

No. DPAD1/2017/0377/12/2(ii)/2016-17/AD.I

Central Bureau of Investigation,

(Administration Division)

5-B, CGO Complex,

Lodhi Road,

New Delhi-110 003.

Dated: 23.01.2017

BID DOCUMENT FOR SUPPLY OF - Multi-functional Laser Printers Latest version

Cost of Tender Document: Rs. 500.00

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NOTICE INVITING TENDER

1. Superintendent of Police (HQ), Central Bureau of Investigation, HO, Administration Division, 7th Floor, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi – 110003 invites Tenders through CPP Portal of the Government of India in Two Bid system for 'Supply of Multi-functional Laser Printers (Latest Version).
2. The schedule of tender is given as under:-

Date & Time of Publishing of Tender - on CPP Portal:	24-01-2017 at 1000 hrs.
Document Download start date & Time	24-01-2017 at 1000 hrs.
Cost of Tender Documents	Rs. 500/- (Rupees Five Hundred only)
Amount of Earnest Money Deposit as per clause 3 of Annexure-I	Rs.5000/- (Rupees Five Thousand Only) (in favour of Supdt. of Polic(HQ) CBI New Delhi)
Bid Submission Start date & Time	27-01-2017 at 1000 hrs.
Pre-Bid Meeting	08-02-2017 at 1600 hrs at conference Hall, 7 th floor, CBI HQs building, CGO Complex, New Delhi
Bid Submission Closing Date & Time	16.02.2017 by 1500 hrs
Date & Time of Opening of Tender	17.02.2017 at 1500 hrs. at Conference Hall, 7 th floor, CBI HQs building, CGO Complex, New Delhi

3. The Tender Document is to be downloaded from CPP Portal of CBI website i.e. www.cbi.gov.in and <https://eprocure.gov.in> //eprocure/app, Government of India with uploading on CPP Portal only, alongwith hard copy of the entire tender documents may be delivered to the Office of SP(HQ)/CBI HO, New Delhi by Special Messenger/Courier/Post to reach the same before the scheduled date of opening of the tender Documents.
4. The Tender can be downloaded by the prospective Tender and the scanned copy of the same to be uploaded on the CPP Portal. The Tenderer has to upload scanned copy of Bank Draft / Banker's Cheque for Rs.500/- as cost of Tender Document and Bank Draft / Banker's Cheque / FDR for Rs.5000/- towards interest free EMD. However, the original hard copies of documents and bank instruments for Tender Fee and EMD have to be deposited in the office of SP(HQ) CBI New Delhi in the Tender Box kept in the office of undersigned before the date of opening of Tender. In case, the original Bank Instruments are not received by the stipulated date and time, then the offers of such Bidder shall not be opened and no representation from the prospective Tenderer shall be entertained.
5. It is expected that offers of prospective Tender are to be uploaded on CPP Portal shall be legible. In case, it is observed that downloaded documents are illegible or not readable than the hard copy of the uploaded Tender Document shall be considered for evaluation and awarding of work.

(Pankaj Singh)
Supdt. of Police(HQ)
CBI HO New Delhi

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained from:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrolment”** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Pre-Bid Meetings

To clarify about the contents of Tender Documents uploaded on the CPP Portal, CBI has made a provision for Pre-Bid Meeting scheduled to be held as per program of NIT. All the prospective Tenderer are therefore advised to attend the pre-bid meeting before submission of their Bids. The intention of pre-bid meeting is to apprise the prospective Tenderer about the specifications of the equipment and other terms & conditions as well as to get a feel of texture, colour and smoothness of paper to be used. No further clarifications shall be entertained by CBI after the scheduled pre-bid meeting from any prospective Tenderer. It is advised in the interest of

respective tenderer that in case, it is decided to issue a corrigendum to Tender Document than the corrigendum so issued by CBI shall also be a part of contract. In the interest of prospective Tenderer, CBI advise that prospective Tenderer may attend the pre-bid meeting along with their observations and solutions proposed by such tenderer that shall facilitate CBI to consider the same and shall be considered while issuing corrigendum.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that it can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format will be acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **1800 3070 2232**.

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Dated : 23.01.2017

ANNEXURE –I

GENERAL TERMS AND CONDITIONS

Sub: Online Tenders are invited on behalf of President of India, from reputed **ORIGINAL MANUFACTURERS COMPANIES/ORGANIZATIONS/FIRMS AND/OR AUTHORISED DEALERS/ REGISTERED SUPPLIER** at <http://eprocure.gov.in/eprocure/app> for supply of- **Multi-functional Laser Printers Latest version**

1. Parties:

The parties to the Contract are the firm (the tenderer to whom the supply order shall be issued) and the Government of India through **Supdt. of Police(HQ), CBI, New Delhi** behalf of the President of India.

2. Addresses:

For all purposes of the contract including arbitration hereunder, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Registered Post with Acknowledgement Due to the undersigned. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

1. EARNEST MONEY DEPOSIT:

3.1 Earnest Money would be accepted through DD/Banker's Cheque/FDRs from any of the nationalized Bank payable at New Delhi. The Demand Draft should be drawn in favour of **"Supdt. of Police(HQ), CBI, New Delhi"**. The DD/Bankers Cheque/FDR should be submitted on or before bid submission closing date and time. No other form of Earnest Money Deposit will be accepted.

3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous supply will be entertained.

- 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.
- 3.4 The amount deposited as Earnest Money Deposit will not carry any interest.
- 3.5 The tenders without Earnest Money Deposit will be summarily rejected.
- 3.6 No claim shall be entertained against the Government/Department in respect of erosion in the value or interest on the amount of Earnest Money Deposit or Security Deposit.
- 3.7 The CBI reserves the right to reject either part of items stated in Schedule or complete Tender without assigning any reasons.

2. GENERAL

- 4.1 Any attempt on the part of the tenderer to influence in any way for the acceptance of his tender will render the tender for rejection.
- 4.2 The decision of the competent authority in CBI, New Delhi shall be final & binding on any matter of dispute arising out of this tender.

3. Preparation and Submission of Tender:

1.1 The tender should be submitted in two parts

Technical Bid

- 1) Scanned copy of cost of Tender Documents and EMD.
- 2) Scanned copy of Tender Acceptance Letter, PAN, TAN, Annexure-III
- 3) Scanned copies of Certificate of Registration of Firm and Authorized Dealer/Registered Supplier Certificate, Partnership deed, if any.
- 4) Scanned copy of Orders of the supply of similar type of Hardware and Software to Govt. Departments, PSUs, Semi Govt. Departments during the last 3 years(Optional)
- 5) Scanned copy of proof of the Concerned Original Equipments Manufactures/Authorization, any other documents as per Annexure-III. Assembled & local made equipments will not be accepted.
- 6) Scanned copy(duly certified by chartered Accountant) of Income Tax return of Last 3 Financial years. The firm must have an average annual turnover of atleast Rupees 5 Lakh for each consecutive last three financial years as on 31.3.2016
- 7) Scanned Copy of Part B of Annexure-III concerning Vendor's Response/deviation to Technical Specifications.

The Technical Bid of such Tenderer who submits the hard copy of cost of Tender document and Earnest Money Deposit on or before bid submission closing date and time shall only be opened.

CBI reserves the right to ask the bidders to give demonstration of the products quoted by them, if required, to qualify technical evaluation.

Price/Commercial Bid

1. Price bid in the form of Annexure- IV.
 - a) The price quoted shall be firm and final. The price quoted should also include the brake-up of Taxes and Duties as applicable on date of Opening of Tender. However, in case the rates of Taxes and Duties are increased or decreased, the Taxes and Duties as applicable on the last scheduled date of delivery shall be payable by the CBI.
 - b) At the time of payment of bill, the Income Tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- 1.2 In exceptional circumstances, **Supdt. of Police(HQ), CBI, New Delhi** may solicit the bidders consent to an extension of the period of validity. The request and responses

there to shall be made in writing (or by cable or telex). The bid security or Earnest Money deposit provided shall be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder once granting the request will not be permitted to modify it.

- 1.3 The **Supdt. of Police(HQ), CBI, New Delhi** may at his discretion, extend the deadline for submission of bids by amending the bid documents (in which case all rights and obligations of the **Supdt. of Police(HQ), CBI, New Delhi** and bidders previously subject to deadline will thereafter be subject to the deadline as extended.

2. **Signing of Tender:**

- a) In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The scanned copy of the certificate of registration of firm should also be enclosed along with the tender.
- b) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- 2.1 The rate shall be entered in words also underneath the figures. No alteration in the description of the schedule shall be permitted. In case of variations in the rate quoted in words and in figures, the rate quoted in words only will be taken into consideration.
- 2.2 The Commercial Bids of the tenderers short-listed after evaluation of technical bids only will be opened online. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Technical Bids and Commercial bids.

Tenderers should clearly mention the brand name of Hardware and Software

Separate price should be quoted for each of the items showing cost of items. The price quoted shall be firm and final. The price quoted should include the brake-up of Taxes and Duties as applicable on date of Opening of Tender. However, in case the rates of Taxes and Duties are increased or decreased, the Taxes and Duties as applicable on the last scheduled date of delivery shall be payable by CBI.

- 2.3 At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

3. **Validity of the bids:**

The bids must be valid for a period of 90 days from the date of opening of the tenders. This has to be so specified by the tenderer in the Technical bid and Commercial bid.

4. **Opening of Tender:**

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him bid **“acknowledgement slip”** on the date and time indicated in the **“Schedule of Tender”** or bidder can view the bid opening live form the remote end. Commercial Bids of such tenders shall only be open whose technical bids are found suitable and qualified as per technical evaluation.

5. **Criterion for Evaluation of Tenders:**

The evaluation of the tenders will be made ***first on the basis of technical information furnished in form given in Annexure III*** and then on the basis of commercial information furnished in form given in Annexure IV. The Commercial bid (Annexure IV) of such firms found valid based on technical parameters (as per Annexure III) will be opened online in the presence of tenderer/bidder himself or one authorised representative or tenderer/bidder can view the bid opening from the remote end. The award of supply order will be further subject to any specific terms and conditions of the contract given in Annexure II of this NIT. During evaluation of bids, TEC may, at its discretion, ask the bidder for any clarification of its bid. The request for clarification and the response shall be in writing. The lowest bid will be determined on the basis of whole amount of all the items mentioned in Annexure –IV. (Financial Bid)

Right of Acceptance:

- 5.1 CBI reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the CBI in this regard would be final and binding. Any failure on the part of the vendor to observe the prescribed procedure and any attempt to canvas for the supply order will prejudice the vendor's quotation.

6. **Communication of Acceptance:**

Successful Tenderer will be informed of the acceptance of his tender by email/FAX only. Hence the Tenderer has to mention his e/mail and fax number in the Technical Bid. Necessary instructions regarding the amount and time provided for deposit of Performance Guarantee will also be communicated. The notification of award will constitute the formation of the contract.

7. **DELIVERY SCHEDULE:**

The Supply & Installation of goods / Hardware and Software must be made within 07 days from the date of issue of supply order. The supply should be in accordance with the Specifications and Delivery Schedule as contained in "Letter of Award". The Supply & Installation of Hardware and Software should be made in the office of **Supdt. of Police(HQ)**, CBI, 7th Floor, CGO Complex, New Delhi. In case it is found that the Hardware and Software so supplied are not as per supply order specifications, the supply made will be rejected and Earnest Money Deposit will be forfeited. Tenderer should supply & Install Hardware and Software of the same brand as mentioned in the commercial bid and the same has to be accompanied with authenticity certificate along with supply.

8. **PERFORMANCE GUARANTEE:**

- a) The successful bidder shall have to furnish interest free Performance Guarantee equivalent to 10 % (Ten Percent) of the awarded value as contained in the Letter of Award in the shape of Demand Draft / Pay Order within 3 (three) Days from the date of issue of letter of award intimating therewith the selection of the Bidder along with awarded value of the work / supply, quantity of the material to be supplied and other terms and conditions pursuant to the tender document.
- b) The successful bidder shall also have to execute an Agreement on NON-JUDICIAL Stamp Paper of value of Rs. 100/- (Rupees One Hundred – Payable by bidder only) in the prescribed proforma (To be supplied along with Letter of Award) within 3 (three) days of date of issue of

letter of award. The agreement shall be between CBI as First Party and successful bidder as Second Party.

13. LIQUIDATED DAMAGES & ARBITRATION

a) In case the successful tenderer to whom letter of award is issued fails to observe or perform any of the conditions of the letter of award in pursuant to this tender document or fails to execute the order to the satisfaction of CBI or within the time specified in the letter of award then:-

- CBI may terminate the contract in whole or in part for non-supply and installation of material within a specified time, and the CBI shall be at liberty to make the Risk Purchases at the cost of the successful tenderer to whom the letter of award was issued. In case Risk Purchases are made then CBI shall recover the extra cost of risk purchases from the Performance Guarantee already furnished by the successful tenderer.
- CBI may recover liquidated damages @ 1 % of awarded value of tender per week subject to 10 % of the awarded value.

b) The disputes, if any raised and not settled, shall have to be resolved through arbitration whose proceedings shall be in pursuance to Indian Arbitration and Reconciliation Act. 1996 (Latest) under the sole Arbitrator i.e. **Supdt. of Police(HQ), CBI, New Delhi**.

13.1 It shall be lawful for the **Supdt. of Police(HQ), CBI, New Delhi** in his discretion to remove or withhold any part of the order until such times as he may be satisfied that firm is able to do and will duly observe the said conditions and in the later event to reject or remove as the case may require any order executed otherwise than in a good and to the satisfaction of and by the time fixed by the **Supdt. of Police(HQ), CBI, New Delhi** of the events aforesaid to make such arrangements as he may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm. Delay in supply will lead to penalty @1% of the value of tender for every week of delay or part thereof. (i.e. exceeding three days will be calculated as one week)

13.2 In the event of CBI terminating the contract in whole or in part, for non supply & Installation of Hardware and Software as per delivery schedule, the Supply & Installation of Hardware and Software similar to those undelivered, and the supplier shall be liable to pay the excess costs for such required Hardware and Software. However, the supplier shall continue the performance of the contract to the extent not terminated.

14. WARRANTY:

The Hardware and software should have minimum on-site warranty period of one year + updates (**As specified against each item**) from the date of successful installation in CBI office, New Delhi-110 003. The supplier shall warrant the Goods supplied under this contract as new and unused. They shall have no defect arising from materials or workmanship or from any act or omission of the supplier. All defective items shall be replaced immediately during the warranty period. The purchase cost of such defective items shall be recovered from supplier as liquidated damages. The purchase cost of the defective items shall be recovered from the performance guarantee available with CBI.

15 . Insolvency, etc.

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against it or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the CBI shall have the power to terminate the contract without previous notice.

Breach of Terms and Conditions:

In case of breach of any of terms and conditions specified in tender documents or letter of award, Competent Authority of CBI i.e **Supdt. of Police(HQ)**, CBI, New Delhi shall have the right to cancel the supply order without assigning any reasons whatsoever and nothing shall be payable to the successful tenderer and in such an event the performance guarantee furnished by him shall stand forfeited.

16. Subletting of Supply:

The successful tenderer shall not assign or sublet the supply of any part of it to any other person(s)/firm without the specific permission of **Supdt. of Police(HQ)**, CBI New Delhi. The decision in this respect shall be final and binding.

17. Terms of payment:

The payment against the material as contained in the letter of award shall be made to successful tenderer only after receipt of supply, successful installation, testing in regard to fulfilling of specified technical specifications and commissioning and handing over to the authorised representative of **Supdt. of Police(HQ)**, CBI, New Delhi

Supdt. of Police(HQ)
CBI, New Delhi

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ANNEXURE – II

SPECIFICATIONS OF HARDWARE AND SOFTWARE

S.No	NAME OF EQUIPMENTS	QTY	BASIC FEATURES
1	Multi-functional Laser Printer Latest Version (Well established and reputed Brand only)	12 Nos.	Scan Copy Print Fax Others Warranty Colour scan Multicopy, Zoom 50%-200%, Resolution 600x600 dpi, speed 25ppm or better Speed 25ppm, Resolution 600x600 dpi, automatic duplex or better 30 kbps, memory transmission upto 200 pages, Fax forwarding/retrieval, Dual access, PC Fax (sending/receiving) or more Paper input 200 sheets, paper handling size A4, A5, Letter, Legal, Toner saver option, or more Minimum One year onsite warranty

Note: The Successful Tenderer should prove the Benchmark Test results on the Hardware and Software as quoted by the Tenderers failing which the Tenders will be summarily rejected.

**Supdt. of Police(HQ)
CBI, New Delhi**

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ANNEXURE – III

TECHNICAL BID AND UNDERTAKING

(See Clause 7 of Annexure I of this Tender Document)

(Tenderer may use separate sheet wherever required)

Sub: Online Tenders are invited on behalf of President of India, from reputed ORIGINAL MANUFACTURERS COMPANIES/ORGANIZATIONS/FIRMS AND/OR AUTHORISED DEALERS/ REGISTERED SUPPLIER at <http://eprocure.gov.in/eprocure/app> for supply of:

i. Multi-functional Laser Printer Latest Version

As mentioned in Annexure II.

PART-A (Pre-Qualification)

Name of the bidder			
Address of Bidder			
Telephone	FAX No.	E.Mail ID	Website
Name			
Address			
Telephone	FAX No.	E.Mail ID	Website
Contact details of the Person authorized to make commitment to the Purchaser			
Name			
Designation			
Mobile No.			
Fax No.			
E.Mail ID			

1 Nature of the Concern: _____

(i.e., Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) In case of company and Partnership firm the authority for

signing the documents of tender and contract and agreement given as per the respective law should be enclosed.

2. DD particulars viz. DD No. Date, Bank, & Amount of Earnest Money Deposit Rs. _____ /-
(Rupees _____ only)
3. PAN/Registration/Dealership Certificate as the case may be.
4. Whether ready to supply by the date given by the **Supdt. of Police(HQ)**, CBI, New Delhi ready to enter into an agreement accordingly? _____
5. List of important orders of the nature stated above undertaken during the last three years whose summary is enclosed (Copies to be enclosed)
6. Select list of Major Customers preferably from Corporate/Government customers may be given on a separate sheet.
7. Any other information important in the opinion of the tenderer.
8. Whether the tenderer is accepting the specific terms and conditions as in Annexure-II
9. Following documents should also be enclosed along with this Technical Bid.
 - a. Company registration certificate
 - b. Partnership deed, if any
 - c. Trade licences with PAN, TAN and VAT registration Number (Copies to be enclosed)
 - d. Copy of IT Return for the last financial year.
10. The tenderer should also mention in the tender, the list of their Service Centres, nearest location of their principal's support centre and details of customer support establishment.
11. **Whether the tenderer has fulfilled all the terms and conditions specific to the contract and submitted all the necessary documents thereof or not. (Specific terms and conditions may be referred to).**
12. **The Authorised Dealers/Firms/Companies must submit the proof from the Concerned Original Equipments Manufactures indicating authorisation to bid.**

Dated at:

(Dated Signature of the Bidder with stamp of the firm).

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of the **Supdt. of Police(HQ), CBI, New Delhi** and shall abide by them.

2. I/We also undertake that I/We have understood “Parameters and Technical Specifications terms and conditions for executing the Order” mentioned in the Tender No. Dated and shall conduct the work strictly as per these “Parameters and Technical Specifications terms and conditions for executing the Order”.
3. I/We further undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. I/We also undertake that the spare/parts to be replaced/supplied will be in accordance with specifications given in the Annexure II to the Notice Inviting Tender and I/We shall be responsible for rejection/cancellation of contract if the replacement of parts/spares and the work are not found up to the mark or for civil/criminal proceedings if the materials replaced/supplied is found sub-standard.
5. **I/We have authorisation from the Concerned Original Equipments Manufactures to bid for the items as mentioned in the Commercial bid.**

Dated at:

(Dated Signature of the Bidder with stamp of the firm)

DECLARATION

I _____, S/O / Daughter of
Shri. _____ hereby declare that none of
my relative is/are employed in Central Bureau of Investigation, New Delhi. In case at any
stage, it is found that the information given by me is false/incorrect, Central Bureau of
Investigation shall have the absolute right to take any action as deemed fit without any prior
intimation to me.

Dated at:

(Dated Signature of the Bidder with stamp of the firm)

No. DPAD1/2017/0377/12/2(ii)/2016-17/AD.I

Central Bureau of Investigation,

(Administration Division)

5-B, CGO Complex,

Lodhi Road,

New Delhi- 110 003.

ANNEXURE – IV

COMMERCIAL BID

(See Clause 5 of Annexure I of this Tender Document)

Sub: Online Tenders are invited on behalf of President of India, from reputed ORIGINAL MANUFACTURERS COMPANIES/ORGANIZATIONS/FIRMS AND/OR AUTHORISED DEALERS/ REGISTERED SUPPLIER at <http://eprocure.gov.in/eprocure/app> for supply of: **i) Multi-functional Laser Printer Latest Version**

- 1 Total Price for the work inclusive of all kinds of incidental charges and all taxes, etc. as per details given below will be Rs._____ in words Rupees _____ only).

S.No	NAME OF EQUIPMENTS	QTY	Unit Price	OFFERED FEATURES
1	Multi-functional Laser Printer Latest Version	12 Nos.		

Note: Onsite warranty of One year + updates.

Any other information:-

Dated at:

Dated: Signature of the Bidder with stamp of the firm

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

c) I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

d) I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

e) In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)