

CHHATISGARH STATE POWER GENERATION CO. LTD.

(A Govt. of Chhattisgarh Undertaking)

CIN: U40108CT2003SGC015821

Part- II

TENDER SPECIFICATION

- A. TENDER SPECN. NO. :- 03-09/T-04/ dtd**
- B. DESCRIPTION :- Tender for supply of 01 No. photocopier machine with buyback of old machine.**
- C. TENDER FEES :- Rs 236 /- (including GST) downloaded from website. (non-refundable)**
- D. E.M.D. :- Rs. 1,100/- (Rs. Eleven Hundred Only). (Refundable)**
- E. LAST DATE & TIME: - 05.09.2020 UPTO 11:00 Hrs
OF SUBMISSION OF
TENDER DOCUMENT**
- F. DUE DATE & TIME :- The tender shall be opened at 11:30 Hrs. on
OF OPENING OF TENDER 05.09.2020 in the presence of tenderers,
Or their authorized representatives who may
be present.**

ISSUED TO :- M/s
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**EXECUTIVE DIRECTOR (C&RA)
CSPGCL, RAIPUR**

Sub: Tender for supply of 01 No. photocopier machine with buyback.

Dear Sir,

Sealed offers super scribing tender number and Date of opening on envelope are invited from authorized dealers/suppliers registered under GST, for supply and installation of 01 No. **photocopier machine** of as per the details given below:-

- I. Procurement of photocopier machine with buyback of old machine (Xerox WorkCenter 5020/DN) installed at O/o Executive Director (C&RA) CSPGCL: Raipur.
- II. Each page of the offer must be signed by the tenderer mentioning name with seal of the firm.

S.No	Minimum Specification	Qty
•	Photocopier machine with portable stand (As per technical specification schedule).	01 Nos.

- III. The offers can be submitted till 05/09/2020 up to 11.00 Hrs. at this office and the same shall be opened at 11:30hrs on 05/09/2020 in presence of bidders or their authorized representative who may be present. Any delay or late receipt of offers whether depositing the same by hand or by post shall not be considered.

Terms and conditions of this tender is given as below:-

1. **Scope of Work:** The firm has to supply the above-mentioned items to this office in one package with necessary fittings and accessory to make the system functional with satisfactory performance.
2. **Earnest money Deposit (EMD):**
 - (i) The earnest money deposit against the tender is Rs 1,100/- (Rs Eleven hundred only).
 - (ii) The earnest money to be deposit should only be in the form of crossed MICR/Demand draft/pay order drawn in favor of the **Assistant Manager (CAU) CSPGCL, Raipur**. No offer will be accepted without Earnest money deposit , unless exempted by CSPGCL. If on opening of tender, it is revealed that EMD amount is inadequate/discrepancy is noticed then remaining parts of the tender shall not be opened.



3. **SUBMISSION OF BIDS :**

- (i) The tender shall be submitted into 03 parts. **The Part-I shall contain "Tender Fees" & "EMD" in the form of separate Demand draft, part-II shall contain "Commercial and technical bid"**. Any deviation either in respect of commercial or technical specification shall be clearly brought. The part-III shall contain 'price bid'.
- (ii) It shall be duty of tenderer to ensure to categorically mention that the terms and conditions laid in the specification are acceptable to him , even if, he has no comments against any of the particular terms and conditions stipulated by CSPGCL, falling which, it shall be presumed that term and conditions are acceptable to his as specified.
- (iii) The tenderer shall also ensure that price/rates are given strictly in accordance with the profarma and the information sought is furnished as per terms and conditions of the tender.
- (iv) The tender shall contain the name, residence and place of business of person or persons submitting the tender.
- (v) All the three parts shall be submitted in three separate sealed envelopes with each envelope properly super scribed as Part-I, "EMD" Part-II "Commercial Bid and Technical Bid" and Part-III "Price Bid".
- (vi) All three envelops duly sealed are to be kept in one envelope. Each envelope shall be super scribed with the name of office for which the tender is submitted and name of the tenderer. In addition tender specification No., Name of Supply and Due date of Opening should also be super scribed on all envelops. In case of any irregularities found during opening of the main envelope, the offer is liable to be rejected. The Complete bid as above shall be submitted by the tenderer latest by the closing time and date as notified.

4. **Evaluation of the offers:** The Lowest bidder shall be evaluated by reducing the buyback price of old photocopier from offered price of new photocopier machine.

5. **Rate:** The firm has to quote a rate for the material to be supplied and exchange of old photocopier machine separately with rebate (if any). The rate quoted by the firm should be FOR destination basis indicating GST separately. The rates should be valid for three months.

6. **Payment terms:** 100% payment will be released normally within 45 days from Assistant Manager (CAU) CSPGCL, Dangania, Raipur after:

- a) Delivery and installation of materials in good & working condition.
- b) Receipt of bills in triplicate

No interest on overdue payment shall be made to the supplier under any circumstances.

7. **Delivery of material and installation/commissioning:-** The material should be supplied within **30** days from the date of receipt of order and must be installed /commissioned immediately.
8. **PACKING:** - The ordered materials shall be packed according to standard packing conditions. In case of any loss/damage being found while taking delivery of the consignment due to non standard packing made by the firm; such losses will have to be borne by the firm.
9. **Penalty:** In case of delay in execution, penalty @ $\frac{1}{2}$ % per week or part thereof subject to maximum of 10% of the order value will be imposed.
10. **Consignee:** E.E. (C & RA) O/o the Chief Engineer (C & RA) CSPGCL Raipur will be the consignee of the material.
11. **Taxes:** - CSPGCL is registered with GST having GST no 22AADCC5772F1ZW.
12. **Warranty:-** All the supplied equipment's should be warranted for 12 months from the date of installation / commissioning.
13. **Security deposit:-** The successful firm have to deposit a security amount 10% of order value in the form of demand draft favoring Assistant Manager (CAU) CSPGCL, Raipur. Security shall be returned after satisfactory performance for one year. No interest shall be paid by the CSPGCL on security deposit furnished by the supplier.
14. **JURISDICTION:-** Any dispute or differences, arising under, out of or in connection with this order shall be subject to exclusive jurisdiction of competent court of "RAIPUR Chhattisgarh" only.



**EXECUTIVE DIRECTOR (C & RA)
CSPGCL: RAIPUR**

Tenderer Details

1	Firms Name :-	
2	Name of firms proprietor :-	
3	Postal Address :-	
4	Mobile No. :-	
5	PAN No. :-	
6	GST No. :-	
7	Bank A/c No. :-	
8	Bank IFSC code :-	
9	E-Mail ID :-	
10	CSPGCL SAP Vendor No.(If any) :-	

Signature of Bidder

Address.....

.....

Mobile No.....

Technical specification schedule

(To be filled by Bidder)

Sr. No	Minimum Technical specification	Specification of the offered photocopier must be filled in by tenderer.
		Make:
		Model number:
	Photocopier machine with portable stand.	
1	General –specification	
a	Speed(Copy/Print) : 30ppm(A4) & 15ppm(A3).	
b	Memory : 2.0 GB RAM	
c	HDD capacity : 320 GB	
d	Processor : 1.0 Ghz or more.	
e	Toner capacity : 18000 pages(A4)	
f	Paper size A3,B3,A4,B5,Legal	
g	Print cartridge capacity: 5,00,000 print(Black)	
h	No. of input tray/cassette : 2 no. and one bypass tray	
i	Input tray capacity: 450 Sheets	
2	Print – Specification	
a	Automatic Duplex printing	
b	Resolution : 1200x1200 dpi	
c	OS compatibility : Windows 7/8.1/10	
d	Interface: Ethernet 10/100Base T, print from USB	
e	First print out time : 5.0 sec or less	
3	Copy – Specification	
a	Resolution : 600x600 dpi	
b	Multiple copies : upto 999 copies	
c	Magnification : 25% to 400%	
d	First copy out time : 4.5 sec or less.	
4	Scan – specification	
a	Duplex (color/ black & white) scanning with automatic document feeder.	
b	Resolution : 600x600 dpi	
c	Input Paper size : A4 & A3	
d	Scanned file Format : PDF(single and multipage) / JPEG /TIFE(single and multipage) Destination : network folder , USB.	

Note: 1.Product catalogue must be enclosed with the offer.

2. In the above table, tenderer must clearly specify about eligibility of machine against required specification. Missing/Blank information may lead to disqualification of bid.

Yours sincerely

(Authorized Signature)

Part III

Price Bid

(To be submitted in separate envelope)

To,

The Executive Director (C & RA),
Chhattisgarh State Power Generation Company Ltd.,
Shed No. 06, Vidhyut Sewa Bhavan Campus,
Danganiya, Raipur(C.G.) – 492013.

Sir,

We, the undersigned, offer to supply & installation of **One photocopier machine with buy-back for O/o E.D. (C&RA) CSPGCL Raipur** for the scope of Supply in accordance with your Tender no. 03-09/..... dtd. and terms & conditions mentioned therein. Our best Price for the tender is as under.

Sl. No	Description	Make	Model	Unit Price (Rs)	CGST (Rs)	SGST (Rs)	Total price (Rs.)
1	Supply of new photocopier machine with portable stand (As per specification schedule)						
2	Buy-back (old photocopier machine - Xerox WorkCenter 5020/DN)	Xerox	Work Center 5020/DN				

Yours sincerely

(Authorized Signature)


Office of the Executive Director(C&RA) CSPGCL, Shed No. 06, Dangania, Raipur– Pin 492013
Phone : 0771-2574097; Fax : 0771-2574806; web site : www.cspc.co.in, CIN No. U40108CT2003SGC015821

