

Government of India  
Planning Commission

**TENDER NOTICE**

Advt. No. D-21014/4/2002-Gen.II

Dated :- 03/01/2003

Subject: **PURCHASE OF TWO HEAVY DUTY DIGITAL PHOTOCOPIERS.**

Planning Commission for and on behalf of President of India, invites sealed tenders for the supply of two Heavy Duty Digital Photocopiers with a copying speed between 50 to 60 copies per minute. Original Equipment Manufacturers (OEMs) only need to apply and if the OEM is not in direct trading, their authorized Distributors / sole agents can apply subject to the certificate that they can maintain the machines for five years. These machines are required for installation at Yojana Bhavan, New Delhi. Technical specifications, conditions of tenders and instructions to tenderers can be obtained on any working day between 2.00 to 4.00 PM w.e.f. 13.1.2003 to 15.1.2003 from Section Officer (Gen.Br.II), Planning Commission, Room No.445, Yojana Bhavan, Sansad Marg, New Delhi-110001 (Tel.No. 23096512). Earnest Money Deposit (EMD), in form of Demand Draft of Rs.30000/- payable to Pay & Accounts Officer, Planning Commission, shall be given alongwith the tender by the tenderer. No interest will be payable on EMD.

Quotations in a sealed cover, super scribed as "Quotations for the Supply of Heavy Duty Digital Photocopiers" should reach the Under Secretary (GA), Room No.410, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110001, latest by 16.1.2003 upto 2.30 pm. The tenders can also be dropped in the Tender Box kept at the Reception of Yojana Bhavan. The quotations will be opened on the same day i.e. 16.1.2003 at 3.00 pm in Room No.344 Yojana Bhavan in the presence of tenderers who may wish to be present.

( RAVJIT SINGH )  
Under Secretary to the Govt. of India  
Tel.No.23096746

(A) **TECHNICAL SPECIFICATIONS**

- (1) Copy speed : 50-60 cpm
- (2) Original size/copy size : A3 Size
- (3) Resolution : 600 x 600 dpi or above
- (4) Copy Memory : 4.3 GB or above
- (5) Zoom (Reduction/Enlargement) : 25% to 400%
- (6) Accessories : ADF & preferably RADF-ADU
- (7) Maintenance : Per Copy based

(B) **CONDITIONS OF THE TENDER**

- (1) Tender should be enclosed with CERTIFICATE OF OEM / AUTHORISED DISTRIBUTOR / SOLE AGENT.
- (2) Tenderers should enclose BST/CST registration and latest ST/ITCC with the tender.
- (3) Tender should be enclosed with technical papers/documents/brochure.
- (4) EMD in respect of the successful tenderer will be released six months after the successful installation/running of the copiers.
- (5) No advance payment of any kind will be made.
- (6) Nothing extra will be paid to the tenderers for installation and running of the machines.
- (7) Tenderers should train two employees of Planning Commission for operation and running of the machines.

(C) **INSTRUCTIONS TO THE TENDERER**

- (1) Payment of per copy maintenance charges will be made on monthly basis on the basis of the Proforma Invoice submitted by the tenderer.
- (2) Preventive maintenance will be made atleast once a month and break down visit will be made promptly as and when required.
- (3) The per-copy maintenance contract will include all spares and consumables except paper and electricity.
- (4) The complaint should be attended to on the same day or on the morning of next day. If any machine remains idle or out of order beyond 48 hours after complaint, then a sum of Rs.500/- per day per machine will be charged.
- (5) Normally the service engineer would inspect the machines every week, but depending on the exigency his services may be requisitioned for an entire day including on Saturday/Sunday/Holiday and no extra payment will be made for the work done during Saturday/Sunday/Holidays or after the normal working hours.

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(Signature in token of acceptance of the Terms & Conditions)

**FORMAT FOR QUOTING PRICE SCHEDULE AND TECHNICAL SPECIFICATIONS.**

Subject: **PURCHASE OF TWO HEAVY DUTY DIGITAL PHOTOCOPIERS.**

- (1) Copy Speed :
- (2) Original/Copy Size :
- (3) Resolution :
- (4) Warm-up time :
- (5) First copy out :
- (6) Copy Memory :
- (7) RAM :
- (8) Zoom :
- (9) ADF/RADF :
- (10) Monthly Peak Duty Cycle :
- (11) Sheet capacity (Tray) :
- (12) –do- (Manual Bypass) :
- (13) Cost of the Basic Unit (stand-alone) :
- (14) Cost of optional items :  
(e.g. Print Board and Accessories, Finisher, etc.) :
- (15) Per copy/print Maintenance charges :
- (16) Warranty (no. of copies free on day-one FSMA should also be indicated).
- (17) Special features :
- (18) Electronic Sorting should be available in the machine, whether it is available or not :

<b>Details of the Earnest Money Deposit</b>	<b>Details of the Company</b>
Demand Draft No.....	.....
Date.....	(Signature of the authorized person)
Amount.....	Name .....
Name of the Bank and Branch.....	Name of the Company/Authorised distributor.....
.....	.....
.....	Address .....
	Tel.No.....