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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



TENDER FOR THE SUPPLY OF PHOTOCOPIER

Tender Enquiry No.: **F.No. 6-14/2019-Purchase(ABI)**

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345

INDEX

Sl. No.	Description	Page No.
1	Notice Inviting Tender	3
2	Instructions to Tenderers	4 -5
3	General Terms & conditions	6 -7
4	Specification of the Equipment/Goods (Annexure I)	8
5	Online Bid submission details	9



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F. No.6-14/2019-Purchase (ABI)

Dated: 14.10.2019

NOTICE INVITING TENDER

The Director, Central Institute of Fisheries Technology, Kochi -29 invites e-tenders for the supply of “**Photocopier**” for ABI Centre of CIFT under **Single Bid system** from the reputed manufactures/ suppliers through the website www.eprocurement.gov.in.

Tender Enquiry No.	F. No.6-14/2019-Purchase (ABI)
Published Date	14.10.2019 – 1600 hrs
Bid submission start date	14.10.2019 – 1630 hrs
Bid Security submission end date	30.10.2019 – 1130 hrs
Bid submission end date	29.10.2019 – 1130 hrs
Technical bid opening date	30.10.2019 –1130 hrs

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. Price quoted should remain fixed for a period of 90 days from the date of opening of the Tender.
4. Payment will be made by Electronic Transfer to the specific Bank Account of the payee. Hence Name of Bank, Branch, Account Number and IFS Code should invariably be furnished in the stamped bill for making payment.
5. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.
6. Any change / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Sd/-
Asst. Admn. Officer (P)
FOR DIRECTOR



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INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at [“Bidders Manual Kit”](#).

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link [“Online Bidder Enrolment”](#). Enrolment on the CPP Portal is free of charge.
3. The intending Tenderer in case of Prime Equipment Manufacturers (PEM) shall upload a self-declaration on their letter-head, as PDF file Cover – I of e-tender, along with the tender documents, confirming that they are regular in manufacturing, supplying, installing, testing & commissioning of the similar equipment from last 2 years.
4. The indenting Tenderer, in case of Authorized Distributor/Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Prime Equipment Manufacturers (PEM). The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
5. The equipment shall be in compliance with the specifications mentioned in Annexure – I of the tender and shall be of the latest technology, best quality and high standards.
6. Any optional Accessories/Tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
8. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
9. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract

without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute's action.

10. The Technical Committee constituted by the Director, CIFT shall have the right to verify the particulars furnished by the bidder independently.
11. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. CIFT, Kochi before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
12. The supply should be delivered at CIFT, Kochi and the supplier shall be responsible for any damage during the transit of goods.
13. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
14. All the communication with respect to the tender shall be addressed to:

**The Director,
Central Institute of Fisheries Technology,
Willingdon Island, Matsyapuri P.O.,
Kochi – 682029.**



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GENERAL TERMS & CONDITIONS

1. Name of the Item : **‘Photocopier’**
2. Quantity : **1 No.**
3. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
4. Bidder should log into the site well in advance for bid submission so that he/she 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.
5. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
6. For Indian Bidders, the rates quoted should be for delivery and installation at **CIFT, Kochi**. The tender shall be valid for a period of 90 days from the date of opening of the tender. **If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actuals/percentage of such taxes/duties/charges should clearly indicated in the financial bid (BOQ). Please note that this Institute is entitled to concessional Customs duty, GST as applicable to Educational/Research Institutions/ Laboratories etc. against DSIR Certificate.**
7. The equipment offered shall confirm the specifications as given in Annexure-I/supply order and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc., for a minimum period of 2 years from the date of supply/installation. Documents supporting the technical specification of the quoted goods may be uploaded in Cover-1 in the PDF format
8. The Tenderer shall upload PDF format copy of GST Registration, Income Tax PAN, Bank details in Cover-1 of the e-tender.
9. **Bid Security**
 - a) The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security as defined under Rule 150 of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover – 1 of the e-tender in PDF format.
 - b) In case the unit is not covered as above, it shall submit the offer along with the **Bid Security for Rs.5,000/-** (Rupees Five thousand only).

- c) The Bid Security of Rs.5,000/- can be submitted in the form of Demand Draft/Bankers Cheque in favour of “ICAR Unit CIFT, Cochin” payable at Kochi or **Bank Guarantee** (**←click to view**) in the prescribed format, valid for 45 days beyond the validity of bid, is to be submitted to this office on or before **30.10.2019**. Name of the bidder, tender & tender reference number has to be furnished behind the Bid Security, DD/BC. The scanned copy of Bid Security by way of Demand Draft/BC/BG in PDF form should be included in Cover – 1 of the e-tender. The offers without Bid Security will be rejected.
- d) The Bid Security will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
- e) The Bid Security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items.
10. **Performance Security:** The successful Firm/Party is required to remit a performance security amounting to 5% of the cost of the item/equipment in the form of Demand Draft/Bankers Cheque drawn in favour of “ICAR Unit CIFT, Cochin” payable at Cochin or Bank Guarantee from a commercial Bank as directed by this office. The performance security to be remitted within 10 days from the formal intimation. If the bidder fails to remit the Performance Security the Bid Security will be forfeited and the acceptance of the tender will be withdrawn and no further correspondence in this regard will be entertained.
11. Full specification of the article quoted, including its Make & Model No., its warranty/guarantee period etc., in bidder’s letter head shall be uploaded in the e-tender in PDF form along with illustrated pamphlets, brochure, drawings etc., wherever applicable, in Cover-1. Correct postal address, Phone/Mobile number, email ID of the bidder and address & contact details, to whom the purchase order has to be placed, also has to be given.
12. Payment will be made by Bank/Electronic Transfer, only after satisfactory completion of supply/installation and receipt of pre-receipted bill in triplicate. Quotations giving any other mode of payment may be avoided.
13. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.

Sd/-
Asst. Administrative Officer (P)

SPECIFICATION OF A3 COLOUR PRINTER

- Type Network Printer, Scanner and Copier
- Heavy Duty, Floor Mounted, Touch Screen 9” WVGA display with embedded web browser.
- Print speed 30 ppm, RADF Scan speed – upto 73 IPM.
- First print out colour 7.8 seconds, Monochrome 509 seconds.
- Scanning Resolution 600dpi, 400dpi, 300dpi, 200dpi, 150dpi, 100dpi.
- Scan modes – Full colour, Auto colour, Monochrome, Grayscale.
- Interface – Ethernet (10/100/1000 Base T), USB 2.0 High Speed USB.
- Scan/ Print from USB 2.0 / High Speed USB.
- Network Protocol – TCP/IP (IPV4 / IPV6) Net BIOS over TCP/IP, IPX/SPX@ for Novel* Environments, Mac.
- PDL – PCL 5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG.
- Print Resolution – 600 x 600dpi (5bit), 1200x1200dpi (2bit) PS3, 3600x1200dpi (BW/with smoothing) PS3.
- Printing paper Sizes Supported – 100 x 148mm TO 320 x 460mm, 305 x 1200mm Banner, Envelop.
- Print Paper Weights – 60 to 256gsm.
- Processor – Intel Autom GHz (Dual Core), Operating System – higher windows versions, Mac, Unix, Linux.
- **Memory 320 GB Hard Disk, 4GB RAM.**
- Reversing Auto Document Feeder – 100 sheets capacity Automatic Duplex Unit (inbuilt).
- **Input Paper Trays – 2x 550 sheets capacity Tray + 100 sheets bypass tray.**
- Multiple copying upto 999 copies, Zoom 25% - 400%.
- Job memory – upto 12,060 templates
- Trolley Stand.
- Power Source 220 / 240 V.
- **SCANNING MAIN FUNCTION**
Scan to e-mail, scan to FTP, scan to box (HDD), scan to PC (smb) network twain scan to web dav, scan to me, scan to home, scan to USB, scan to server, scan to web service.

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Single Cover as explained below: -

<u>COVER - I</u>			
(Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Make, Model No., Specification, Warranty etc. of the item quoted in the letterhead with its supporting documents.	.PDF
2.		Full Address/contact details, Copy of GST Registration, Income Tax PAN in case of Indian Agents quoting for foreign PEM.	.PDF
3.		Copy of Bid Security by way of DD/BC/BG or its exemption, if claiming	.PDF
4.		Details of technical support and servicing facility available locally and nationally	.PDF
5	Financial Bid	Price bid (BOQ) to be filled in Excel format as per instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

Sd/-
Asst. Admn. Officer (P)
For Director