



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

**RURAL ELECTRIFICATION CORPORATION LIMITED**

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003  
Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC  
Website www.recindia.com & www.recindia.nic.in

सं.: आरईसी/आई टी/COMPUR/93/2014/04

दिनांक: 20/06/2013

To,

**Open to bidders fulfilling pre-qualification criteria through REC website**

***(सील निविदा नियत दिनांक को या उससे पहले पहुंच जानी चाहिए)***

**विषय: Inviting Quotation for Procurement of 8 nos. of Color Multifunctional printer (MFP) along with supplies, Installation and Commissioning for RECL Corporate Office at Delhi or NCR**

Rural Electrification Corporation Ltd., (A Govt. of India Enterprise) under Ministry of Power, invites quotes for procurement of 8 nos. of Color Multifunctional Printer (MFP) along with supply, Installation and Commissioning at Delhi or NCR.

You are requested to kindly provide us your best rates as offered to Government organizations with the following format:

<b>PRICE SCHEDULE</b>				
<b>Item Code</b>	<b>Item Description/General Specification</b>	<b>Unit Price** (all inclusive including all Taxes)</b>	<b>Quantity## (nos.)</b>	<b>Total Price** (all inclusive including all Taxes)</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)=(C*D)</b>
I	Color Multifunctional Printer (MFP) (Specifications at Annexure-I) (including 3 year onsite comprehensive warranty maintenance )	In Figures:  In Words	08	In Figures:  In Words
<b>GRAND TOTAL</b> <b>(G)</b>				In Figures: In Words

## Quantity as indicated in this document is subject to change determined by the needs of the RECL

\*\* Prices are inclusive of all taxes including sales tax, VAT, octroi & road permit. It is bidder's responsibility to deliver the goods at final destination. RECL may assist if required.

Date:

(Stamp & Signatures of Authorized Signatory)

Place:

Name:

**Note:**

1. Costs for all items must be quoted.
2. Costs should be indicated clearly both in figures and words and any cutting/ erasures/ overwriting/ deletions/ modifications etc. shall be properly attested by the authorized signatory otherwise the bid is liable to be rejected.
3. Under no circumstances any extra/ additional taxes, duties, levies etc. shall be payable to the bidder by RECL unless such a tax, duty or levy has been newly introduced and notified by the Government of India.
4. Prices should be indicated in Indian Rupees only and in the respective units indicated at each row.
5. Calculations against each row as specified in the price schedule should be carried out carefully both for the total of each row and the Grand Total. Any miscalculation etc. shall be at the bidder's risk and cost and the bid may be liable for summary rejection.
6. The prices indicated by the bidder should be inclusive all expenses in terms of onsite comprehensive warranty maintenance as indicated.
7. RECL shall carry out recalculation/ verification of the prices, Total (against each item) and Grand Total based on the formula/prices/cost quoted by the bidder for unit price with all applicable taxes (as applicable) based on indicated approximate quantities and the final calculations as arrived by the RECL shall be binding on the bidder.
8. In case of any part/ sub-component/ sub-assembly/ software/ peripherals etc. not being quoted / included by the bidder for the effective and efficient performance of the equipment/ product and/or any hiding/ false/ forging etc. of information/ quoted prices in the price schedule then the same shall be at the bidder's risk and cost and in the event of failure to comply shall result in summary rejection of bid and revocation of appropriate tender clauses and blacklisting of the bidder, at the discretion of the RECL, and in such an event RECL reserves the right to carry out financial evaluation of the rest of the bids as per the tender terms and conditions.
9. The bidder shall be deemed to have noted and agreed to as specified in the tender that RECL will NOT provide "Form C/D".
10. The bidder shall be deemed to have noted and agreed to the right of RECL to order for super-set/ sub-set of the items and/or procuring the same and/or similar items from alternate and/or different sources at RECL discretion.

**Terms & Conditions:**

**1. Eligibility / Pre-qualification Criteria**

- a. The bidder should be the manufacturer (OEM) or Authorized Reseller/ Partner/ Solution Experts for the quoted item in Delhi or NCR & submit documentary proof in its support.
- b. The bidder should have registered office in Delhi or NCR.
- c. The bidder's average annual turnover during last four financial years should be Rs 4,00,000/- or more. . Submit necessary documentary proof in support.
- d. The bidder should have supplied MFPs/IT Equipment of Rs 4,50,000/- or more value in single purchase order or Rs 3,00,000/- or more value in two separate purchase orders during the last four financial years. Submit necessary documentary proof in support.
- e. The bidder should quote for all the items listed in Price schedule.
- f. Bidder should submit valid documentary proof of Sales Tax/VAT/Service Tax/PAN.
- g. The Bidder must stamp and initial all pages and sign all forms (if any) at the end as a token of acceptance of the Terms and Conditions.

2. The bidder must fulfill the above eligibility criteria/ pre-qualification conditions for evaluation of their bids. Bid of bidders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated further by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
3. RECL reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECL shall result in summary rejection of the bid and/or termination of the contract with imposition of the contract clauses on the bidder by the RECL on the award of the contract and/or the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender.
4. Sealed Price quotation submitted should be valid for **90 days** from the date fixed for opening of the bid documents and that shall remain bound by a communication of acceptance within that time and any extended period provided that not withdrawn in writing.
5. **Date and Time Limit for submission** : Sealed bids should reach on or before:  
**01/07/2014 till 03:00 PM**
6. The Sealed Price Quotation shall be addressed to The AGM(IT), RECL, Core 4, Scope Complex,7 Lodi Road, New Delhi – 110 003 mentioning bid no. and date.
7. Quantity as indicated in this document is subject to change determined by the needs of the RECL.
8. **Delivery Schedules:** All the items are required to be **delivered within 7 working days** from the date of issue of the purchase/work order and installation, commissioning of equipments to be completed within **next 3 working days**. Saturday, Sunday, any Gazetted holiday or Govt. declared holiday shall not be considered as a working day.
9. The RECL reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason. The bidder shall be deemed to have noted and agreed to the right of RECL to order for super-set/ sub-set of the items and/or procuring the same and/or similar items from alternate and/or different sources at RECL discretion.
10. **Terms Of Payment:**
  - a) No advance payment shall be made.
  - b) Payments shall be subject to deductions of any amount for which the Vendor is liable as per tender. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source ) as per the prevailing income- Tax Act and any other taxes as on the date of invoice submission and/or payment date, whichever is higher.
  - c) All Payments shall be made in Indian Rupees only.
  - d) **80% payment on successful delivery, installation and commissioning** at the destination/ location as mentioned in the Purchase/Work Order and on submission of i) 10% of the purchase order value as performance bank guarantee valid for a period of 39 months from a nationalized bank/ scheduled bank and ii) duly certified delivery/installation note by the user and/or authorized RECL official.
  - e) **Balance 20% payment on completion of one month** after successful installation and commissioning as certified by the user and/or authorized RECL official.
  - f) In the event the vendor being unable to provide the services, during the empanelment period, as per the contract for whatever reason, the Performance Guarantee would be revoked by RECL.

- g) All relevant proof of delivery duly signed by the concerned officer at RECL to be submitted by the Vendor for processing payment.
11. **Liquidated Damages for Delays:**
- a) Time is essence of the contract. The successful bidder must supply, install and commission all the equipments as per the specified schedule. Any Failure to above for all or some of the equipment(s) on or before the stipulated date will entail a **liquidated damage equal to 1% of the value of the defaulted supply/ service per week or part thereof subject to maximum of 10% of total contract value.** Payment of liquidated damages does not affect the successful bidder's liabilities.
- b) Notwithstanding a) above In the case of delay in compliance with the order beyond 10 days of the stipulated time period, RECL will have the right to cancel the order and blacklist the bidder from supplying and products/ services to RECL for a period as decided by RECL. RECL will complete the execution of incomplete orders through alternate sources at the risk and cost of the defaulting vendor.
12. The above items may require to delivered & installed at specified locations in Delhi & NCR.
13. No deviations in the technical specification will be accepted. Any violation there off may lead to rejection of the bid.
14. **Evaluation of Bids/Quotes:**
- a. Eligible bids will be evaluated on the basis of lowest quote (LQ1) in (Price schedule) for Grand Total (G), however arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price for the purpose of calculation of lowest bidder, in case the bidder becomes lowest bidder, the lowest of the two shall be taken as the final price for the respective items at the time of issuing of Purchase/work Order.
- b. In case, the bidder has not quoted for all the line items as mentioned in the price bid, the highest amount quoted for that line item by any bidder will be taken for evaluation/ comparison and at the time issuing purchase order in case the bidder becomes Lowest bidder, the lowest figure quoted in the line item by any bidder will be mentioned in the Purchase/work Order.
15. By quoting to this invitation to quote the bidder shall be deemed to have agreed to all the terms and conditions.

भवदीय,

(पी. के. मुखोपाध्याय)  
अपर महा प्रबंधक (आई.टी.)  
आर.ई.सी. कॉरपोरेट कार्यालय  
नई दिल्ली – 110 003

**Color A4 Multifunctional Printer(MFP)**

Sl. No.	Description	Minimum Specification or Better	Compliance (Yes/No)
1	Specify Make & Model		
2	Functions	Copy, Print, Scan & Fax	
3	Print speed (A4)	20 page per min.: Mono/Color	
4	Time to print first page	<= 18 sec : Mono <= 18 sec : Color	
5	Copy Speed	>= 20 copy per min.: Mono/ Color	
6	Copy Resolution	Upto 300 dpi	
7	Duplex Print	Should support Automatic Duplex Printing	
8	ADF Scan	Should support ADF scan	
9	ADF Capacity (Std.)	>= 50 Sheets	
10	Scan Speed Simplex (A4)	>= 10 scan per min. from ADF (Mono) >= 4 scan per min. from ADF (Color)	
11	Duplex Scan	Should support Automatic Duplex Scanning	
12	Scan Resolution	Upto 300 dpi (Color/Mono) from ADF	
13	Processor	>= 600 MHz	
14	Fax Transmission Speed	<= 3 sec per page	
15	Fax Memory	>= 250 pages	
16	Fax Resolution	Minimum 300 X 300 dpi	
17	Mobile Printing	Should support printing via mobile	
18	Memory (Std.)	Minimum 192 MB	
19	Input Tray (Std.)	>= 200 pages	
20	Output Tray	>= 100 pages	
21	Ports	2 USB, 1 network 10/100, 1 RJ-11(Fax) and 1 RJ-11 (Phone only)	
22	Operation Panel	Color LCD touch panel	
23	Duty Cycle (per month)	Upto 40,000 pages	
24	Warranty Maintenance	3 year onsite comprehensive warranty maintenance	

