

**ADMINISTRATION OF DAMAN & DIU (U.T.)
POLICE DEPARTMENT, DAMAN & DIU,
DAMAN.**

Tender Notice No. ASP/PMS/DD/Tender/Laser Jet Printer/2011-12/ **291**

Date: 24.04.2012.

LIMITED TENDER NOTICE

The Dy. Inspector General of Police, Daman & Diu, Daman invites sealed tender on behalf of Administration of U.T. of Daman & Diu for the purchase of **Laser Jet Printer**.

Sr. No.	Description of the items	Quantity
01	Laser Jet Printer	10 Nos.

Terms & Conditions: -

1. The tenders will be in two packet system i.e. Packet 'A' containing technical bids and Packet 'B' containing price/financial bids. Both bids shall be in separate envelopes specifically super scribed as Technical Bids & Price Bids. Both envelope should be kept and third envelop which is duly sealed.
2. Price Bids will be opened only after confirmation of Technical Bid.
3. Tender documents along with Technical Specification are available in the Office of the Undersigned, Daman on payment of Rs. 500/- Non Refundable by cash up to **11/05/2012 at 15.00 hrs.**
4. The sealed tender address to the Inspector General of Police, Daman & Diu, Daman 396210 Airport Road, PHQ, Dunetha Nani Daman should reach him on or before Date. **14/05/2012 up to 15.00 hrs.** Over by courier or by R.P.A.D. The cover should be super scribed as **"TENDER FOR PURCHASE OF Laser Jet PrinterDUE DATE:- 14/05/2012"**
5. The documents attached along with the tender shall be duly attested.
6. The technical bids shall be opened on the same day i.e. on 14/05/2012 at 16.00 hrs. if possible in presence of any bidder/his representative. All bidders are hereby requested to give demo on same day.
7. Tender will submit samples along with the documents while submitting Tender failing which tender is liable to be rejected.


**Addl. Supdt. of Police
Daman and Diu
Daman.**

Copy to:-

1. The District Information Officer (NIC)Daman. for Publishing on website.
2. All Head of Office, Daman (U.T.)

**ADMINISTRATION OF DAMAN & DIU (U.T)
POLICE DEPARTMENT, DAMAN & DIU
DAMAN**

TERMS AND CONDITIONS

Terms and conditions for supply of Laser Jet Printer to the Police Department Daman & Diu, Daman.

Tender No. ASP/PMS/DD/Tender/ Laser Jet Printer /2011-12/291

Dated: - 14.4.12

1. The rates quoted should be strictly for free delivery at Daman and will be valid and operative for supply order issued on or before Date 31/12/2012
2. The rates should be quoted exclusive of all taxes.
3. Except CST all other Taxes/Duties/Royalties charges payable on the Sale/Transport etc. within and/or outside the State of Supplier shall be payable by the supplier.
4. No extra charges for packaging, forwarding and insurance etc. will be paid on the rates quoted.
5. The rates should be quoted only for the items specified in the list of requirements and should be for the items of given specifications confirm to the standard (s) requirements of the given specification/mark/ manufactures
6. Rates quoted for items other than required specifications/Mark/ Manufacture may not be considered. However indigenous manufacturers may quote their own makes provided.
7. Where this office does not specify Specifications/Mark/Manufacture, the rate should be quoted only for the first class and standard quality.
8. The decision of the Tender Inviting Officer for acceptance / rejection of supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
9. The tenderer should send in advance or enclose along-with tender an amount of Rs 5,000/- as Earnest Money Deposit by drawing a demand draft on any scheduled Bank at Daman in favour of the officer inviting tenders. Tenders received without Earnest Money Deposit will be summarily rejected.
10. (a) The successful tenderer will have to pay within 10 days from the date of demand an amount equal to 10% of the total value of the articles that may be ordered on the amount of Security Deposit in form of F.D.R.
(b) Non-receipt of the Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
(c) However, in case if any articles are received for which the security deposit may not have been deposited, the fully security deposit as may be due from the supplier will be recovered from the bill(s) for such articles
11. The amount of earnest money paid by the successful tenderer (s) will be adjusted against the amount of security deposit to be paid by successful tenderer (s) as per condition No.11 above.
12. The amount of earnest money paid by the tenderer (s) whose tender are not accepted will be refunded to them by Cheque or demand draft as may be refunded to the Tender Inviting Officer
13. Only on satisfactory completion of the supplies ordered for and on payment of all bills of the supplier, as to be admitted for payment, the amount of security deposit / earnest money deposit will be refunded after expiry of guarantee period if any, or any such date / period as may be mutually agreed upon.
14. The Head of Office will consider extension of the time for remitting the security deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the government on account of his failure to abide by the time limit.
15. (a) Railway receipt or other transport document should be drawn in favour of the Officer Inviting tender
(b) Railway receipt or other transport document should not be sent by V.P.P or through any Bank as this being a Government office it is not possible to clear cash demands of post office/ Bank for delivery of B.R. or other transport documents unless we have agreed to it as a special arrangement.

- (c) Railway receipt or transport documents should be sent to this office by registered post immediately on dispatch of goods from dispatching end
16. The supplies of store equipments etc. of inferior quality / standard or of different specifications other than that ordered/specified on/or incomplete or damaged articles will not be accepted. The supplier will have to replace the same at his own cost and risk on intimation of non-acceptance. However if no communication is received within 15 days from the date of communication. The Tender Inviting Officer will not be responsible for any damage, loss etc. of such rejected articles.
17. In case, failure to replace the unaccepted & rejected articles from supplies made as mentioned in the conditions, the loss undergone by the government will be recovered from the suppliers security deposit / earnest money or payment due of any bill (s) to the extent required.
18. In case of failure to supply the store Machinery & equipments etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained, if required, from the tenderer who has offered next higher rates or from any other source, as may be decided by the Tender Inviting Officer and loss to Government on account of such purchase (s) shall be recovered from the former suppliers security deposit / earnest money or bills payable. The suppliers shall have no any right dispute with such procedure.
19. Extension of time limit for supplies may be considered by the Tender Inviting Officer up to 50% of the original stipulated time for supplies and the beyond that by the Dy. Inspector General of Police, Daman & Diu, Daman who so ever may competent to accord expenditure sanction or enter into contract with reference to the amount involved in the contract. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time depending upon the circumstances no such decision in the matter will be final.
20. Demurrage charges paid by the Tender Inviting Officer, on account of delayed receipt of dispatch documents/ intimation will be recovered from the bills payable to the supplier.
21. (a) The supplier (S) of the Machinery and Equipments shall have to supply spare parts as and when required on an agreed basis i.e. on agreed discount on the published cataloged/list prices for an agreed period
(b) The supplier (S) shall give adequate advance notice before any spare parts goes out of production to enable the Tender Inviting Officer to order for spare parts required one lot for the life time of respective Machinery
(c) If mutually agreed to the supplier (S) shall make available the blue print drawing etc. of the spares if and when required in connection with main Machinery/Equipments.
22. If at any time after the order for supply of Machinery/store equipments the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact of the supplier(s) who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier(s) might have been derive from supply of articles in full but which did not derive in consequence of the full quantity of articles not have been purchased any alteration have been made in the original instructions which shall involve any curtailment of the supply original contemplated.
23. The Earnest Money(s)/Security Deposit(s) paid by the tender earlier against any tender(s) for supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
24. All bills should be in duplicate and should invariably be mentioned the number and date of supply order.
25. All bills should be pre-receipted on a revenue stamp of proper value. Bills which are not pre-receipted on revenue stamp will not be accepted for payment
26. Each bills in which Sales tax is charged must contain the following certificate on the body of the bill "Certified" that the goods on which Sales Tax/VAT/Service tax has been charged have not been exempted under the C.S.T/VAT Act or the rules made there under and the amount charged on account of Sales Tax on these goods is not more than what is payable under the provision of relevant act of the rules made there under.
27. The tenders will be opened in presence of tenderers or their representatives. If any, present in the office of the Tender Inviting Officer.
- 28. The right to accept or reject without assigning any reasons and or all tenders in part**

or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

29. The tender offers received which do not confirm with the terms and conditions of this office will be summarily rejected. However if any firm desires to consider exemption from payment of earnest money deposit certified copies of its registration with D.G.S&D for specific items should be attached with their tender.
30. If the tenderer whose tender/ quotation is accepted fails to execute the supply order within stipulated time, the Earnest Money Deposit of such tenderer will stand forfeited to the Government.
31. In case the supplier does not execute the supply order in the full placed with him, the E.M.D. of the supplier will be forfeited to the Government and the contract for the supply shall stand terminated with no further liabilities on either party to the contract.
32. No separate agreement will be required to be signed by the successful tenderer(s) for the purchase of the contract for supply. Rates tenderer/ offered in the response to the concerned Tender/ Quotation Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
33. The bidders provide in formation, as per the enclosed specification details duly signed by him.
34. The bidders should also submit copy of test report from T.B.R.L., Chandigarh, or any other Laboratory which is technically competent to carryout such tests.
35. The bidder should also enclose copy of its supply order to any Central Government/State Government/Under taking, if the same is available with him.
36. If the supply of equipments are not satisfactory or as per specification given in the tender, the same will be rejected by the Tender Inviting Officer and same will have to be replaced by the supplier at his own cost & risk.
37. The supply of equipments should be completed within 01 month from the date of work order/supply order
38. The tendering firm must be registered with the Sales Tax/VAT Dept. and a copy of their registration under the Sales Tax/VAT bearing the TIN Number be provided, besides the Latest Sales Tax/VAT Clearance Certificate
39. The tendering firm will deposit the papers regarding experience supplying items during the last three years for the above item/work, if any
40. No advance payment will be made and no request for increase in the rates will be entertained during the period of supply
41. All the firms participating in the Tender must submit a list of their owners/partners etc. along with their contact telephone Nos. and a Certificate to the effect that the firm is not blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
42. Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
43. The Purchase Committee reserves the rights to reject any tenders or negotiate as per rules
44. The Purchase Committee also reserves the rights to relax any terms and condition in the public interest
45. All disputes subject to the jurisdiction of courts in the Territory of Daman

NOTE:-

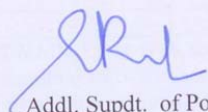
A) FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH THE ENVELOPE MARKED AS **TECHNICAL BID:-**

1. EARNEST MONEY OF Rs. 5000/-IN FAVOUR OF DIGP/DD.
 2. SALES TAX/VAT REGISTRATION CERTIFICATE ALONGWITH TIN NUMBER
 3. LATEST SALES TAX/VAT CLEARANCE CERTIFICATE
 4. DOCUMENTS RELATING TO PAST PERFORMANCE FOR THE LAST THREE YEARS, IF ANY.
 5. A LIST OF OWNER/PARTNERS OF THE FIRM AND THEIR CONTACT TELEPHONE NOS. ALONGWITH A CERTIFICATE TO THE EFFECT THAT THE FIRM IS NOT BLACKLISTED BY ANY GOVT. DEPARTMENT NOR ANY CRIMINAL CASE IS REGISTERED.
 6. ANY OTHER RELEVANT IMPORTANT INFORMATION IF ANY.
 7. COPY OF TERMS AND CONDITIONS DULY SIGNED WITH SEAL OF THE FIRM, IN TOKEN OF ACCEPTANCE OF TERMS AND CONDITIONS.
- B) **PRICE BID** SHALL CONTAIN PRICE ONLY AND NO OTHER DOCUMENTS SHALL BE ENCLOSED WITH THE PRICE BID.

AGREEMENT

Certify that I/We hereby agree to abide with Terms & Conditions as specified in Tender. Forms accepted.

Signature of the Supplier's
With Seal


Addl. Supdt. of Police
PMS Cell, PHQ
Daman

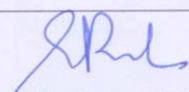
Date: - 24.04.2012.

Note: - Please return one copy of these conditions duly signed along with your tender/quotation.

Technical Specification of Laser jet Printer

Functions	
Functions	Black-and-white printing, black-and-white copying, black-and-white and color scanning
Printer specifications	
Prints colors	No
Print speed, black (best quality mode)	Up to 19 ppm
Recommended monthly volume, maximum	Up to 7000 pages
Print quality, black	Up to 1200 x 1200 dpi
Print technology	Laser
Duplex printing (printing on both sides of paper)	Manual (driver support provided)
Memory, std.	64 MB
Hard disk	None
Connectivity, std.	Built-in 10/100 Base-T TCP/IP networking with 1 RJ-45 port; Hi-Speed USB port
Print languages, std.	PCL 6, PCL 5e, PostScript Level 3 emulation
General specifications	
Automatic Document Feeder Capacity	Standard, 50 sheets
Paper trays, std.	1, plus 10-sheet priority slot
Paper trays, max.	1, plus 10-sheet priority slot
Input capacity, std.	260 sheets
Input capacity, max.	260 sheets
Output capacity, std.	Up to 100 sheets
Output capacity, max.	Up to 100 sheets
Standard envelope capacity	Up to 10 envelopes
Media types	Paper (plain, preprinted, prepunched, bond, color, glossy, letterhead, light, heavy, recycled, rough), envelopes, vellum, transparencies, labels, cardstock
Media sizes, std.	Media input tray and priority slot: letter, legal, envelopes (No 5 1/2 Baronial through No 11), index cards, postcards; automatic document feeder (ADF): letter, legal
Media sizes, custom	Media input tray and priority slot: 3 x 5 to 8.5 x 14 in; automatic document feeder (ADF): 5 x 5 to 8.5 x 15 in
Print cartridges	1 (black)
Multitasking capability	Yes
Software included	ToolboxFX, LaserJet Scan, TWAIN 1.9 or WIA scanner drivers, ReadIRIS Pro text recognition software (not installed with other software, separate installation required), printer drivers (PCL 6, PCL 5e, PostScript Level 3 emulation), installer/uninstaller, Director (Macintosh)
Dimensions (w x d x h)	19.6 x 14.9 x 16 in
Weight, U.S.	27.4 lb
Copier specifications	
Copy resolution, black	Up to 600 x 600 dpi
Copy settings	Contrast (lighter/darker), resolution copy quality (draft, text, mixed, film photo and picture), reduce/enlarge 25 to 400%, copy

	collation, number of copies, paper size
Maximum number of copies	Up to 99 copies
Copy reduce/enlarge settings	25 to 400%
Scanner specifications	
Scanner type	Flatbed, Sheetfed scanner
Maximum scan size	8.5 x 11.7 in
Scan resolution, enhanced	Up to 19200 dpi
Scan resolution, hardware	Up to 1200 x 1200 dpi
Bit depth	24-bit
Levels of gray scale	256


 Addl. Supdt. of Police
 Daman