

No. 07/STS-01/INT/MDR/2024-25

Office of the Director,
State Intelligence,
No. 2, Nrupathunga Road,
Bangalore - 1, Date: .12.2024.

TENDER FORM

Sub: - Requirements of Photo Copier Machine & Ups for State Intelligence
Reg.

Director, State Intelligence, Bangalore invites tender in two cover system for selection of supplier for supply of Photo Copier Machine & Ups for for State Intelligence through GEM Portal Government of Karnataka (<https://gem.gov.in/>). Prospective suppliers willing to participate in the tender shall necessarily register themselves with the above mentioned GEM Portal.

Sl. No.	Particulars	Qty	Technical specifications Page no
1.	Photo Copier Machine	16	7-8
2.	Ups (Uninterruptible Power Supply).	150	9

The detailed specification for the above side equipment is given in Annexure-'A'

The tender should be submitted by the interested bidders through the GEM Portal of the Government of Karnataka (<https://gem.gov.in/>) in two parts. viz.,

Technical bid & Commercial bid.

The technical bid should contain technical literature and certificates. The commercial bid should contain only the cost of the equipment.

The last date and time for submission of tenders is as shown in GEM Portal. The opening of technical bid will be held at this office on date as mentioned in GEM Portal.

1. ELIGIBILITY CRITERIA

- i. Tenderer should be in business in India for more than 3 years as on 31-01-2024.
 - This should be supported by the certificate of Registration issued under the Companies Act by a competent authority.
- ii. The Tenderer should have made profits in the preceding 3 financial years.
 - This should be supported by copies of Profit and Loss account of the Company for the preceding 3 financial years i.e., for 2021-22, 2022-23, &2023-24 (Annexure -C)

- An abstract as in Annexure-C in the Company's letterhead duly stamped and signed by the Company's authorized representative along with the seal and signature of the Chartered Accountant should be enclosed. (**Note:** The above information should be furnished along with the copies of Company's audited Balance Sheet, Profit & Loss Account and Annual Reports for the preceding three years).

- iii. The Tenderer should have Mandatorily ISO Certificate
- iv. The Tenderer should be the manufacturer of said equipment in case of Indian brands.

OR

If the Tenderer is quoting on behalf of a OEM (Original Equipment Manufacturer), the Tenderer shall be an authorized distributor of the brand and should be in legal agreement (Copy of the agreement valid as on the tender submission date should be enclosed). The Tenderer should give an undertaking in writing in the company's letterhead duly signed by the authorized representative at the time of submission of the tender that in case the tender is awarded in favor of the Tenderer, it will produce a legal agreement between the Tenderer and the OEM for a minimum period of five years from the date of award of the contract. Failure to produce such an agreement will result in cancellation of the order.

- v. The Tenderer should ensure support and spares availability for at least 5 years for the products quoted by him.
- vi. The Tenderer should give an undertaking in the form of an affidavit that the equipments supplied by the vendor does not contain/use any refurbished parts. (Annexure -F)
- vii. The Tenderer should enclose the support centre details as in Annexure E along with technical bid.
- viii. A checklist (Annexure - H) of all documents being enclosed is required to be Submitted along with the Tender.

Note: The Tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all goods and services, which the Tenderer proposes to supply under the contract. These documents may be uploaded on the GEM Portal

The documentary evidence of conformity of the goods and services to the tender documents may be in the form of literature, drawings and data, and shall consist of;

- a. Detailed description of the essential technical and performance characteristics of the goods.
- b. List giving full particulars, including available sources, spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of five years, following commencement of the use of the goods by the Purchaser.
- c. Item-by-item description on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those

- specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- d. Confirmation that, if the Tenderer offers equipment and/or equipment manufactured by another company, such equipment operates effectively as offered by the Tenderer; and the Tenderer is willing to accept responsibility for it's successful operations.
 - e. Confirmation that the Tenderer is either the owner of the Intellectual Property Rights of the Equipment and equipment items offered, or Tenderer has the proper authorization and/or license from the owner to offer them.
 - f. **Demo of the product: Tenderer should give the demonstration of their equipment, on the dates specified by this office after opening of the technical bid and before the opening of financial bid. Any failure to do so will lead to disqualification.**
 - g. Willful misrepresentation of these facts will lead to the disqualification of Tenderer without prejudice to other remedies that the Purchaser may take.

2. Documents to be enclosed: -

A. With Technical Tender

EMD of Item

SI No	Particulars	EMD Amount
1.	Photo Copier Machine	35,840/-
2.	Ups (Uninterruptible Power Supply).	12,000/-
Total		47,840/-

- i. EMD of Rs.47,840/- (Rupees Forty seven Thousand Eight Hundred Forty Only) shall be paid online through any of the following 4 modes:
 - a) Credit Card
 - b) Direct Debit
 - c) National Electronic Fund Transfer (NEFT)
 - d) Remittance at the Bank Counter – challan for Detail of the payment modes as mentioned in the bid document, e-payment document available on website.
 - e) Bank Guarantee

The EMD will remain valid till the completion of project. Unsuccessful Tenderer's tender securities will be discharged / returned as early as possible and the successful Tenderer's EMD will be discharged /returned after the completion of the supplier's performance obligation.

The EMD will be forfeited if a tenderer:-

- a) Withdraws his tender during the period of tender validity specified by the Tenderer on the Tender Form;
- Or
- b) Does not accept the correction of arithmetical errors resulting in Discrepancy between unit price and total price (unit price multiplied by Quantity)
- Or
- c) In case of a successful tenderer, if the Tenderer fails to furnish Performance security and fails to execute the agreement.

- ii. Certificate of registration of the company issued under the Companies Act.
- iii. Financial status of the Company.
- iv. Similar Projects executed / implemented.
- v. Legal agreement between Tenderer (If Tenderer is not an OEM) and OEM or an undertaking from the Tenderer to produce the legal agreement between the Tenderer and the OEM for a period of five years in case the tender is awarded in favor of Tenderer
- vi. Authorized dealer/distributor certificate of the brand quoted if the Tenderer is not an OEM.
- vii. Undertaking from the OEM in case of contract being terminated between the Tenderer and the OEM (If Tenderer is not an OEM) accepting full responsibility and liabilities for the contract obligation and to undertake that he will not sub contract the same in the above circumstances. This is mandatory. Non-production of such undertaking will amount to disqualification and rejection of the tender.
- viii. Support Centers in Karnataka.
- ix. Technical specification / data sheet / Compliance

B. With Financial Bid: -

Only commercial quote as per Annexure - 'B'

3. Following shall be the terms and conditions for the tender: -

- A. **PRICE:** - The price quoted shall include excise duty, Sales Tax & Goods and Services Tax (GST) if applicable. However, the breakup of amount of excise duty and Goods and Services Tax (GST) shall also be mentioned separately. If a change in excise duty / tax occurs in future, the same should be reflected in the landed price & the vendor shall intimate the **Office of the Director, State Intelligence, No. 2, Nrupathunga Road, Bangalore,** immediately. If the prices are revised downwards or if the vendor supplies the equipment to any organization, at a price lower than the quoted price, then the price would automatically stand revised to that lower price. If the vendor supplies the equipment at a lower than the quoted price to others and does not intimate the **Office of the Director, State Intelligence, No. 2, Nrupathunga Road, Bangalore** of that lower rate, then the vendor will be liable for blacklisting/disqualification.
- B. **FREIGHT:** - No separate charges are payable for freight, forwarding insurance and installation.
- C. **WARRANTY:** - Warranty of the equipment shall be for **three years** from the date of acceptance, after installation. During the period of warranty the equipment shall be maintained on-site free of cost and kept in full working condition. Service calls shall be attended within 24 hours.
- D. **PRE-DISPATCH INSPECTION:** - Pre Dispatch Inspection of the equipment will be carried out for compliance with the specifications.
- E. **DELIVERY:** - **Delivery shall be made within 8 weeks from the date of the order.** In all the cases failure on the part of the supplier to deliver any or all the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum

equivalent to 0.5% of the delivered price of the delayed goods or unperformed services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the contract price. Once the maximum is reached, the purchaser may consider termination of the contract pursuant to General Conditions of Contract.

- F. **PAYMENT:** -100% payment on successful completion of supply & installation of equipment.
- G. **EXCISE:** - The vendor will submit the excise duty gate pass for the equipment.
- H. **INTEGRATION:** - It will be the responsibility of the vendor to integrate the software if any with the equipment.
- I. **VALIDITY:** - The Commercial bid & EMD should be valid for at least 180 days from the bid opening date.
- J. **OTHERS:** - Supplies should be made as per standard specifications as specified in the tender. Any discrepancy will entail disqualification of the vendor. If specifications of items supplied by the vendor are lower than or different from the standard specifications, then the vendor will be liable for disqualifications and will be blacklisted.
- K. **NON-PERFORMANCE PENALTY:** - In case of down time of more than one day a penalty of Rs. 200/- per day per Equipment will be imposed.
- L. **PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE:** Within 21 days of receipt of the supply order, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the total value of the order valid up to 3 Years after the date of completion of performance obligations including Warranty obligations. (Annexure-G)

The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

The Performance Security shall be denominated in the form of Bank guarantee, issued by a nationalized /scheduled bank in the form provided in the tender documents or another form acceptable to the Purchaser.

If the successful Tenderer fails to provide the required performance security as stated above, action will be initiated to cancel the supply order and forfeit the EMD.

Payment will be made after obtain request Performance Security in the form of bank guarantee.

M. CORRUPT OR FRAUDULENT PRACTICES

The Government requires that Tenderers/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of Government financed contracts. In pursuance of this policy, the Government defines, for the purposes of this provision, the terms set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government, and includes collusive practice among Tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition;
- iii. Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- iv. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government financed contract.
- v. The Tender Accepting Authority may arrange for negotiations of the rates as per KTPP Act after opening of tenders in order to obtain competitive rates for the best quality of materials.
- vi. The Department, reserves the right either to accept or reject/cancel the tender. **The decision of the Department will be final.**
- vii. After finalization of tender, order will be placed with the approved tenderer. If tenderer fails to supply the goods within the specific period, the department may resort to cancellation of the said order and to place order with next lowest tenderer. In such an eventuality, the defaulting firm/tenderer will be required to make good any loss, which the Department may incur besides paying specified penalty.
- viii. The tenderers should bear the testing charges if any, which will be intimated at a later date. The tenderer should make his own arrangements to deliver the sample to the said destination.
- ix. The courts of Bangalore shall alone have jurisdiction for any dispute arising out of or in respect of the contract.
- x. On the day of opening of the tenders, only the technical bids will be opened. The scrutiny of the technical bids will be done and if necessary demonstration of the equipment will be called for and date of demonstration will be intimated.
- xi. Only those suppliers who are found technically qualified will be considered for the next stage of participation of opening of commercial bid. The commercial bids of the tenderers who are not technically qualified will not be opened.



(**Joint Director, (Intelligence)**
for Director , State Intelligence,
& **Tender Inviting Authority,**

(Annexure -A)

1. Specifications of Photocopy Machine

A.	Multifunctional Digital Photocopier with Printer & Scanner:	
B.	Brand Name, Model & Country of Origin: Must be mentioned clearly by the Bidder.	
C.	Specification of Copier :	
	1.Standard	: Multifunctional Copier with Network Printing & Scanning.
	2.Language of operation	: Must be English (US English/ UK English).
	3.Displayable language	: Must be English(US English/ UK English).
	4.Type	: Desktop
	5.Drum/Imaging Unit Life	: Minimum 60,000 Copies or More in A4 (Must be declared by the Manufacturer).
	6.Toner/Cartridge Capacity/yield	: Minimum 9000 Copies in A4 per Toner/ Cartridge or more (Must be declared by manufacturer.)
	7.Resolution	: 600 DPI × 600 DPI (Minimum) for Copy;
	8. Memory	: Standard: 4.0GB RAM or More
	9.Paper feed	: Automatic feed from (a) Paper Cassette and (b) By pass tray.
	10.Input Paper size	: Bypass tray: Minimum A4 and Maximum A3 Cassette : Minimum A4 and Maximum A3
	11.Output paper size	: Minimum A4 and Maximum A3
	12.Input Paper Capacity	: Minimum 250 Sheet ±100 Sheet
	13.Paper weight	: Multi-purpose tray: 60 to 157 gsm or better Paper Cassettes: 64 to 90 gsm or better Duplex: 60 to 90 gsm or better
	14.Reduction/Enlargement	: Standard preset ratio from 25 % - 400% in 1 % increments or better.
	15.Copy speed	: 1-sided: Up to 24 ppm± 02 (A4), Up to 12 ppm± 05 (A3), Up to 11 ppm± 03 (A4R) 2-sided: Up to 16 ppm± 01 (A4), Up to 7 ppm ppm± 02 (A3), Up to 7.8 ppm± 01 (A4R)
	16.No. of Cassette(s)	: Minimum 02 (Two).
	17.Electrical requirements	: 220V±20, 50 Hz±10, Single phase AC.
	18. Display	: Minimum :4 Inch±1 Inch Touch Panel
	19.Continuous copy	: Not less 999 nos
D.	Specification of printer/Network print :	
	1.Printing Option	: Built-in Laser Printer with duplex print. Print Speed: 24 ppm± 02 ppm (A4), or More 15ppm ± 02 ppm (A3) or More.
	2.Network Printing (Built-in)	: Standard: 1000Base -TX/100Base-TX/10Base-T, Wireless LAN(Optional)(IEEE 802.11 b/g/n)
E.	Specification of Scanner :	
	1.Scanning speed(ipm: BW/CL; A4)	: DADF: 1-sided Scanning: 45/25 (300 dpi, Send),25 (600 dpi, Copy) or More 2-sided Scanning: 12/8 (300 dpi, Send),8 (600 dpi, Copy) or More
	2.Resolution (Pixel)	: Minimum 600 dpi.

3.Size	:	Platen: 297.0 x 431.8 mm Document Feeder:A3, A4, A4R, A5, A5R, B4, B5, B5R Custom size: 128.0 x 148.0 mm to 297.0 x 431.8 mm or More
4. Duplex ADF Scanning	:	Yes.
F. Additional items to be supplied with main unit :		
1.For Copier	:	Duplex Auto Document Feeder (For both side scanning).
2.For Printer	:	Duplex Printing Unit/Kit (For both side Printing).
G. Year of Manufacture	:	Not before 2023.
H.	Supplier have to provide all necessary devices and consumables (cable, toner etc.) at free of cost for the proper operation of all function (Photocopy, Printing, Scanning) of supplied copier from a fixed computer.	
I.	Consumable & Chemicals: Supplier will have to provide the following consumables in addition to original.	
1.Toner	:	01 (one) No.
J. Guarantees :		
1. Three years comprehensive warrantee for spare parts with motherboard.		
2. Guarantee to undertake servicing and supply of spare parts and chemicals at market price for at least five years after Expiry of warranty period.		
K. Special Conditions :		
1. The Bidder must have servicing facility located at Karnataka & will must reach at ERL within 3 (Three) days ofcomplaint.		
2.The bidder must mention yearly and/or on call servicing charge.		
3.The bidder must provide price list of consumable and chemicals.		
4.The bidder must provide price list of major spare parts.		
5. The bidder must mention Country of origin and place of Manufacturing & assembling of their offered copier.		
6. Original Photocopier catalog to be provided with the tender document.		
7. Manufacturer's Certificate of the product has to be delivered by the successful bidder.		
8. The supplier has to hand over the machine to the owner including installation and test all functions properly.		

2. UPS Specification for Desktop Computer

- Type: Line-interactive
- Output Power Wattage: 360 W
- Input Voltage: 230 V)Output Voltage: 230 V
- Input Frequency: 47-63 Output Frequency: 47-63
- W x H x D: 29.5 cm x 16.5 cm x 31 cm

Services 1 Year On-Site Service

Input Features

Input Voltage	230 V
Input Frequency	47-63
Phase	Single
Input Plug Type	6A

Output Features

Output Voltage	230 V
Output Frequency	47-63
Output Power Wattage	360 W
Efficiency	94.1%
Output Waveform	Stepped Approximation To A Sinewave
Transfer Time	3 ms
Outlet Plug Type	3 (6A)
Number of Outlet Plugs	3
Other Output Features	UPS Capacity (total): 600VA/360W, Voltage on Battery: 230 VAC typical (stepped approximated sine wave), Frequency-On Battery: 50Hz typical, Transfer Time: 4-8 ms typical

ANNEXURE- 'B' (only for reference)**COMMERCIAL BID**

Tender No.
Tender date

Bill of Material with cost

SL. NO.	ITEMS	QTY IN NUMBERS (a).	UNIT PRICE IN RS. (b)	% OF GST IN RS. (c)	OTHER TAXES IF ANY (d)	TOTAL UNIT PRICE IN RS. (e) = (b) + (c) + (d)	TOTAL PRICE (f) = (a)x(e)
1.	Photo Copier Machine						
2.	Ups (Uninterruptible Power Supply).						

TERMS AND CONDITIONS**DELIVERY:****WARRANTY: Three years****Signature and seal**

Annexure- 'C'**Financial status of the Company**

Sl. No.	Financial Year	Annual Turnover (In Rs.)	Profit Made (in Rs.)	Net worth of Assets (In Rs.)
1	2021-22			
2	2022-23			
3	2023-24			

Seal & Signature of the
Chartered Accountant

Seal & Signature of the
Company's Authorized
Representative

Annexure- 'D'**Similar Projects executed / implemented**

Sl. No.	Financial Year	Organization with full address	Total No. & locations	Total worth of Orders (in Rs.)
1	2021-22			
2	2022-23			
3	2023-24			

(Seal & Signature of the Company's authorized representative.)

Annexure- 'E'**Details of Support Centers in Karnataka**

Sl. No.	Name of City	Name of support centers, full postal address, telephone No., Fax & e-mail	Name of the Contact person and his Mobile No.

(Seal & Signature of the Company's authorized representative.)

ANNEXURE 'F'

AFFIDAVIT FORMAT

Sub: Undertaking of authenticity for _____.

This has reference to Supply and installation -----
-----being supplied /quoted to you vide our invoice no/quotation no/order
no _____ dated _____.

We hereby undertake that all the components/parts/assembly/equipment's used in the equipment from respective OEMs of the products and that no refurbished/ duplicate/ second hand components/ parts/ assembly/ equipment have been used or shall be used.

Should you require, we shall produce certificate from our OEM supplier in support of above undertaking at the time of delivery. It will be our responsibility to produce such letters from our OEM supplier's within a reasonable time.

In case we are found not complying with above at the time of delivery or during installation, for the equipment already billed, we will own the responsibility and are liable to face legal action as per law.

Authorized Signatory

Name:

Designation

ANNEXURE - 'G'

PERFORMANCE SECURITY BANK GUARANTEE FORMAT

To: (Name of Purchaser)

WHEREAS (Name of Supplier)
hereinafter called "the Supplier" has undertaken , in pursuance of Contract
No..... dated,..... 20...

to supply.....(Description of Goods and
Services) hereinafter called "the Contract". AND WHEREAS it has been stipulated
by you in the said Contract that the Supplier shall furnish you with a Bank
Guarantee by a recognized bank for the sum specified therein as security for
compliance with the Supplier's performance obligations in accordance with the
Contract. AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to
you, on behalf of the Supplier, up to a total of
..... (Amount of the Guarantee in Words and Figures) and we
undertake to pay you, upon your first written demand declaring the Supplier to be
in default under the Contract and without cavil or argument, any sum or sums
within the limit of (Amount of Guarantee) as aforesaid,
without your needing to prove or to show grounds or reasons for your demand or
the sum specified therein. This guarantee is valid until theday
of.....20.....

Signature and Seal of Guarantors

.....
.....
.....
Date.....20.....
Address:.....
.....
.....

ANNEXURE - 'H'
Check list of documents

Sl. No.	Description	
1	Certificate of registration of the company issued under the companies Act.	
2	Audited balance sheet of the company duly audited by chartered accountants for the financial year , 2021-22, 2022-23& ,2023-24(Annexure -C)	
3	Annual Report of the company for the years 2021-22, 2022-23& ,2023-24 (Annexure -C)	
4	Profit and Loss account of the company for the years 2021-22, 2022-23& ,2023-24 (Annexure -C)	
5	Annexure - C (Financial status of the company)	
6	Annexure - D (Projects Executed /implemented)	
7	Annexure - E (Support Centres)	
8	Undertaking in the form of affidavit Annexure - F	
9	Authorised dealer /distributor certificate for the equipment/software quoted if the Tenderer is not an OEM/OSD	
10	Undertaking from OEM/OSD as per 4 (a)	
11	ISO Certificate	
