



Fair Competition
For Greater Good

Competition Commission of India
Hindustan Times House,
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001

F.No.D-19015/1/2013-CSD(9B)

Dated : 21st September, 2015

NOTICE INVITING TENDER FOR SUPPLY OF LASER PRINTERS

Competition Commission of India invites sealed bids from reputed firms possessing the desired qualification and experience for supply of Laser Printers at its office located at Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi – 110 001.

Tender Document may be downloaded from our website www.cci.gov.in. The Tender may be submitted in the Office of the Commission by 3.00 P.M. of 07th October, 2015.

(Ashok Chakrapani)
Dy. Director (CS)



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New Delhi – 110 001

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**TENDER
DOCUMENT

FOR

PURCHASE

OF

LASER PRINTERS**

Last Date and Time of Receipt of Tender : 07-10-2015 1500 hrs.

Date and Time of Opening of Tender : 07-10-2015 1600 hrs.

SECTION – I

1. Invitation for Bids

- 1.1 The Competition Commission of India (CCI), New Delhi proposes to procure Laser Printers for its official use from vendors who have experience in supplying the above type of hardware to Government departments.. The tentative quantity of the required items along with its technical configuration is mentioned at Section- III.
- 1.2 Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to The Asstt. Director(CS), CS Division, Competition Commission of India, New Delhi, not later than the date and time laid down, at the address given in the schedule for invitation to Tender under Clause 1.25 of Section I.
- 1.4 The Tender Document can be downloaded from the official website ie. www.cci.gov.in or www.tenders.gov.in.
- 1.5 This tender document is not transferable.
- 1.6 The category of item and quantity indicated in the Tender Document are tentative. Competition Commission of India, New Delhi, however, reserves the right to increase or decrease the quantity or delete the item depending on the need of CCI, New Delhi without assigning any reasons.
- 1.7 The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against the item. No additional information will be entertained after due date. CCI may reject tenders if they do not carry such information separately and specifically quantitatively
- 1.8 The tender should be submitted in two different envelopes for (a) Technical Bid; and (b) Financial/Commercial Bid. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of section II.
- 1.9 A separate envelope (c) containing the Earnest Money in the form of Demand Draft/Banker's cheque should also be kept along with the other envelopes i.e. Technical Bid and Financial Bid - in a bigger envelope.
- 1.10 The successful bidder has to supply the required items within 15 days of issue of supply order.

- 1.11 **Validity**. The tender shall be valid for a period of **120** days.
- 1.12 The tenderer should clearly indicate the availability of service and maintenance facilities at Delhi/New Delhi for the item quoted.
- 1.13 The above mentioned details particularly the Sales Taxes/excise duty, any other duty, if not quoted properly, the bid can be cancelled.
- 1.14 The tenderers are required to quote properly the basic price and all other charges. Prices have to be quoted in Indian Currency only.
- 1.15 The Tender should be submitted along with refundable **Earnest Money** of Rs.25,000/- in the form of Demand Draft/Banker's cheque in favour of "Competition Commission of India (Competition Fund) A/c". Tenders not accompanied by Earnest Money or incomplete in any respect will be outrightly rejected.
- 1.16 The Tender (Technical Bid) must be submitted along with the copies of Manufacturers license or authority from the manufacturer, as the case may be.
- 1.17 **Evaluation of Bids**. Bids will be evaluated separately for each item.
- 1.18 CCI reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.19 The tenders will be opened on the date and time indicated in the presence of tenderers, if any, present on the occasion.
- 1.20 **No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection and installation/testing.**
- 1.21 All damaged or unapproved goods shall be returned at the Tenderer risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.22 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on CCI.
- 1.23 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, CCI reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, CCI will be at liberty to make purchases through other sources, and to forfeit the earnest money of the Tenderer.
- 1.24 Payment of bill will be made through NEFT/RTGS only after delivery and successful installation of each of the items, in tender.

1.25 Schedule for Invitation to Tender

- a) Tender should be dropped in the Tender Box at Competition Commission of India, 3rd Floor, H.T. House, Kasturba Gandhi Marg, New Delhi -110 001 and must be addressed to:

The Asstt. Director
Corporate Service Division
Competition Commission of India
3rd Floor, H.T. House
Kasturba Gandhi Marg
New Delhi – 110 001

- b) Last date and time for **Receipt** of Tender:

07th October 2015 at 1500 Hrs.

- c) Place, Date and Time of **Opening** of Technical bids:

Place : Competition Commission of India, 3rd Floor,
H.T. House, Kasturba Gandhi Marg
New Delhi – 110 001

Time & Date : **07th October 2015 at 1600 Hrs.**

SECTION – II

1. Procedure for submission of Bids

1.1 It is proposed to have a Two Bid System for this tender:-

- a) Technical Bid in one cover duly superscribed as 'Technical Bid for Supply of Laser Printers'
- b) Commercial bid in another cover duly superscribed as 'Commercial Bid for Supply of Laser Printers'

1.2 Both – Technical and Commercial bids, along with a separate third cover containing the Demand Draft/Banker's cheque for Earnest Money (superscribed as 'Earnest Money') should be put in a single sealed cover superscribed as "Tender for Supply of Laser Printers"

1.3 The cover thus prepared should also indicate clearly the name and address of the tenderer.

1.4 Clarification of Tender Document

A prospective tenderer requiring any clarification of the Tender Document may participate in the **pre-bid meeting** on **01st October, 2015 at 1500 hrs.** in CCI, 3rd Floor, HT House, KG Marg, New Delhi-110 001.

1.5 Amendment of Tender Document

At any time prior to the last date for receipt of bids, CCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.

2. **Language of Bids** The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and CCI, shall be written in English language.

2.1 **Documents comprising the Bids.** The Bids prepared by the Tenderers shall comprise the following components:-

(a) Technical Bids. Technical Bids shall consist of the following:-

- (i) Technical Bid furnished as per the format for technical bid (Clause A of Section V)
- (ii) Technical literature for each product/service, covering full technical specifications.
- (iii) Copies of supporting documents for the information provided in Technical Bid.
- (iv) Undertaking as per Annexure - I

(b) Financial Bid. Financial Bid shall consist of Bid prices duly filled, signed and complete as per the format (Clause B of Section V)

SECTION – III

Item	Qty. (Approximate)
(A) Laser Printer	10 Nos.

Broad Technical Specifications	
Resolution	1200 x 1200 dpi
Paper Handling	Auto Duplexing
Speed	28 ppm
Networking	Ethernet/LAN Port

Item	Qty. (Approximate)
(B) Laser Printer (Heavy Duty)	02 Nos.

Broad Technical Specifications	
Resolution	Minimum 1200 x 1200 dpi
Paper Handling	Auto Duplexing
Speed	60 ppm or more
Processor Speed	800 MHz
Connectivity	High Speed USB 2.0 Ethernet Wireless Capability

SECTION - IV

GENERAL TERMS AND CONDITIONS

1. The tenderer firm should have the following **qualifications** for bidding:
 - a. Shall be registered in India
 - b. Shall have OEM presence in India or channel partners /service providers, authorized distributors / dealers / resellers
 - c. Shall have sufficient experience and expertise in the relevant field
 - d. Shall have annual turnover of 01 crore during the past 3 years. Shall have experience of supplying orders to the quantum of at least 100 Laser Printers to Govt. Deptt./ PSU etc. during the last 3 years (copies certificates of successful completion of orders in this regard to be enclosed).
 - e. Shall have PAN/TAN number, Sales tax registration, VAT registration
 - f. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or any other organization.
2. **Delivery Schedule**: The Firm shall be able to deliver the required items within a period of 15 (fifteen) days of placing the order. The Firm shall adhere to all seriousness to the time schedule provided by the CCI. Delivery/Installation is to be done at CCI, New Delhi.
3. **Warranty**: All the products must carry On Site Comprehensive Warranty Support of Three Years.
4. **Quality**: The product asked for should be of very high standard and of reputed company with authorized service provider in Delhi.
5. **Liquidated Damages** : The Firm shall be liable to indemnify CCI, in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums, etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays, etc. in the execution of the various jobs and the services provided.
6. **Responsiveness**: The Firm should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
7. **Payment**: There is no provision for making advance payment to the Firm. Payment will be made after receipt of the items in good condition, satisfactory inspection and successful installation.
8. **Purchase Order**: The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order. The quantity shown is tentative and may increase or decrease.
9. **Jurisdiction**: The jurisdiction in case any dispute arises in transacting the tender document will be at Delhi.

SECTION – V

A. PROFORMA FOR TECHNICAL BID

Description	Information
1 Name of the Firm & Owner: (With Address, Tel./Mob. Nos.)	
2 Whether Manufacturer or Authorized Dealer or Distributor (Certificate to be attached)	
4 Website of Tenderer Firm, if any	
5 Month/Year of Establishment	
6 PAN/Sales Tax/VAT Regd. Nos. (along with copies of certificate of registration)	
7 Brand being offered/OEM	
8 Whether product(s) offered by the bidder are exactly as per the configuration of CCI	
9 No. of Service Centres in Delhi	
10 Details of Earnest Money	
11 Validity of Tender	
12 Delivery Schedule	
13 Whether the Tenderer has read all the terms and conditions listed in the tender document and agrees to abide by each and every term and condition listed therein.	
14 Whether Warranty as per the desired specification	
15 Copies of supply orders for Laser Printers executed for Govt/PSUs during last three years (2014-15, 2013-14, 2012-13)	
16 Annual Turnover for the last three Years (2014-15, 2013-14, 2012-13)	
17. Other Details, if any	

Date: _____

Seal

Signature of Authorized Signatory

B. PROFORMA FOR FINANCIAL BID

Sr.No.	Item	Price Per Unit (₹)
1.	<p><u>Laser Printer</u> Brand Name _____</p> <p>Resolution - 1200 x 1200 dpi Paper Handling - Auto Duplexing Speed - 28 ppm Networking - Ethernet/LAN Port</p> <p>VAT @ ____%</p> <p>Total _____</p>	<p>_____</p> <p>_____</p>
2.	<p><u>Laser Printer (Heavy Duty)</u> Brand Name _____</p> <p>Resolution - Minimum 1200 x 1200 dpi Paper Handling - Auto Duplexing Speed - 60 ppm or more Processor Speed - 800 MHz Connectivity - High Speed USB 2.0 Ethernet Wireless Capability</p> <p>VAT @ ____%</p> <p>Total _____</p>	<p>_____</p> <p>_____</p>

Date: _____

Seal

Signature of Authorized Signatory

ANNEXURE - I

UNDERTAKING

I/We undertake that _____ (*name of the company*) has not
been blacklisted by any Govt. Deptt / PSU.

Date : _____

Place : _____

Signature of the authorized
Signatory of the firm/
Company/Organization
Official stamp/ seal.

Place: