



DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas)
Plot No. 2, OIDB Bhawan, Sector 73, Noida -201 301

INVITATION FOR BID

(Indigenous Limited Tender)

Directorate General of Hydrocarbons, Noida invites Sealed Competitive Bids (in duplicate) for **Fax Machines**, under Composite Bid System from the following prospective suppliers / manufacturers whose names are as mentioned under:

1. M/s. Genesis Office Solutions Pvt. Ltd., Noida
2. M/s. Kava office Equipment Pvt Ltd., Noida
3. M/s. Insat Equipment India Pvt Ltd, New Delhi
4. M/s. Libra Sales Enterprises, New Delhi
5. M/s. Kendriya Bhandar, Noida/New Delhi
6. M/s. NCCF, Noida/New Delhi

Captioned Limited tender will be issued to the above mentioned six firms and will be concurrently published on DGH website & GoI's CPP Portal for general information/download, along with the following Pre Qualification Criterion. Any other interested potential bidder(s) can bid for the tender along with requisite documentation and certificates either by downloading the tender documents from DGH Website/GoI's CPP Portal or by getting them issued from DGH by 25.01.2015.

PRE QUALIFICATION CRITERIA (PQC):

1.0 Bidder should be the OEM or its authorized dealer/ distributor/ resellers for the quoted reputed brands.

2.0 If the Bidder is an authorized dealer/distributors/reseller of Cannon or equivalent brand; bidder will be required to submit documentary evidence/certificate of authorization from OEM.

The PQC shall be applicable to all the bidders. Further, if any bidder wishes to quote an 'equivalent model' to Canon L170, a technical specification list has been incorporated in the tender which shall have to be strictly adhered to for a model to qualify as an 'equivalent model'.



DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas)
Plot No. 2, OIDB Bhawan, Sector 73, Noida -201 301

Phone No : (+91)-120-2472000 Tele Fax : (+91)-120-2472049	Office of : Director General (DGH) OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, NOIDA-201301
DGH/MM/IT/FAX-MACHINES/030/2015-16/ENQ-27	Due date of submission of Bids : 1400 Hrs on 01/02/2016. Opening of Bids : 1500 Hrs on 01.02.16

Date: 08/01/2016

To,

Sub: Procurement of Fax Machines for DGH, Noida

Dear Sir,

1. DGH invites you to submit your lowest bid for **Fax Machines (Canon L170 or equivalent brand** as per General Terms & Conditions vide **Annexure-I**, Technical Specifications enclosed vide appendix-A, Special Conditions enclosed vide **appendix -B** and price format as per **Annexure-II**, including all attachments thereto.
2. Please arrange to send your bid in a sealed envelope, super-scribed with the above mentioned Bid Document No. and Bid Closing Date so as to reach DGH's office at following address before the bid closing date and time. Any bid received after the closing date and time will not be considered.

HOD (MM)
OIDB Bhawan, Tower A, Plot No. 2,
Sector – 73, NOIDA-201301, INDIA

3. Delivery: Within **30 days** of Purchase Order.
4. Validity of Offer: Your bid should be valid for a period of **60** days.
5. Payment Terms: Payment will be made within 30 days of receipt of completed supply bills.
6. Bid Security : Not Applicable
7. Performance Security : Not Applicable

हाइड्रोकार्बन महानिदेशालय / Directorate General of Hydrocarbons

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DGH now looks forward to your active participation in the Bid.

Thanking you,

Yours faithfully,

Pranjal Pandey
Officer (MM)
Directorate General of Hydrocarbons

General Terms & Conditions

Transferability of Bid Documents:

The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.

2.0 Bid Price:

2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by DGH.

2.2 Prices should be quoted as per format mentioned in **Annexure-II** and should include all charges like basic price and freight, Insurance and as well as the installation charges, wherever applicable.

2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

2.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, DGH shall avail such discount at the time of placement of order.

3.0 Taxes & Duties:

3.1 Offer should be inclusive of all taxes & duties.

3.2 All taxes, duties and other levies for the services including installation/commissioning, Training etc. where applicable, shall be to the Bidder/Seller's account

4.0 Delivery :

Bids should be for "Door Delivery at DGH's office at Noida", with firm delivery period from the date of LoA. If delivery period is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery period indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of receipt of the letter of intent/order by the successful bidder. In all conditions, delivery period shouldn't exceed thirty days from the date of LoA.

5.0 Bid Security: Not Applicable

6.0 Submission of Bids :

6.1 Bids should be sent in duplicate in double sealed envelope.

6.2 The original bid in bidder's own original letterhead duly signed by authorized signatory and stamped should be marked as ORIGINAL and the copy as DUPLICATE. All the copies of bid should be put in a sealed envelope bearing the following details on the left hand top corner:

- i) DGH's Bid Document No.
- ii) Bid closing date
- iii) Brief Description of materials
- iv) Bidder's Name, official address with Phone Nos. & Email address.

6.3 Bids must be submitted in original. No bid should be sent by Telex / Cable /Fax / E-mail/telephone. Bids not complying with above will be rejected.

6.4 Relevant technical literature must be submitted along with the bid whenever called for without which the bid would be liable to be rejected.

6.5 Incomplete bids would be summarily rejected by DGH.

7.0 Deadline for Submission of Bids:

7.1 Bids must be received at the office of the Directorate General of Hydrocarbons at Noida, UP (India) by the Bid Closing Date & time mentioned in the forwarding letter.

7.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

8.0 Opening of Bids:

8.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, an authorisation letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.

8.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

9.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by **ALL** the Bidders without which the same will be considered as non-responsive and rejected.

- (a) Bidder should be the OEM or its authorized dealer/ distributor/ resellers for the quoted reputed brands.
- (b) If the Bidder is an authorized dealer/distributors/reseller of Cannon or equivalent brand; bidder will be required to submit documentary evidence/certificate of authorization.
- (c) Any Bid received by the DGH after the deadline for submission of bids prescribed by the DGH shall be rejected.
- (d) If any bidder wishes to quote an 'equivalent model' to Canon L170, a technical specification list has been incorporated in the tender which shall have to be strictly adhered to for a model to qualify as an 'equivalent model'. In addition, bidder has to produce the relevant technical literature/documents to support the claim. Any failure to comply with the technical specifications or non-production of relevant technical literature/documents shall lead to the rejection of bid.
- (e) Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.
- (f) Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.
- (g) Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.
- (h) Bidders must quote clearly and strictly in accordance with the **"Price Format"** of bidding document; otherwise the bid will be summarily rejected.
- (i) Bids without original Bid Security as per **Para 5.0** (if/wherever called for) and confirmation regarding submission of requisite Performance Security as per **Para 11.0** (if/wherever called for) shall be rejected.
- (j) Bidder must accept and comply with the following clauses as given in the Bid Document in toto failing which offer will be rejected –
- (i) Performance Guarantee Clause
 - (ii) Force Majeure Clause
 - (iii) Tax Liabilities Clause
 - (iv) Arbitration Clause
 - (v) Liquidated damage cum penalty clause
 - (vi) Termination Clause
- (k) The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:

- (i) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

IT IS TO BE NOTED THAT ALL THE BIDDERS HAVE TO SATISFY THE PRE-QUALIFICATION CRITERIA AND OTHER CONDITIONS AS STIPULATED IN THE TENDER DOCUMENTS FAILING WHICH THEIR BIDS SHALL BE REJECTED.

10.0 DGH's Right to accept or reject any or all Bids.

10.1 DGH reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for DGH's action. DGH also reserves the right to split the order between two or more parties.

11.0 Performance Security:

Not Applicable

12.0 Warranty / Guarantee :

12.1 Goods or materials to be supplied hereunder shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a **MINIMUM period of 1 (one) year from the date of commissioning/installation** against defects arising from faulty materials, workmanship, improper working or design. Defective goods / materials or parts notified by DGH to the Seller shall be replaced immediately by the Seller on "Door Delivery at DGH Office at Noida" basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.

13.0 Default :

13.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, DGH may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as DGH may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, DGH will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event DGH shall have the right to terminate the Contract.

14.0 Termination :

14.1 In the event of a Contract with the Bidder, DGH shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

15.0 Force Majeure:

15.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

15.2 The term “force majeure“ as used herein shall mean ‘Acts of God’ including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller’s undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

16.0 **Arbitration:** - In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Delhi.

TECHNICAL SPECIFICATIONS**Note:**

1. **Bidder to write Yes/No against each Point under the “Compliance” column**
2. Bidder has to submit brochures in support of all compliances made under Compliance column of all annexure of Technical specification & Features and mention relevant pages from product brochure (accompanying this bid) which supports the response under “**Remarks**” column and the relevant section should be highlighted using a marker failing which the bid will be considered incomplete. DGH reserves the right to summarily reject the bid in case such provision is not complied with.

Sr. No.	Parameters	Specifications	Compliance (Yes or No)	Remarks
1	Paper Type	Plain, Heavy, Recycled, Transparency, Label, Envelope		
2	Fax Memory Capacity	64 MB		
3	Print Speed A4 Letter	Minm. 18 ppm		
4	One Touch Dial	More than 20		
5	No. of pages to be oriented per Cartridge	Minm. 2 ,000 Pages		
6	Available Paper Size For Adf	Atleast A4 , B5 , A5 , B6 , Letter, Legal,		
7	Copy Resolution	600 X 600 Dpi		
8	Printing Method	Monochrome Laser		
9	Fax Resolution	Up To 200 X 400 Dpi		
10	Standby Power Consumption	Less than 15 W		
11	No Of Copies	Up To 99 Copies		
12	Sequential Broadcast	Minm. 100 Destinations		
13	Speed Dials	More than 100 Dials		
14	Sleep Power Consumption	Less than 2 W		
15	Receive Mode	Fax Only, Manual, Answering, Fax / Tel Auto Switch		
16	Modem Speed	Up To 33 .6 Kbps		
17	Paper Output	100 Sheets (Face Down)		

18	Fax Features	Fax Forwarding, Dual Access, Remote Reception, PC Fax (TX Only), DRPD, ECM, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports		
19	Paper Input	Plain Paper (60 - 80 G/M Square)		
20	Print Resolution	Up To 600 X 600 Dpi 1200		
21	Max Power Consumption	Less than 1050 W		
22	Standard Interface	USB 2 .0 High Speed		
23	Power Consumption	0 .6 KWh/W		
24	Included Software	Printer Driver, Fax Driver		
25	Sleep Mode Recovery Time	Less than 5 Secs.		
26	Monthly Duty Cycle	Up To 8 ,000 Pages		
27	Power Requirements	AC 220 To 240 V, 50-60 Hz		
28	Print Margins	Top: 5 Mm, Bottom: 6 Mm, Left: 5 Mm, Right: 5 Mm (Other Sizes Than Envelope) 10 Mm - Top, Bottom, Left And Right (Envelope)		
29	Bundled Cartridge	1 ,000 Pages		
30	Temperature	50 To 86 Deg (10 To 30 C)		
31	Humidity	20 % To 80 % RH (No Condensation)		
32	Print Features	Watermark, Page Composer, Toner Saver		
33	Print Language	UFR II LT		
34	Os Compatibility	Windows 7 (32 / 64 Bits), Windows Vista (32 / 64 Bits), Windows XP (32 / 64 Bits), Windows 2000 Mac OS X 10 .4 .9 & Up, Linux		
35	Warm Up Time	Less than 14 Secs.		
36	Reduce Enlargement	50 - 200 % In 1 % Increments		

37	Copy Speed A4	More than 11 CPM (Copies Per Minute)		
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SPECIAL CONDITIONS:

1.0 INSTALLATION:

The Fax machines are required to be installed at DGH premises in the OIDB Bhawan, Noida, and Sector – 73

2.0 WARRANTY

FAX machines supplied against this order shall be warranted for a Minimum of 12 months from the date of commissioning/installation at DGH. During warranty period, the contractor shall provide comprehensive maintenance of all the machines at site. It shall be obligatory on the part of contractor to modify and/or replace any hardware free of cost in case of any malfunction is revealed during operation after taking over within the warranty period

- i) This Warranty shall be applicable to all items, hardware and software's except consumables (ink cartridges) which shall be procured by DGH directly.
- ii) During warranty period, the service engineer of the contractor shall carry out periodic preventive maintenance on quarterly basis (i.e. once in three months) and preventive maintenance report to be submitted to DGH personnel. **Any defect or breakdown observed or reported by DGH personnel shall be attended immediately.**
- iii) **Contractor shall maintain vital spares at their office to restore the system immediately in case of breakdown during warranty period. During the warranty period, all defective / faulty items shall have to be replaced / rectified and fault to be resolved by the contractor within 2 (two) working days of reporting.**
- iv) In case of non fulfilment of obligations as mentioned above, penalty @ Rs. 100/- per day per machine (subject to a maximum of 15% of AMC value) will be imposed.

4.0 DELIVERY SCHEDULE

4.1 The fax machines alongwith all the accessories shall be delivered within **one (1) month** from date of issue of Purchase Order / Letter of Award.

5.0 OPERATIONAL TRAINING & FAMILIARISATION

- 5.1 The contractor shall impart training to DGH personnel at site for complete operation of the equipment.
- 5.2 The contractor shall impart training to at least five DGH personnel at the site for operation & maintenance of the equipment

PRICE FORMAT

S.No.	DESCRIPTION	QTY	Unit Price <u>including all applicable taxes and duties</u> (Rs.)	Total Price <u>including all applicable taxes and duties</u> (Rs.)
1.	FAX MACHINE (Canon Fax- Model: L170 or equivalent model in other reputed brands) as per technical specification mentioned in Appendix –A	03		
3.	Delivery Charges			
TOTAL AMOUNT (A)				Rs.

Bidder must indicate all the figures/words clearly. Total Amount (A) shall be used for the final evaluation of the bid.

Delivery :

Signature & Seal of the Bidder :

Name :

Address :