



Ref. No. CCI/Admin/Tender/2013-14/

26.04.2013

**Tender Notice**

Sealed Tenders in prescribed form are invited from authorized dealers/distributor or Company for supply of **Digital Multifunction Photocopier Machine** at Kapas Bhavan, Plot No. 3A, CBD, Belapur, Navi Mumbai- 400 614 in two bid system i.e Technical Bid-I and Financial Bid-II, sealed in two separate envelopes.

Description	Quantity	EMD Amount in Rs.	Schedule date of supply
<p><b><u>Digital Photocopier Machine of any reputed company.</u></b>            Speed : 18 CPM/PPM.            Digital A3 Size Laser Copier/Laser Printer/            Network printer/Scanner/Duplex Printing/Copying with 40 sheets Reversing Single Pass feeder (RSPF).            350 Sheets Paper Capacity with 1paper tray            25 % - 400% Zoom range            Upto 999 multiple copies.</p>	1 nos.	Rs. 2500/-	21 days from date of issue of work order

The blank tender forms for supply of **Digital Multifunction Photocopier Machine** at Kapas Bhavan, are available at above mentioned address on working days from 11.00 a.m to 5.00 p.m up to 09.05.2013. The tender documents can also be down loaded from the corporation web site [www.cotcorp.gov.in](http://www.cotcorp.gov.in) or government tender portal [www.tenders.gov.in](http://www.tenders.gov.in).

Earnest money deposit of Rs. 2500/- (Rupees Two Thousand Five hundred only) in the form of DD/PO order in favour of The Cotton Corporation of India Ltd., payable at Mumbai/Navi Mumbai must be enclosed along with Technical Bid –I of tender.

- Last Date of Receipts/submission of sealed tenders in tender Box situated at 4<sup>th</sup> Floor, The Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3A, Sector-10, CBD, Belapur, Navi Mumbai –400 614 is up to **3.00 p.m on 10.05.2013**.
- Date of Opening of Technical Bid-I/Financial Bid-II shall be **at 3.30 pm on 10.05.2013**. The tender shall be open in presence of tenderer who wish to remain present

**Tenderer should submit their sealed tender in the tender box placed at situated at 4<sup>th</sup> Floor, The Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3A, Sector-10, CBD, Belapur, Navi Mumbai –400 614, as under:**

Envelope A: Technical Bid-I shall include EMD amount and Technical eligibility details.

Envelope B: Financial Bid- II shall include the price bid only.

Envelope C: Envelope "C" should contain Envelope "A" & Envelope "B".

Note: State clearly on each envelope 'A', 'B' & 'C' the name and address of the tenderer. This document consist of total 8 pages.

**The Corporation reserves its right to accept or reject the tender without assigning any reason thereof.**

**General Manager (Fin./Cord.)**

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 THE COTTON CORPORATION OF INDIA LTD.  
 कपास भवन, सी बी डी बेलापुर,  
 KAPAS BHAVAN, CBD, BELAPUR,  
 नवी मुंबई- 400 614  
 NAVI MUMBAI – 400 614.

**TENDER DOCUMENT FOR**  
 (Supply of one Digital Multifunction Photocopier Machine)

**TECHNICAL BID-I**  
 (Should be placed in envelope marked "A")

**THE COTTON CORPORATION OF INDIA LTD.**  
**CBD Belapur, Navi Mumbai- 400 614.**

**TECHNICAL BID - I**  
**(Should be placed in Envelope marked "A")**

Technical Eligibility Criteria:

<b>1. Name of the dealers/distributor or Company with address:</b>	M/s. _____ Official Address: _____ _____ City:-_____PIN: Tel.No. (O) _____ (R) _____ Name of Contact Person _____ Mobile No. _____
<b>2. In case of dealer/ distributor a self attested copy of authorized dealer/distributor certificate should be enclosed</b>	Certificate No..... dated..... Name of the Company .....
<b>3. Earnest Money Deposit Amount &amp; their details:</b>  <b>Drawn on any nationalized/ scheduled bank (except co-op. bank)</b>	Rs. 2500/- (Rupees two thousand five hundred only) Drawn on _____ Vide DD/PO No. _____ dt. _____ _____ in favour of The Cotton Corporation of India Ltd. Mumbai/Navi Mumbai is enclosed.
<b>4. Registration with various Authorities and their Nos.</b> <i>(Self attested Copies of the same must be enclosed)</i>	A. PAN No. _____ B. SALE TAX/VAT/CST No. _____ C. SERVICE TAX REGISTRATION No. _____
<b>5. NMMC/LBT Registration No.</b>	NMMC/LBT No. _____  (If any. If yes, copy may be enclosed)

Seal and Signature of Tenderer

**THE COTTON CORPORATION OF INDIA LTD.  
CBD Belapur, Navi Mumbai- 400 614.**

TERMS AND CONDITIONS:

1. The offer shall remain valid for a period of 60 days from the last date of opening of tenders.
2. Evaluation of Technical Bid-I shall be as per technical eligibility criteria and Financial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I .
3. Earnest Money deposit amounting to **Rs.2500/-** (Rupees Two Thousand Five Hundred only) in the form of Crossed Demand Draft/Pay Order drawn on any nationalized/scheduled (excluding Co-operative banks) Banks in favour of "the Cotton Corporation of India Ltd." payable at Mumbai/Navi Mumbai must accompany the Technical Bid-I. The EMD of the unsuccessful bidders will be refunded without any interest.
4. If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the earnest money deposit already paid shall be forfeited. Further, if the successful tenderer refuse to supply or do not execute the supply order the earnest money deposit already paid shall be forfeited.
5. Rates should be quoted in Indian Rupees and should be inclusive of all taxes, transportation etc. Delivery at office premises at Kapas Bhavan, Plot no. 3A, Sector 10, CBD Belapur, Navi Mumbai 400 614.
6. The tenderer should enclose self attested copies of their Sales Tax/VAT/CST No, PAN, Service Tax registration and Authorized dealer/distributor certificate (if applicable).
7. Parties should be registered with NMMC/LBT and produce a copy of certificate along with Technical Bid. Otherwise, 4% LBT (Local Body Tax) will be deducted from their bills.
8. The Financial Bid should be submitted on the letter head of authorized dealer/distributor or Company. The tender document consisting of **(Page No. 1 to 6)** duly signed shall be submitted with Technical bid-I and **Page No. 7 to 8** in Financial Bid. Broacher of the specified machinery should be enclosed with the Financial Bid.
9. Tender should arrange for training of the employee at free of cost at time of installation.
10. The Corporation shall release payment within 7 days including EMD after receipt of invoice and satisfactory installation of machine.
11. The supply of machines as per technical specifications should be made **within 21 days** from the date of issue of order. If machine is not supplied within stipulated period then Liquidated Damages will be @1% per day subject to maximum of 10%. No extension of time shall be granted except for natural calamities and other unforeseen reasons.
12. The supplier has to provide minimum **Warranty for one year**.
13. The supplier will have to undertake the Comprehensive Service Agreement (CSA) for **minimum three years** after expire of the warrantee period. CSA charges (**excluding taxes**) per page shall be quoted by the supplier in Financial Bid. The L-1 shall be decided on the basis of cost of machine plus cost of (CSA) worked out for 60,000 no of copies estimated for the period of 3 year. However, actual number of copies may vary. Comprehensive Service Agreement (CSA) bill shall be paid on monthly basis.
14. The Corporation reserves its right to accept/reject any or all quotations without assigning any reason thereof.

**General Manager (Fin./Co-ordination)**

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Declaration by Tenderer

I/We have read above terms and conditions and we agree with the same.

Date:

Seal and Signature of Tenderer

Place:

(should be submitted on letter head of the authorized dealer/distributor or Company)

Date: \_\_\_\_\_

To,  
The Cotton Corporation of India Ltd.,  
Kapas Bhavan, Plot No.3A, Sector-10,  
CBD, Belapur  
Navi Mumbai- 400614

Sub: "Submission of tender for supply of Digital Multifunction Photocopier Machine at Kapas Bhavan, CBD, Belapur, Navi Mumbai- 400 614."

Dear Sir,

- 1 I/We have read and understood all the terms & conditions of the tender notice vide ref. no. CCI/Admin/Tender/2013-14/dated 26.04.2013 and other instructions and hereby undertake to abide by them.
- 2 I/We are enclosing herewith, Demand Draft/ Pay Order No. \_\_\_\_\_ **Rs. 2500/-** dated. \_\_\_\_\_ drawn on \_\_\_\_\_ in your favour, towards earnest money deposit.
- 3 I/We have filled and signed each page of the tender documents and the same are enclosed here with.
- 4 I/We hereby declare that tender documents have been downloaded from CCI website [www.cotcorp.gov.in](http://www.cotcorp.gov.in)/[www.tenders.gov.in](http://www.tenders.gov.in) and it is submitted in original without any alterations/modifications/deletions/additions.

Seal and Signature of tenderer

Name

Capacity /authority to sign

Full address:

**THE COTTON CORPORATION OF INDIA LTD.  
CBD Belapur, Navi Mumbai - 400 614.**

**CHECK LIST**

Please mark (√) as applicable

1. a. Blank tender document obtained from office		Yes		No	
b. Tender document down loaded from web site		Yes		No	
2. Earnest Money Deposit Amount of Rs. 2500/- in favour of the Cotton Corporation of India Ltd., Mumbai is enclosed.		Yes		No	
3. Registration of various authorities and their Nos. for Eligibility Criteria ( <i>Self attested Copies of the following must be enclosed</i> )					
i)	PAN No.	Yes		No	
ii)	SALE TAX/VAT/CST No.	Yes		No	
iii)	Service Tax registration No.	Yes		No	
4. Whether the supplier is registered with NMMC/LBT. If Yes, whether a copy has been enclosed.		Yes		No	
5. In case of Dealer/Distributor, whether self attested copy of authorized dealer/distributor certificate has been enclosed		Yes		No	
6. Whether all the pages of the tender documents are signed and attached with Technical Bid and Financial Bid as the case may be.		Yes		No	
7. Whether <b>CSA charges</b> (excluding taxes) per page has been quoted in Financial Bid		Yes		No	

Date:

Seal and Signature of tenderer

Place:

कपास भवन, सी बी डी बेलपुर,  
KAPAS BHAVAN, CBD, BELAPUR,  
नवी मुंबई - 400 614  
NAVI MUMBAI - 400 614.

**TENDER DOCUMENT FOR**  
(Supply of Digital Multifunction Photocopier Machine)

**FINANCIAL BID -II**  
(should be placed in envelope marked "B")

## TENDER FOR SUPPLY OF DIGITAL MULTIFUNCTION PHOTOCOPIER MACHINE

### FINANCIAL BID- II (PRICE QUOTATION)

Sl. No.	Specifications.	Qty	Please quote your minimum price for digital multifunction photocopier machine
I	II	III	V
1.	Speed : 18 CPM/PPM. Digital A3 Size Laser Copier/Laser Printer/Network printer/Scanner/Duplex Printing/Copying with 40 sheets Reversing Single Pass feeder (RSPF). 350 Sheets Paper Capacity with 1paper tray 25 % - 400% Zoom range Upto 999 multiple copies.	1 nos.	
	<b>Total value (inclusive of all taxes, other cost etc.)</b>		
Note: The above Digital Multifunction Photocopier machine would be under warranty for minimum period of one year			

1. **Compressive service Agreement**

Description	Please quote your minimum rate for CSA
Compressive service agreement (CSA) <b>(For minimum period of three years after expire of warranty period)</b>	Paisa _____ (per copy)  (Rate quoted above is exclusive of all taxes)

Seal and Signature of tenderer

Name

Capacity /authority to sign

Full address:

Date:

Place: