



ESIC- CHINTA SE MUKTI
ESIC MEDICAL COLLEGE & P.G.I.M.S.R.

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
E.S.I. CORPORATION
(Ministry of Labour & Employment, Govt. of India)
Ashok Pillar Road, K. K. Nagar, Chennai-600 078.
(आई. एस. ओ. 9001-2008 प्रमाणित / ISO 9001-2008 Certified)



ई-मेल/Email: deanesipgimsr@gmail.com / deanmc-kkn.tn@esic.nic.in
वेबसाइट/Website: www.esicmcpgimsrchennai.ac.in

कार्यालय /Office : 044- 24748959
फैक्स /Fax : 044- 24742825

514-A/19 & 20/12/2011/PGIMSR

Date: 06.06.2018

E-TENDER NOTICE

E-Tenders are invited on behalf of the Dean for supply of one photocopier machine for ESIC Medical College & PGIMSR, Ashok Pillar Road, K.K Nagar, Chennai-78.

Last Date for Receipt of Tender	04.07.2018 at 10.30 A.M
Date of Opening of Tender	04.07.2018 at 11.00 A.M
Earnest Money Deposit	Rs.5,000/-

1. Detailed information regarding application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: www.esic.nic.in, www.esicmcpgimsrchennai.ac.in, eprocure.gov.in.
2. The interested bidders shall submit their tender(s) only through online mode at the e-procurement portal <https://esictenders.eproc.in>.
3. **In addition to e-tender which has to be filed online, the bidders are also required to submit hard copies of Tender documents duly completed along with Earnest Money Deposit (EMD), supported by requisite documents and forms superscribed as "TENDER FOR THE SUPPLY OF PHOTOCOPIER MACHINE on 04.07.2018". The hard copies should be dropped in the Tender Box kept in the first floor of ESIC Hospital.**
4. For all practical purposes, the e-tender shall be considered for evaluation and the hard copy of tender documents would also be scrutinized.
5. Any corrigendum to this tender will be notified through the aforesaid websites.
6. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage. The bidder will not be entitled for any compensation whatsoever in respect of such termination.
7. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. Tender documents duly completed should be dropped on or before the date and time mentioned above, in the tender box kept at the First floor of ESIC PGIMSR & Model Hospital, K.K. Nagar, Chennai -78.

DEAN

INSTRUCTIONS FOR E-TENDERING

- All Bidders are required to procure Class – III B Digital signature Certificate (DSC) with both DSC Components i.e. Signing & Encryption, to participate in the E – Tender.
- Bidders should get registered at <https://esictenders.eproc.in>.
- Bidders should add the below mentioned sites under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer :
<https://esictenders.eproc.in>
<https://www.tpsl-india.in>
<https://www4.ipg-online.com>
- Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security.
- Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.
- Bidders can contact Helpdesk at <https://esictenders.eproc.in/html/support.asp>

DEAN

GENERAL CONDITIONS OF CONTRACT

1. All the pages of the tender document should be signed by the tenderer at the left bottom of each page along with seal of the agency. The sealed envelope containing the completed tender super scribed as “TENDER FOR SUPPLY OF PHOTOCOPIER MACHINE” addressed to The Dean, ESIC Medical College & PGIMSR, K.K.Nagar, Chennai – 78, will be received up to the date and time stipulated.
2. The bidder may quote for the specific brand/model of photocopier machine or all the brands giving details of make, brand,model number.
3. Bidders should comply with all the technical specifications as mentioned in Annexure
4. The Bidder shall quote the prices in INR inclusive of all taxes.
5. The bid should be valid for a period of atleast six months from the date of opening of tender.
6. Conditional tenders are liable to be rejected.
7. The photocopier machine supplied should be brand new only.
8. Any complaint lodged will have to be attended to within 48 hours from the time of lodging.
9. The photocopier machine should be of reputed standard make and should conform to ISO 9000 Standards.
10. Delivery & Installation : Maximum three weeks from the date of purchase order.
11. Payment will be made on satisfactory delivery and installation of photocopier machine.
12. WARRANTY : The onsite warranty period for the photocopier machine will be 3 years. It will include all spares excluding consumable toner. Warranty period begins from the day of successful installation of photocopier machine.
13. The firm should undertake to enter into Annual Maintenance Contract (AMC) for the photocopier machine as well as for accessories attached for minimum period of 5 years after completion of warranty period and accordingly quote the rates of AMC for 5 years. The rates for AMC (Labour) should not exceed 3% of the unit cost of the photocopier machine. The firm should undertake to keep the photocopier machine in running order throughout the year and in case of photocopier going out of order during warranty/AMC the fault will attended within 48 hours and rectified within 7 days of lodging the complaint.

ELIGIBILITY CRITERIA

1. The Bid should be accompanied with a Demand Draft towards Earnest Money Deposit (EMD) of Rs.5000 issued by any nationalized bank and payable at Chennai. In the absence of the same, the tender will be summarily rejected. EMD shall be refunded to the successful tenderer on receipt of performance security deposit of Rs.13,000/-. No interest is payable on the EMD and Performance Security Deposit.
2. GST Registration certificate from the Competent Authority should be submitted.
3. PAN card photocopy should be submitted.
4. Brief description of the supplier (Annexure "A"); Details of photocopier machine to be supplied at our college (Annexure “B”) and Declaration (Annexure “C”) should be submitted.

Signature of contractor with seal

Annexure “A”

Brief Description of the firm

Sl.No		
1	Name of the firm	
2	Name of the owner/Partners	
4	Full particulars of office	
	(a) Address	
	(b)Telephone No.	
	(c) Fax No.	
	(d) E-mail address	
5	Full particulars of the bankers of the firm	
	Name of the Bank	
	Account type.	
	Account No.	
	PAN No.	
6	GST No.	
7	Details of Earnest Money Deposit	
	(a) Amount	
	(b) DD No and Date	
	(c)Drawn on bank	
	(d) Valid Upto	

The above format may be used to provide requisite details.

Signature of contractor with seal.

Annexure "B"

I. Details of photocopier machine

Manufacturing Company	Model	Year of manufacture	Total cost (inclusive of taxes)

II. Technical Specifications for Photocopier

Sl.No	Description	Requirement	Technical Compliance(Yes/No)
1	Type	Monochrome Multifunction Office Machine	
2	Technology	With Separate Drum & Toner	
3	Paper Size	A3	
4	Minimum speed per minute in A4 Size	25CPM for both A3 &A4 CPM	
5	Memory (RAM)	Minimum 256 MB	
6	Hard disk	Minimum 160 GB	
7	Duplexing feature availability	Yes	
8	Network feature availability	Yes	
9	Document feeder	DADF	
10	Wifi availability	Yes	
11	Tray capacity	500 nos	
12	Yield(No of copies)	10,00,000 nos	
13	Mandatory BIS registration	Yes	
14	Onsite warranty	3 yrs	

Signature of contractor with seal.

Annexure “C”

DECLARATION

1. ISon/Daughter of Shri.....
Proprietor/Partner/Director/Authorized Signatory of am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby authorize the Dean of ESIC Medical College & PGIMSR, KK Nagar to forfeit the EMD submitted by my agency in the event of my selection and failure to furnish the Performance Security within the time stipulated.
5. I hereby authorize the Dean of ESIC Medical College & PGIMSR, KK Nagar to forfeit the EMD / Performance Security submitted by my agency in the event of my selection and failure to carry out the work within the time stipulated / breach of any condition of this tender during performance.

Signature of authorized person.

Date:

Full Name:

Place:

Firm's / Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed along with the quotation.

Signature of contractor with seal.

Checklist of Documents to be submitted

“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”

Sl.No.	Document	Submitted(Yes/No)
1	EMD (Rs.5,000)	
2	GST Registration Certificate	
3	PAN card (photocopy)	
4	'Annexure A'(Brief description of firm)	
5	'Annexure B'(Details of requirement)	
6	'Annexure C'(Declaration)	
7	Copy of tender document along with seal and signature of the authorized signatory	

Signature of contractor with seal.