



**KERALA STATE CENTRE FOR ADVANCED PRINTING AND TRAINING (C-apt) Head
Office Complex, Vattiyoorkavu, Thiruvananthapuram
Phone: 0471 – 2365685, 2365678, 2365415
www.captkerala.com email: mail@captkerala.com**

No. Capt/1304/2024-M1(MTL)

Dated, Thiruvananthapuram 27.09.2024

NOTICE INVITING TENDER**e-Tender No: 110/24-25/MTL**

Kerala State Centre for Advanced Printing & Training, an autonomous organization under the Govt. of Kerala, (herein as referred as C-apt) invites e-tenders in 2 Cover Bid System from reputed manufacturers / authorized dealers for the supply and installation of one number of a Colour Multi function Laser Printer as per the schedule of requirements and the terms and conditions mentioned below.

Sl. No.	Name of Item	Quantity	Unit
1	Colour Multi function Laser Printer	1	Nos

Tender No. 110/24-25/MTL

- Supply & Installation of Colour Multi function Laser Printer

Specification

- Annexed herewith

Tender fee and EMD Amount

- ₹1,000/- and ₹ 6,500/-

Due Date & Time of tender / bid submission (online) -

05.10.2024 **upto 11.00 AM**

Date & Time of tender / bid opening (online) -

07.10.2024 @ 11.30 AM

Specifications

Type	-	Colour Multi function Laser Printer
Memory Capacity	-	4 GB (Minimum)
Storage Device Capacity	-	128 GB (Minimum)
Printing Resolution	-	1200 X 1200 dpi (Minimum)
Print per minute	-	50 PPM (Minimum)
Paper size	-	320 X 450 mm (SRA 3)
Paper Weight	-	52 to 300 gsm (Minimum)
Tray Capacity	-	500 sheets Tray (Minimum 2 nos. of Tray)
Auto Document Feeder	-	100 sheets (Minimum)
Warranty	-	One year (Minimum)

Terms & Conditions:-

1. *All tenders/bid shall be accepted only through online mode (<https://etenders.kerala.gov.in>) and no manual submission of the same shall be entertained.*
2. The machine offered must be standard, branded & proven product and already available in the market.
3. Manufacturing Firms / Authorized dealers are eligible to participate in the tender.
4. Service Centre in Kerala is essential for prompt after sales service.
5. Installation and trial run should be carried out at the supplier's risk.
6. The guarantee period of the machine should be normally minimum of one year.
7. AMC rates for a minimum period of Five years on the elapse of guarantee period should be mentioned in the tender separately.
8. Catalogues/Operation manuals along with all technical details of the machine should be produced along with the tender.
9. Pre-installation requirements including the required foundation if any should be intimated in advance.
10. Supervisor/Operators as decided by the Department should be trained free of cost by the firm to their satisfaction.
11. The manufacturing firm should have preferably ISO Certificates.
12. Demonstration of the machine should be arranged by the manufacturer / Authorized dealer at their own cost. The performance of the machine will be evaluated by Tender Evaluation Committee of the Centre and decision of the committee will be final and binding. The duly authorized certificate from the manufacturer should be appended along with the tenders if the firm is an authorized dealer.
13. The tenderer should produce documentary evidence in proof of the following
 - a) List of Government supplies made by them
 - b) Copy of purchase orders from State or Central Government organization
 - c) Performance Certificate from reputed customers
14. The price quoted should be for F O R Trivandrum basis, inclusive of Packing, forwarding, freight & insurance and all other charges
15. **The quoted rate should be inclusive of all taxes and levies. The rate of consumables from the date of supply of machine should be quoted separately.**

16. Rate should be quoted for free delivery including unloading charges at C-apt, Head Office Complex, Vattiyoorkkavu, Thiruvananthapuram
17. The tenders/bid shall be opened online at C-apt, Head Office Complex, Vattiyoorkkavu, Thiruvananthapuram on the prescribed date and time.
18. Tenders/bid must be quoted in English Language only.
19. The rate quoted must be both in figures and words and it must be firm for the supply period.
20. On line tenders/bids are to be accompanied with a preliminary agreement executed on a Kerala Stamp Paper worth Rs. 200/-. The scanned copy of the preliminary agreement duly signed by the contractor shall be submitted online and subsequently the original in a separate cover by registered post/speed post or physically reach in this office on or before the date and time of opening of the tender/bid. Tender/bids received online without scanned copy of the preliminary agreement and subsequently the original in a separate cover by registered post/speed post or physically will not be considered and shall be summarily rejected.
21. All rules and regulations of the Tender/bid shall be in accordance with the Store Purchase Manual of the Govt. of Kerala.
22. The supplier shall also undertake that the Company have never been black listed by any Govt/Quasi Government firm in India and no case is pending at present against the firm. This should also be made clear in the tender as a preliminary undertaking. (As per the format enclosed).
23. 100% of payment will be made on submission of invoices (GST Bill) after the supply and installation of machine.
24. The delivery period of the machine should be specifically mentioned in the tender and it should be strictly adhered. Installation and trial run should be carried at Capt at supplier's risk.
25. The selected firm has to execute a final agreement in Kerala Stamp Paper worth 0.10 % of the contract value and deposit an amount @ 5% of the value of the machine as performance guarantee by DD/Bank Guarantee in favour of Managing Director, Kerala State Centre for Advanced Printing and Training (C-apt).
26. The price quoted should be firm for a period of 6 months. The quoted price should be inclusive of all livable taxes and excise duty. No condition or separate discount shall be mentioned or admitted while quoting the rate. The rate should be firm, unconditional and not subject to any ambiguous interpretation.
27. Safety systems incorporated should be explained in the offer in the column provided in the technical bid and the machine should be sturdy and should comply with the Indian Electrical Standards.
28. The manufacturer of the machine with equivalent or added specifications can participate in the tender. The supplier should be able to render service at the requirement of the Centre and firms having Service Centres of the above nature will be entertained.
29. During the erection/commissioning or performance during warrantee period, if the machine supplied is found defective, improper or not as per the specification or of inferior quality or is not otherwise in accordance with the contract, then C-apt shall intimate this fact in writing to the supplier for rectification/replacement of such defective machine at their own cost to the entire satisfaction of the Purchaser/Centre. In the event of their failure to do so as above, C-apt reserves the right to carry out such repair works at the risk and cost of defaulted supplier.
30. All the disputes arising out of or any way connected with this tender/order/contract shall be deemed to have arisen in Thiruvananthapuram and within the jurisdiction of Courts in Thiruvananthapuram Districts which court shall determine such disputes.

31. The Centre reserves the right to accept or reject any bid in whole or any part without assigning any reason thereof. Any revision in price/terms and conditions of the tender submitted after opening of the tenders shall not be accepted by the Centre.
32. The specifications are indicative of the nature of the requirement of the centre. The centre reserves the right to accept or reject any technical specification subject to the recommendation of the Tender Evaluation Committee.
33. TENDERS NOT SUBMITTED STRICTLY IN ACCORDANCE WITH TERMS & CONDITIONS MENTIONED HEREIN ABOVE ARE LIABLE TO BE REJECTED. TELEX/FAX QUOTATIONS SHALL NOT BE CONSIDERED.
34. Any clarification in respect of the tender can be had during the working hours of Head Office Complex of C-apt.
35. The Centre will have the discretionary power to purchase the machineries at the choice of the Centre. In this connection, the decision of the Tender Evaluation Committee constituted by the Committee shall be final and binding on the participating bidders in all aspects.
36. The e-Bid should consist of:
 - a. Preliminary Agreement in ₹ 200/- Kerala Stamp paper.
 - b. Copy of NIT with sign and seal of the organization.
 - c. Price Bid of the Machine in Indian Rupees.
 - d. Affidavit in ₹ 200/- Kerala Stamp Paper.
 - e. Signed Compliance Statement
37. All the terms and conditions shall be binding as per the tender documents unless otherwise specifically agreed to.

SD/-
Managing Director
Tender Inviting Authority

General Tender Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for the **supply and installation of one number of Colour Multi function Laser Printer**. The tender is invited in **Two Cover Bid System** from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 – 2336006, 2332262 - through email: etendershelp@kerala.gov.in for assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iii. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- v. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C) Documents Comprising Bid:

(i). The First Stage (Pre-Qualification or Technical Cover based on 2 covers tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

The Technical Bid Cover shall contain:

1. Compliance Statement
2. Preliminary agreement (In Rs 200/- Kerala Stamp Paper)
3. Copy of NIT with signature and seal
4. a) Name and address of the Customer where the specified machines are installed in Kerala and India
b) List of Service Centres in Kerala with Address

- c) List of Government supplies made by them.
- 5. Copy of:
 - a) purchase orders from State or Central Government organization
 - b) Performance Certificate from reputed customers should be attached.
- 6. a) Profile about the Company and the offered machine in brief
 - b) Affidavit (In Rs 200/- Kerala Stamp Paper)
- 7. a) Catalogues/Operation manuals along with all technical details

(ii). The Second Stage (Financial Cover as per tender cover system):

The Bidder shall complete the Price bid as per format given for download along with this tender.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

D) Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of ₹ 1,000/- and Earnest Money Deposit or Bid Security of ₹6,500/- The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of India (SBI) Internet Banking:** If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT)** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT payment should be done according to following guidelines:

- i. **Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- ii. **Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.

Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.
- iii. **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.
- iv. **Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- v. **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- vi. **One Remittance Form per Bidder and per Bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

C). SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

Further details, if any, can be had from the office of the undersigned during office time.

SD/-
Managing Director
Tender Inviting Authority