

NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbhada Road, Bhopal, 462044 (MP)
Tel- EPABX – 0755- 2432500, Fax- 2696904

NJA/Adm/Pro/OE/

Date : September 06, 2010

Requirement of Photocopier

Sealed quotations are invited from equipment manufacturer/ authorized agencies of the OEM for supply of two Digital photocopier machines with printer (size A3) with buyback option.

Interested party may submit their offer addressed to Registrar, National Judicial Academy in the prescribed format latest by 12:30 hours on or before 17th September, 2010. Further details can be obtained from the office of Registrar (Adm) or from web site www.nja.gov.in.

Registrar

Profile of Organisation

- 1. Name of Firm / Organization : _____
- 2. Status of the Firm / Organization (support the documents) : Proprietary / Partnership/Company/ Government/ Joint Venture / Other (specify) _____
- 3. Registration/ License no. of the firm/or organization : _____
- 4. Postal Address : _____

- 5. Telephone No.(s) : _____
- 6. Fax No. : _____
- E -mail : _____
- 7. Web site : _____
- 8. Year of Establishment : _____
- 9. Activities/ Services Offered : _____
- 10. Name of the Principal/ Head of Organization : _____
- 11. PAN : _____
- 12. TIN : _____
- 13. Service Tax Registration details : _____

Date :

Place :

Signature of Authorized Signatory
Seal



National Judicial Academy

1. Terms and Conditions:

- 1.1 There will not be any sort of advance payment for the supply. Payment will be made only after satisfactory supply of material and certification by Academy.
- 1.2 Rates should be inclusive of all charges on door delivery basis and tax component, if any, shall be shown separately in the final bill for payment.
- 1.3 Supply Order in support of carrying out similar types of supplies to the Central Govt./ State Govt./ Autonomous bodies/ Semi-Govt./ Corpn. alongwith work completion report, if any may also be enclosed with the offer.
- 1.4 The supplier must mention the warranty or guarantee period provided by the manufacturer.
- 1.5 No extra charges on account of transportation or labour charges is admissible.
- 1.6 The bidder should quote the rate for three old machines available in the office under buyback scheme on "as is where is basis".
- 1.7 The bidder is advised the inspect the machine at his own cost before offering rate.

2. Cost of Application:

- 2.1 An amount of Rs. 250/- (Non refundable) in the form of Account payee Demand Draft/Banker's Cheque from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal to be enclose along with the offer. The same can also be deposited in cash in the office against receipt during working hours.

3. Earnest Money Deposit:

- 3.1 An amount of Rs. 2,000/- in the form of Account payee Demand Draft/Banker's Cheque or Fixed Deposit Receipt from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal. The EMD should be valid for minimum period of 90 days.
- 3.2 The EMD of unsuccessful bidder will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 3.3 The EMD of successful bidder will be discharged after satisfactory supply of the machine.

4. Performance Security

- 4.1 With in one week of issue of letter of acceptance, the successful contractor shall deliver to the Academy a performance security in any of the forms given below for an amount equivalent to 10% of value of work awarded.
- 4.2 In the form of Bank Guarantee of any commercial Bank or
In the form of account payee Demand Draft or FDR from any commercial Bank in favour of National Judicial Academy (FDR in joint form is not acceptable).

- 4.3 Failure of the successful bidder to comply with the requirements of above (1) & (2) shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the security deposit.
- 4.4 The performance guaranty will be released within 30 days after completion of warranty period.

5. Payment

- 5.1 Payment will be made by the Academy after satisfactory supply and installation of machine and after deduction of TDS, VAT and other statutory levies if any.
- 5.2 No advance payment is permissible for the work.

6. Bid Validity

- 6.1 The Bid shall remain valid for the period not less than 90 days after the last date of bid submission.

7. Item Description

- 7.1 Minimum requirement : Minimum copying speed (cpm):15/15, Paper size (Original/Image): A3/A3, RAM (MB): 16, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Simplex, Networking features: Yes.
- 7.2 The complete offer in a one envelope containing two separate sealed envelope, one consists of EMD, application fee and Technical specification of machine offered along with tender document and other relevant papers marked as envelope 'A' and the other one consists of the Financial offer (Bill of quantity) marked as 'B' addressed to Registrar, National Judicial Academy, P.O. Suraj Nagar, Bhadbhada Road, Bhopal – 462044 (MP) must be delivered to Academy latest by 12:30 hrs on 17th September, 2010 and will be opened on the same day at 13:00 hrs in presence of the bidders or their representative who wish to attend.
- 7.3 The financial bid of only those bidder whose technical offer found to responsive will be open.

8. Other term & conditions

- 8.1 Performance security will be refunded by the Academy after completion of warranty period.
- 8.2 Bidder should submit a copy of valid authorization certificate issued by OEM along with the bid document.
- 8.3 Bid without valid application fee, EMD and not fulfilling the eligibility criteria will be rejected.
- 8.4 The employer reserve the right to accept the offer with or without buyback offer from a single agency or from different agencies.
- 8.5 The employer has the right to reject any or all offers without assigning any reason.

Signature of contractor
seal

Item Description (Model) _____ Make _____

Specification of the Machine	
Copy Speed (in CPM)	
Print Speed (in PPM)	
Memory (in MB)	
Paper Size	
Networking Features	Yes/No _____
Scanner	Yes/No _____
Magnification (Zoom in %)	
Bypass Tray Capacity	
Category	Simplex/Duplex _____
Drum Yield (In A4 Sheets)	
Current Drum Cost	
Toner Yield (In A4 Sheets)	
Current Toner Cost	
Additional features, if any	
Warranty period	



Schedule of Requirement (Bill of Quantities)

Name of Work: **Supply and installation of Digital Copier with Printer (Size-A3).**

NJA/Adm/Pro/OE/

Date : September 06, 2010

Name of Contractor : _____

Address : _____

(A). Name of the Model

Make

No.	Item Description	Required Qty.	Commercial Rate			DGS&D Rate		
			Per Unit (Rs.)	Amount (Rs. In figure)	Amount (Rs. In words)	Per Unit (Rs.)	Amount (Rs. In figure)	Amount (Rs. In words)
1.	Minimum copying speed(cpm):15/15, Paper size (Original/ Image): A3/A3, RAM (MB) : 16, Bye Pass : 50 Sheet, Zoom: 50 to 200%, Category: Simplex, Networking features: Yes	2						

(B). Offer for buyback of old machine on "as is where is basis".

No.	Machine Make	No. of Machine	Unit Rate (Rs.)
1	Konica K3231	1	
2	Sharp SF2030	1	
3	Xerox XD155df	1	

(C). Comprehensive AMC charges (all inclusive except toner charges) per unit :

Note:

1. The rate quoted should be inclusive of all charges, including Taxes, if payable.
2. Conditions, if any, may be mentioned separately.
3. The AMC charges should be valid for at least two years after expiry of warranty period.
4. Offer determined to be valid will be checked by the Employer for any arithmetic errors. Error will be corrected by the Employer as follows: a) where there is a discrepancy between the rates in figures and in words, the rate in words will govern;
5. DGS&D rate, if available, may also be quoted separately.
6. Rate quoted should be for the complete unit of machine with specification.
7. Rate for accessories, if any, may also be quoted separately.

Signature of Contractor
Seal

Signature of Contractor