

As per list enclosed.

Sub.: Limited Tender Enquiry for Renting of Multi-Function Copier Machine on Comprehensive Basis in BEE.

Sealed tenders are invited in a 2-Bids system for renting of one Multi-Function Copier Machine of a branded company on Comprehensive basis (Machines to be supplied, installed and fully maintained by the service provider, including the toners, ink, spares, consumables, papers & operator) at BEE. The bidder is to bid on the rate on \the number of copies in a month for a period of one year (extendable for further one-year subject to satisfactory performance) in Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi – 110066. The details are as under:

2. Mandatory Machine Requirements of the Multi-Function Copier Machine to be taken on rent are as follows:

Specifications	Quantity & period of Contract
Printing Specifications: i) Print speed – 45 ppm & above. ii) Double Sided Printing. iii) A3/A4 Printing Size iv) Monotone/Black and White Printing Copying/Scanning Specifications: i) Double Sided Copying. ii) Scan & Email, Scan & Save to Network Folder. iii) Reduction/Enlargement facility available. iv) Auto Document Feeder for Copying. v) Monotone Copying. Network Specifications: i) Hi-speed Ethernet Network Connectivity ii) Queue Handling Feature of the various Print Commands from the Network.	Quantity – 01 No. Period of Contract – one (01) year

3. The Technical bids should be submitted as per the format given in Annexure-A in a sealed envelope marked "Technical Bid". Commercial bids are required to be submitted in the format given in Annexure-B in a sealed envelope marked "Commercial Bid". These two covers would be put in a bigger envelope on which it

may be written as "Bid for Renting Multi-Function Copier Machine". The covers should have name & address of firm printed/stamped/written on it.

4. The Technical bids will be evaluated by Technical Bid Committee. Commercial Bids of only those Bidders will be opened whose Technical Bids qualify as per the eligibility criteria. The eligibility criteria are based on fulfillment of the mandatory machine requirement as given above.

5. Commercial bid of only those firms shall be opened which are found to be technically competent for the activity by the Committee constituted by the Bureau.

6. The Bids should reach in Bureau of Energy Efficiency latest by **4th April, 2018 (3.00 PM)** either by post or through representative. The Technical Bids would be opened on the same day at 3.30 PM in the Conference Room in this Office. The Commercial Bids would be opened on **4th April, 2018** at 4.00 PM in the Conference Room in this Office. Those desirous to be present at the time of opening of tenders should carry proper authority letter.

7. Submission of Bids by itself does not confer any right or entitlement to allotment of the job.

8. Unsealed Bids will be rejected out-rightly. The competent authority reserves the right to accept "the tender either in full or in part" or reject any or all tenders received, without assigning any reasons whatsoever. Terms and Conditions on which the work will be awarded to the successful tenderer are appended below.

9. For any further information, the undersigned may be contacted between 10.00 AM to 01.00 PM on any working day.

10. This notification is uploaded on the Official Website "<http://www.bee-india.nic.in>."

11. Terms & Conditions

- a) Multi-Function Copier Machine to be supplied and installed should be of branded company like Canon, HP, Xerox etc. not older than 12 months with heavy-duty multi-functional capacity with the specifications already mentioned in Para 2 Mandatory Machine Requirements.
- b) Trained Operator should be available for office jobs on the Copier Machine between 9.00 AM to 6.30 PM daily except on Sundays and other Holidays. If required, for attending to urgent works, he/she shall be required to attend office on holidays also.
- c) The installation charges, transportation charges and other incidental charges should be inclusive of the total cost.
- d) Toners, Spares, Consumables including paper and Services will be provided by the Agency as part of the Service without any additional cost.
- e) Payment will be made only on the total number of copies photocopied on monthly basis.

- f) Payment against Bill/Invoice shall be released only after supply/installation and observance of satisfactory performance of the Photo copier.
- g) 1% Wastage is allowed on total number of copies on monthly billing.
- h) Breakdown calls to be attended within 2-3 hrs. or stand by machine will be provided by the contractor in case of major break down. If machine is not in working condition for more than 3 hours the supplier of the Machine will be penalized.
- i) Bids must be accompanied with photocopy of PAN Card.
- j) Tenders for items of lower configuration vis-a-vis specified at Sl. No. 1 will be summarily rejected. Erasing and overwriting in the rates quoted will make the tender void. All alterations in the rates should be signed in ink otherwise the tender will be not considered.
- k) The lowest quoted bidder (L-1) shall be chosen on the basis of total bid price received.
- l) Period of Contract will be for one year (extendable for further one-year subject to satisfactory performance).
- m) The quotation may be furnished on the basis of minimum rolling of 20,000 copies per month.
- n) The BEE reserves the right to cancel the bid/tender at any time without assigning any reasons.

(Braj Mohan)
Manager (Admn.)

Copy to: Consultant (IT) for upload in BEE website, CPP & also GeM Portal.

ANNEXURE-A

(To be submitted on the letter head of the Bidder)

To
The Secretary
Bureau of Energy Efficiency
4th Floor, Sewa Bhawan, R.K. Puram
New Delhi – 110066.

Sir/Madam,

TECHNICAL BID

With reference to your Tender No. 02/15/ARC(RFM)/Admn-2018 of March 19, 2018, we offer Technical Bid as under:

1. Name of the Service Provider :
2. Address :
3. Name of the contact person :
4. Contact Number :
5. Experience in supplying & maintaining Photo-copier machine in government & PSU's offices (enclose proof) :

S.No.	Description Items	Quantity & period of Contract
01.	Renting of Multi-Function Copier Machine on Comprehensive Basis: 1. Photo Copier Functions: i) A3/A4 Photocopying, Network printing with black & white scanning and Duplex printing, with two trays. ii) Reduction/Enlargement facility available. 2. Specifications: i) Copy/Print speed – 45-55 copies per minute ii) Heavy duty branded Photo Copying Machine.	Quantity – 01 No. Period of Contract – one (01) year
02.	Model Number & Brand of Machine	
03.	The free service includes machine with all toners, spares, consumables, ink, paper etc. along with trained operator	Yes
04.	Copy of PAN Numbers, GST Registration Number	Copies enclosed
05.	The branded machine in good working conditions will be supplied	Yes
06.	1% Wastage reduction on total no. of copies on monthly billing.	Yes

07.	Breakdown call to be attended within 2-3 hrs. or stand by machine will be provided by the contractor in case of major break down	Yes
08.	Must be a reputed firm dealing in supply of Rented Multi-Function Copier Machine	Yes

Declaration: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Signature of the authorized bidder: _____

Name: _____

Office Seal _____

ANNEXURE-B

(To be submitted on the letter head of the Bidder)

To
The Secretary
Bureau of Energy Efficiency
4th Floor, Sewa Bhawan, R.K. Puram
New Delhi – 110066.

Sir/Madam,

COMMERCIAL BID

With reference to your Tender No. 02/15/ARC(RFM)/Admn-2018 of March 19, 2018, we offer Technical Bid as under:

1. Name of the Service Provider :
2. Address :
3. Name of the contact person :
4. Contact Number :
5. Experience in supplying & maintaining Photo-copier machine in government & PSU's offices (enclose proof) :

S.No.	Description Items	Quantity & period of Contract
01.	Renting of Multi-Function Copier Machine on Comprehensive Basis: 1. <u>Photo Copier Functions:</u> i) A3/A4 Photocopying, Network printing with black & white scanning and Duplex printing, with two trays. ii) Reduction/Enlargement facility available. 2. <u>Specifications:</u> i) Copy/Print speed – 45-55 copies per minute ii) Heavy duty branded Photo Copying Machine.	Quantity – 01 No. Period of Contract – one (01) year
02.	Model Number & Brand of Machines	
	Rate per copy: (<u>Photo-state</u>) i) A-4 size of 80gsm paper ii) A-3 size of 80gsm paper iii) A-4 size on colour paper iv) A-4 size colour photo copy iv) Full size	₹ _____ ₹ _____ ₹ _____ ₹ _____ ₹ _____
	<u>Spiral Binding (comprising of)</u> i) 50 to 100 pages ii) 101 to 150 pages iii) 151 to above	₹ _____ ₹ _____ ₹ _____

04.	Taxes to be levied to be indicated in percentage and in Rupee amount separately, if any	

Declaration: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Signature of the authorized bidder: _____

Name: _____

Office Seal _____