

**STATE PROJECT DIRECTORATE
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
UNDER EDUCATION (HIGHER) DEPARTMENT
OFFICE LANE, AGARTALA.**

No.F.1(85)-SPD/RUSA/2018

Dated, Agartala, the 27 September, 2019.

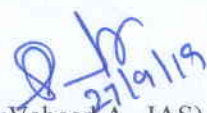
NOTICE INVITING SHORT TENDER

Sealed quotations are invited from authorized sellers or resellers for supply of one no Multifunction Photocopier machine with DADF of reputed make in the office the State Project Directorate (RUSA), 1st Floor, Shiksha Bhavan, Office Lane, Agartala.

The quoted price must include installation fees, transportation etc. The equipments must carry minimum 2 years warranty on the product.

The detailed terms & conditions are available in the web-site of Higher Education Department <https://highereducation.tripura.gov.in>. The quotations should reach to the undersigned on or before 15/10/2019 at 4-30 P.M. during office hours positively.

Sd/-
Director & SPD (RUSA)
Higher Education Department,
Shiksha Bhawan, 1st Floor (Room No.15)
Office Lane, Agartala-799001.


(Saju Vaheed A., IAS)
Director & SPD(RUSA)
Higher Education Department,
Rashtriya Uchchatar Shiksha Abhiyan

Copy to:-

1. The Editor, Dainik Sambad, Jagannath Bari Road, Agartala with a request to publish the advertisement in your local daily on 01/10/2019 and send the bill in duplicate for arranging payment.
2. The Cashier, State Project Directorate (RUSA) for information and necessary action.

Notice inviting short Tender from authorized sellers or resellers for supply of one no Multifunction photocopier machine with DADF of reputed make in the office of the State Project Directorate (RUSA), 1st Floor, Shiksha Bhavan, Office Lane, Agartala

1. Scope of Work

The State Project Directorate, RUSA, Tripura is having an office at 1st Floor, Shiksha Bhawan, Office Lane, Agartala, Tripura (W). The scope of work is to supply and installation of Multifunction Photocopier machine with DADF in the office of RUSA, Tripura.

2. Terms & Conditions

- (i) The Multifunction Photocopier machine with DADF is to be fitted in the respective space of the office of the SPD, RUSA, as to be instructed.
- (ii) Proper management and conceal of the cables must be ensured during installation.
- (iii) The work regarding installation must be completed within a 7(seven) working days time from the date of issue of supply order.
- (iv) Accessibility & Printing via local network must be ensured while installation.
- (v) The detailed cost of installation and fitting of the equipments must be included in the financial quote.

3. Acceptance of Terms & Conditions

- (i) The Bidder must abide by the terms & conditions contained herein and submit the main envelope addressed to the **State Project Director, RUSA, Tripura, Room No. 15, 1st Floor, Shiksha Bhawan, Office Lane, Agartala, Tripura, 799001.**
- (ii) The last date of submission of bids is on **15/10/2019 till 04:30 PM.** No Bid will be accepted after the last date, as notified.
- (iii) The SPD, RUSA has the right to cancel the procurement process at any point of time without assigning any reason, whatsoever.
- (iv) The quoted price must comprise of all the taxes and installation charges.
- (v) The bidder should accept in *toto* the technical specifications and scope of work given in the notice.
- (vi) Technical bids will be evaluated at first and on qualifying, only financial Bids will be opened. Final Score will be calculated in total of both Technical & Financial Score.
- (vii) The date of opening of Technical Bids will be informed to the participating agencies accordingly. If desired, they may participate during the opening process.
- (viii) **The main envelope should be superscripted with the Quotation Details, along with name of Participating Agency and contact details of the contact person. It should contain two smaller envelopes namely "Technical Bid" & "Financial Bid".**

4. Penalty Clause, Jurisdiction & Applicable Law

- (i) The Laws of India shall govern the contract. All disputes shall be decided within the Jurisdiction of Hon'ble High Court of Tripura.
- (ii) The Successful (L1) Bidder must complete the supply and Installation within one month of the issuance of work order. Failing which, the SPD, RUSA has the right to cancel the procurement process.

5. Eligibility Criteria

- (i) The Bidder should be an authorized sales and service providing Dealer of such Multifunction Photocopier machine with DADF. Specific Proof to be submitted.
- (ii) The Bidder should have supplied such Multifunction Photocopier machine with DADF/RADF of same brand proposed unit to at least two different Government Establishments/ Departments, with order value not less than Rs.one lakh each during last two years. Documentary evidence has to be submitted.
- (iii) A total of Rs Five lakhs in order value for supplying Multifunction Printers/ Photocopiers to different organizations during previous 3 years period. Documentary evidence has to be submitted.
- (iv) All identifying documents including Trade license (renewed for current year), PAN, GST Registration must be submitted.

6. Technical Specifications

6.1. Technical Specifications of the Projector Unit

SI No	Specification	Criteria
1	Print Technology	Laser
2	Type of Machine	Multifunction Machine
3	Platen/Flatbed Size	A3, Or higher
4	RAM size (MB)	256 MB (Minimum)
6	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size.	30 PPM (Minimum)
7	Scanning Feature Availability	DADF (RADF not Applicable)
8	Duplexing Feature Availability	Auto Duplex
9	Networking Feature Availability	Ethernet 10/100, LAN Access and Duplex printing vide Network.
10	Number of Paper Tray	2
11	Each Main Paper Tray Capacity (Number)	200 (Minimum)
12	Yield of the cartridge/Ink Tank/Ink Pack supplied with Machine as per ISO/IEC:	14,000 (Minimum)
12	Life of Drum in terms of number of Prints in case of Separate Drum and Toner cartridge technology - Black (Number of Prints)	1,00,000 (Minimum)
13	Duty Cycle (No of Prints/month)	60,000 (Minimum)
14	Stand/Trolley for the Copier Machine	Must be supplied if not provided by OEM.

7. Calculation of Technical, Financial Score & Final Scoring

a. Technical Score:

Sl No	Details	Documents to be Submitted	Scoring: (Total-50 credit)
1	Authorization Certificate from Manufacturer.	Self-Attested document.	10
2	Multifunction Photocopier machine with DADF/RADF of same brand proposed unit supplied to at least two different Government Establishment / Departments, with order value not less than Rs. one lakh each during last two years	Supply Order/ Certificate copies.	10
3	Rs Five lakh total in order value for supplying Multifunction Printers/ Photocopiers to different organizations during previous three years period.	Supply Order/ Certificate copies.	10
4	Trade License (Agartala) (Current Year) PAN NO GST Registration	Self-Attested document.	10
5	Tax Returns	Self-Attested document.	10

b. Financial Score:

- Lowest Bidder (L1) : Score 50
- 2nd Lowest Bidder (L2) : Score 40
- 3rd Lowest Bidder (L3) & below : Score 30

c. Final Score of a Bidder

- **Final Score of a Bidder** = Technical Score + Financial Score.

8. Proforma for submission of Technical Bid:

(Supply of one Multifunction Photocopier machine with DADF of reputed make in the office of the State Project Director (RUSA), 1st Floor, Shiksha Bhavan, Office Lane, Agartala)

Qualifying Bid Documents

(Separate envelope to be written 'Technical Bid' inside the main envelope)

(Note: Valid self-attested Documents with indexing are to be submitted, else the bid is liable to be rejected.)

Sl No	Details	Documents to be Submitted
1	Name of Agency Address with Telephone No. & Mail Contact Persons Name & contact number	Self-Attested Document.
2	Authorization Certificate from Manufacturer.	Self-Attested Document.
3	Multifunction Photocopier machine with DADF/RADF of brand proposed unit supplied to at least two different Government Establishment / Departments, with order value not less than Rs. one lakh each during last two years	Supply Order/ Certificate.
4	Rs Five lakhs total in order value for supplying Multifunction Printers/ Photocopiers to different organizations during previous three years period.	Supply Order/ Certificate.
5	Trade License (Current Year) PAN NO GST Registration	Self-Attested Document.
6	Tax Returns	Self-Attested Document.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge, I understand that incase of any deviation in the above statement at any stage, the agency will be blacklisted and will not have any dealing with SPD(RUSA) in future.

(Name & Signature of agency with Stamp)

9. Proforma for Financial Bid

(Separate envelope to be written 'Financial Bid' inside the main envelope)

(Supply of one Multifunction Photocopier machine with DADF of reputed make in the office of the State Project Directorate (RUSA), 1st Floor, Shiksha Bhavan, Office Lane, Agartala)

Financial Bid

SN	Name and Serial No of the Equipment	Quantity	Price
1	Multifunction Photocopier with DADF (Make, Serial No and specifications certified in details as per requirement)	one	
2	Installation & other charges, if any		
3	Taxes etc.		
	Total Price		

All figures given above should be quoted net of taxes and should not include service charge

(Name & Signature of agency with Stamp)
