

**ZillaParishad
South Andaman
A & N Islands
Port Blair

No. 3-1/IT/ZPSA/2017/ 409 Port Blair, dated

11th May, 2017

Short Tender Notice

Sealed quotations are invited from bonafide and authorized dealers / distributors of LaserJet Printers for supply of following items in the O/o ZillaParishad, South Andaman, Port Blair. The Proforma for submitting the quotation is as detailed below:-

S N	Item Specifications	Quantity Required	To be quoted by the Bidder				
			Name of OEM/ Brand with Model No.	Unit Price in INR	Quantity	Taxes, if any (pls specify all individ ual taxes)	Total Amount
1	<u>Laserjet Printer</u> (Print Resolution: 600 x 600 dpi, Print Speed: Up to 18 ppm (mono) or above, Print Cartridge: LaserJet Print Cartridge, Print Technology: Laserjet, Connectivity: Hi-speed USB 2.0, Supported Media Types: Paper, envelopes, labels, cardstock, transparencies, postcards)	04 Nos.					

Signature of Bidders with Seal

Terms and Conditions

1. Bidders/Firms/Companies should have outlet/offices in A & N Islands and should submit their bids on their letter head giving details of Telephone No./Address/Fax No./E-mail address in sealed envelope superscribing "Tender for supply of of LaserJet Printers" along with NIT No. and date and Due date of opening.
2. The tender should be addressed to the ZillaParishad, South Andaman, Port Blair - 744101 and should reach this office latest by **03.00 pm on 23/05/2017**. The tenders received after the due date and time of submission will be summarily rejected. The O/o ZillaParishad, South Andaman, Port Blair will not be responsible for any postal delay.

3. The Bidder should submit the valid authorization certificate of dealership/distributor from the OEM for the quoted items respectively. In event of non-submission of authorization certificate the tenderers quote for the items in respective section shall not be considered. **The Terms & Conditions mentioned in the Tender must be signed, stamped and shall be submitted along with the offer by the tenderers as a mark of complete acceptance of tender, thereof.**

4. The item/store should be under warranty period for a period of one year or the guarantee period extended by OEM whichever is later. The warranty/guarantee period will be counted from the date of delivery of the items to the site and not from the date of issue of Supply Order.

5. The Bid must be accompanied with the EMD to a sum of Rs 5,000/- (Rupees Five Thousand only) in the form of account payee Demand Draft/Fixed Deposit Receipt, Banker's Cheque/ Bank Guarantee from any of the Commercial/ Nationalised banks drawn in favour of the Chief Executive Officer, ZillaParishad, South Andaman, Port Blair. The EMD shall remain valid for a period of 180 days beyond the date of opening of bid. However, in case the evaluation is not completed within the expected timeframe, bidder shall extend the validity period of the EMD as and when sought by the O/o ZillaParishad, South Andaman, Port Blair. **Bid submitted without EMD shall be rejected and not considered for evaluation.**

Note:- The firms/companies who are registered with the Central Purchase Organization, National Small Industries Corporation or the concerned Ministry or Department shall be exempted from submitting the EMD/Bid Security. However, for claiming the exemption, they shall submit the relevant documents issued by the Competent Authority in their favour.

6. The rate quoted by the bidders should be inclusive of all charges including taxes and delivery charges. The validity of the bid should be for 180 days from the date of opening of the bid.
7. The Bids of the bidders will be opened by the *Purchase Committee* of O/o ZillaParishad, South Andaman, Port Blair at the Chamber of Chief Accounts Officer, ZillaParishad, S/Andaman on **23/05/2017 at 03.30 pm**, in presence of tenderers/ representative of bidders, if any.
8. The *Purchase Committee* of O/o ZillaParishad, South Andaman reserves the right to sought any clarifications from the bidders on the bids during the evaluation of bids.
9. The evaluation of the tender will be on the basis of price and documents (including Eligibility Criteria documents) submitted by the bidder. The L1 bidder fulfilling all the eligibility criteria and other terms and conditions specified in tender shall be declared as successful bidder(s) and Supply Order shall be issued to the successful bidder(s).
10. The EMDs of the unsuccessful bidders shall be returned promptly after issue of supply Order to the successful bidder(s).
11. The rates quoted by the successful bidder(s) and accepted by the Competent Authority of ZillaParishad, South Andaman shall remain valid for period of one year from the date of issue of Supply Order to the successful bidder (s) by the O/o ZillaParishad, South Andaman. However, ZillaParishad, South Andaman reserves the right to extend the validity for a further period of three months as per the same terms and conditions of the tender.
12. A separate/ combine supply order will be issued for supply of item(s) on as and when required basis. The Successful Bidder(s) shall supply the items within a period of seven (07) days from the date of issue of supply order. No extension will be allowed in normal course. However, the ZillaParishad, South Andaman would extend the validity of supply order taking into account the clauses of Force Majeure.
13. The supply is to be made at O/o ZillaParishad, South Andaman and after successful inspection, bidder shall install the items at ZillaParishad, South Andaman. The

- Zilla Parishad, South Andaman does not guarantee or undertake to issue supply order for any minimum quantity of items during the currency of tender.
14. Any item found to be substandard or those not matching with the specifications, make/brand etc. quoted by the bidder, shall be rejected. The inspection of the material will be carried out in the Zilla Parishad, South Andaman and not at the factory site/firm.
 15. The Successful Bidder(s) shall be bound to replace the substandard/ faulty items found during inspection/ warranty period at his own cost, risk and responsibility within 07 (seven) days. Failure of successful bidder to replace the items within the seven (07) days from the date of notice for replacement of substandard/ faulty item will be considered as default on the part of bidder and action as deemed fit will be taken including forfeiture of EMD submitted by the bidder.
 16. All payment due to the supplier shall be made in INR by "Account Payee" cheque subject to the conditions that;
 - 16.1 All the items for which supply orders are issued and delivered at the desired site and are declared satisfactory by the Inspection officer.
 - 16.2 All recoveries due from the supplier for the supply of instant and past due if any shall be deducted in full from the bill without giving any notice.
 - 16.3 Only first and final bill payment will be done. No part payment or advance payment will be done against any supply order issued during the currency of the contract.
 17. The Chief Executive Officer, Zilla Parishad, S/Andaman, Port Blair reserves the right to accept or reject any or all the tender, without assigning any reasons thereof.
 18. The following shall amount to force majeure conditions:- Acts of GOD or act of any Government or War or Civil commotion or flood or cyclone or earthquake and epidemic or other similar causes over which the supplier has no control. The successful bidder(s) should immediately report to the Zilla Parishad, S/Andaman in writing the cause for delay, but the bidder shall not eligible for any compensation. The permissible delay will be decided by the Chief Executive Officer, Zilla Parishad, S/Andaman.
 19. All the dispute shall be referred for arbitration to a sole arbitrator as may be appointed for purpose by the Competent Authority of Andaman & Nicobar Islands. The decision of the arbitrator appointed under this clause shall be binding and conclusive.


Nodal Officer (IT)