



15.06.2018

**Tender for Supply of and Installation of Photocopier Machine cum
Network Printer – 1 No.**

Tender Ref No. KF-EDP-2018-19-002 dt. 15.06.2018

Kalakshetra Foundation, an institution of National Importance and an autonomous body under Ministry of Culture, Govt. of India invites bids for supply and installation of Photo copier cum Network Printer – 1 No. at Besant Theosophical Higher Secondary School as per specification given in the Annexure.

1.	Bid Ref. No.	KF-EDP-2018-19-002 dt. 15.06.2018
2.	Bid Item Description	Photo copier Machine cum Network Printer – 1 No. in exchange of old Kyocera KM 2035 Model Photo copier machine 1 No.
3.	Name and address of the Organization	THE DIRECTOR KALAKSHETRA FOUNDATION KALAKSHETRA ROAD TIRUVANMIYUR, CHENNAI 600041 TAMIL NADU, INDIA PH : 044-24524057, 24520836
4.	Contact Person details	S.Chittibabu EDP Programmer Cell : 9444466139 Phone : (044)-24524057, 24520836, 24521844 Email : edp@kalakshetra.in
5.	Bid Starting Date	15.06.2018 at 10.00 am
6.	Bid Closing Date	05.07.2018 at 05.00 pm
7.	Bid Opening Date	06.07.2018 at 03.30 pm
8.	Earnest Money Deposit (EMD)	Rs. 2000.00 (Rupees two thousands only)
9.	Bid validity in days	Sixty days from the date of bid.
10.	Mandatory Documents	Refer Terms and Conditions
11.	Place of Delivery & Installation	Same address given in S.No.2
12.	Delivery Time	Within 3 weeks from the date of PO.
13.	Retention Amount	5% of total value will be released after one year.
14.	Payment mode	95% payment within 20 days on completion of installation of the items by NEFT. No advance payment will be made.
15.	Mode of submission of bid	By Post / Courier / in person at the above address given in SI.No.2

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TERMS AND CONDITIONS

- a) The bid cover should be superscripted as “BID REF NO:- KF/EDP/2018-19/002 dated 15.06.2018”.
- b) All the pages of the bid should be duly signed, company seal of the bidder and serially numbered on submission, failing which the tender may not be considered as qualified bidder.
- c) Assembled or refurbished items are not allowed in bids and all items should be branded only.
- d) KF reserves the rights to accept and/or reject the bid without assigning any reason.
- e) Bids received after the deadline for the submission will not be considered.
- f) Bids received through Email / Fax, etc and open offers shall not be accepted. In case the specified date for the bid submission & bid opening of offers being declared as a holiday for KF, the bid-closing & bid opening deadline shall stand extended to the next working day up to the same time.
- g) Un-sealed bids received are liable to be rejected and this will be on sole risk of bidders.
- h) The bidders should be complete in all respects & incomplete bids are liable to be rejected.
- i) KF reserves the right to revise or amend the specifications and other condition prior to the date notified or opening of bid.
- j) In case of any dispute, decision of Management of KF shall be final and binding on both the parties.
- k) The supply and installation of the items shall be executed without any loss / damage to the KF properties.
- l) In quoting their rates, the bidders are advised to take into account all factors of any fluctuations in the market rates, etc. No claims will be entertained on this account after acceptance of the tender or during the contract period.
- m) If required KF, reserves the right to divide / split the orders between more than one technically qualified bidders.
- n) The bidder can inspect the old Kyocera KM 2036 at BTHS School on any working day between 10.00 am to 4.00 before applying for tender.
- o) In case the tenderer fails to submit any of the required documents as per tender document or found unsuitable to execute the tendered job shall not be considered and shall be rejected straight away without any further reference.
- p) Tender should be submitted in sealed cover along with the Earnest Money of INR 2,000/- (Rupees two thousands only). The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker’s cheque/BG from any of the schedule bank/ Nationalised Bank drawn in favour of KALAKSHETRA FOUNDATION payable at

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Chennai. In case of entities exempted from EMD, certificate may be furnished. EMD in any other form will not be accepted as valid EMD. EMD submitted by other bidders will be returned within 15 days after the award of contract. No interest will be paid on the Earnest Money deposited with the Kalakshetra Foundation. Earnest Money deposit in respect of the successful tenderer will be retained with the Kalakshetra Foundation until entire work as per terms and conditions of the tender is completed. If the successful tenderer fails to execute the order strictly as per the terms and conditions of the tender, EMD shall be forfeited forthwith after cancellation of the concerned order.

q) The bidder must provide the following.

- 1) Authorization letter from the manufacturer / dealer / sub-dealer / distributor.**
- 2) Company Profile and along with list of customers.**
- 3) PAN No.**
- 4) GST Regn. No.**
- 5) Bank details for NEFT Payment.**

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Annexure

S.No.	Item	Item Description	Qty	Price (incl.of GST)
1.	Photo Copier Cum Network Printer	Minimum specification : (a) A4 to A3 size photocopier machine cum Network Printer (b) Minimum Speed – 25 ppm (c) Automatic Duplex Unit (d) A4, A3 - Copy / Print / Scan (e) Reverse Automatic Document Feeder (f) Network Printing / Scan (g) Separate tray for A4 size (h) Trolley (i) Stabilizer (OR) equivalent Warranty : one year.	1 No. (One)	
2.	LESS: Buy back offer for old machine	Kyocera Photocopier Machine KM 2035 Model	1 No.	
3.		Net price (S.No. 1 – 2)		

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