.
- 17) **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 for after-sale service.
- (ii) The Supplier must take care of technological changes and supply the latest version of the Goods at the time of delivery at the same total cost per order. The operating manuals must be supplied at the time of delivery of goods.
- (iii) The Supplier shall submit all bills in triplicate on hard copy.
- (iv) The Supplier must submit valid and up-to-date GSTCC and ITCC along with the bill before the payment release.
- (v) No interest on any deferred claim arising out of this procurement shall be payable in any case whatsoever. No payment for Goods rejected at the site will be made during installation and commissioning.
- (vi) Payment shall be made within 30 days after delivery of the Goods.
- (vii) 90% of the billed amount will be released only if the items have been received in good condition and successfully installed and commissioned as per the specification.
- (viii) The balance of 10% will be released after 90 days of satisfactory on-site performance from the final date of installation and commissioning. All payments will be released based on separate invoices submitted to the **Office of Joint Director** by the Supplier/ Vendor. The Supplier/ Vendor shall submit the bills in triplicate, on hard copy only for the release of the balance 10% amount to the **Office of Joint Director**.
- 18) **Other terms and conditions -**
- (i) The **Office of Joint Director** reserves the right to cancel the purchase order if the Goods supplied fail to meet the specification mentioned within the terms and conditions of this quotation document. The **Office of Joint Director** shall not be held responsible for any loss or damage suffered by the bidder due to the cancellation of the purchase order.
- (ii) Any dispute arising from the deal shall be subjected to the court's jurisdiction at Patna within the State of Bihar.
- (iii) Each Bidder shall submit only one Quotation.
- 19) **Delivery as well as Billing Address - Office of Joint Director, Flood Management Improvement Support Centre, 2nd Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002**

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Annexure (iii) -Technical Specification

#	Items	Specification	Remarks
1.	CANON C-3530 Color Printer Cartridge		
	NPG-67 Black	Compatible with model name: Image Runner Advance C-3530	
	NPG-67 Magenta		
	NPG-67 Cyan		
NPG-67 Yellow			
2.	Drum Unit of Canon Image Runner Advance C-3530 Color Printer	Compatible with model name: Image Runner Advance C-3530	
	Canon NPG-67 Drum unit (Black)		
3.	Developer Units of Canon Image Runner Advance C-3530 Color Printer		
	NPG-67 Black	Compatible with model name: Image Runner Advance C-3530	
	NPG-67 Magenta		
	NPG-67 Cyan		
	NPG-67 Yellow		

Note: Cartridge should be from latest stocks

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Annexure (iv) - Information Sheet of Bidder

#	Description	To be filled by the Supplier/ Vendor/Service Provider, 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.	Experience Details (with proof of orders from the organization to which supplied earlier)	

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:

Sudh Kumar

Annexure (v)
Undertaking by the Bidder
(on Vendor/Supplier letterhead)

Quotation Ref.

Date:

To,
Joint Director
Flood Management Improvement Support Centre
(FMISC)
2nd Floor, Blacok-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 and installation of Goods 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 warrant that the goods supplied under this contract are new, unused, of the most recent or current models, and they incorporate all recent improvements in design and materials and all the services configured shall render trouble free function We hereby agree to supply, install and commission the desktop computers 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:

S. S.

M. K. S.

Annexure (vi) - The Financial Bid

FORMAT OF QUOTATION

#	Name of supply, installation, testing and commissioning, maintenance, 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	CANON C-3530 Color Printer Cartridge						
	NPG-67 Black	No's	6		-		-
	NPG-67 Magenta	No's	4		-		-
	NPG-67 Cyan	No's	4		-		-
2	Drum Unit of Canon Image Runner Advance C-3530 Color Printer						
	Canon NPG-67 Drum unit (Black)	No's	1		-		-
	Developer Units of Canon Image Runner Advance C-3530 Color Printer						
	NPG-67 Black	No's	1		-		-
3	NPG-67 Magenta	No's	1		-		-
	NPG-67 Cyan	No's	1		-		-
	NPG-67 Yellow	No's	1		-		-
	Total Amount:				-		-

Gross Total Cost: ₹

We agree to **supply and installation of Goods** 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.

We also confirm that the normal commercial warrantee/ guarantee as per OEM shall be apply to the offered goods.

Signature of Supplier/
Vendor/Service Provider, as
applicable

 