

HIGH COURT OF UTTARAKHAND AT NAINITAL
E-TENDER NOTICE

Dated: 21.12.2019

This Court invites E-tender for “**Supply, delivery, installation and commissioning of Paper Shredder Machine with the offer of Annual Maintenance Contract of the 05 year**” for the use of Hon’ble High Court of Uttarakhand at Nainital, in two-cover system (Technical & Financial) from Manufacturing Companies (OEM), eligible/reputed/experienced authorized dealers/vendors/firms.

The last date of submission of E-tender is 06.01.2020 at 11:00 AM. The details of E-tender documents viz. technical bid and financial bid along with terms and condition of tender can be downloaded from <http://uktenders.gov.in> and our website <http://www.highcourtofuttarakhand.gov.in>.

By order of the Court

S/d
Registrar General
High Court of Uttarakhand
Nainital

HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTICE INVITING E-TENDER

Dated: 21.12.2019

Subject:- E- Tender for “Supply, delivery, installation and commissioning of Paper Shredder Machine with the offer of Annual Maintenance Contract for the 05 year” for the use of Hon’ble High Court of Uttarakhand at Nainital.

E-tenders are invited for the “**Supply, delivery and installation of Paper Shredder Machine with the offer of Annual Maintenance Contract for the 05 year**” for use of Hon’ble High Court of Uttarakhand at Nainital *from Manufacturing Companies (OEM)*, reputed Vendors/Dealers, registered, bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions in this tender document.

1. Time schedule of tender

SN	Particulars	Date
1.	Date of release of tender	21.12.2019; 11:00 AM
2.	Document download start date	21.12.2019; 11:00 AM
3.	Bid submission start date	21.12.2019; 11:00 AM
4.	Bid submission end date	06.01.2020; 11:00 AM
5.	Date of Technical Bid opening	06.01.2020; 12:30 PM
6.	Date of Financial Bid opening	Will be informed later

2. Instructions to the tenderers /Submission of Bid:

- A. The complete bid document can be downloaded from e-procurement portal <http://uktenders.gov.in> and from the website <http://www.highcourtofuttarakhand.gov.in>.
- B. The bid documents shall be available online on <http://uktenders.gov.in> w.e.f. **21.12.2019** and the bids have to be submitted online on “<http://uktenders.gov.in>”.
- C. The Annexure-I (Technical) and The Annexure-II (Financial/ in BOQ excel sheet) shall be submitted online on or before **06.01.2020, 12:30 PM**.
- D. EMD/Bid security of **Rs. 10,000/- (Ten Thousand only)** in the form of Account payee/FDR/Unconditional BG of any nationalized/scheduled bank duly pledged in the favour of **Registrar General, High Court of Uttarakhand, Nainital** having validity of not less than three months, shall be submitted.
- E. The cost of bid document (Tender fee) is **Rs. 590/- (inclusive of 18% GST)** which is non-refundable. The payment against the cost of bid document will be done in form of demand draft issued by any

nationalized/scheduled bank duly pledged in the favour of Registrar General, High Court of Uttarakhand, Nainital having validity of not less than three months.

- F. Tenders (only in the format issued by this office) are to be filled (readable writing) as per the conditions mentioned in the tender form and the bidders have to sign on the acceptance of conditions otherwise bid will be rejected.
- G. The tenderer/bidders are required to upload self attested and scan photocopies of the documents mentioned at Clause 4-D, failing which, their bids shall be summarily/out-rightly rejected and will not be considered any further.
- H. The tenders received without requisite earnest money and tender fee will be rejected out- rightly.
- I. Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, will be uploaded as corrigendum on <http://uktenders.gov.in>, such amendments modification shall be binding on all the prospective bidders.
- J. The tender received beyond the scheduled date & time shall be summarily rejected.
- K. The firm should not be black listed or terminated in past & the bidders shall have to furnish declaration for the same with a notarized affidavit.
- L. If any of the technical details submitted by the bidder is found false, then the firm will be blacklisted by the department.

3. Opening of Bid

- A. Only online submission of bid is permitted, therefore; bids must be submitted online on website: "<http://uktenders.gov.in>". The bids (Annexure-I/Technical) will be opened online at **12:30 PM on 06.01.2020** by the authorized officers and in the presence of authorized representative(s) of the Bidders, who choose to remain present, in the office of Registrar General, High Court of Uttarakhand, Nainital.
- B. After opening of the Tender Bid Annexure-1/technical, evaluation shall be done and the bidder shall be evaluated for qualification. The list of the technically qualified bidders shall be displayed on the portal "<http://uktenders.gov.in>".
- C. The bids (Annexure-II/Financial) of technically qualified bidders will be opened online by the authorized officers and in the presence of authorized representative(s) of the Bidders, who choose to remain present, in the office of Registrar General, High Court of Uttarakhand, Nainital. Information regarding date and time of opening of Annexure-II/Financial will be informed later.

- D. The bid shall be valid for a period of 120 days from the date of opening of techno-Commercial bid.
- E. Correction of errors – As financial bid shall be submitted online, so no correction shall be allowed after opening of online financial bid.
- F. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the Purchaser's processing of bids or award decisions may result in the rejection of his Bid.
- G. Conditional/unsolicited tenders shall not be considered.
- H. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

4. Eligibility Criteria/Submission of documents:-

- A. The Tenderer/bidder should have a minimum experience of 03 years in providing similar services in Central Government/State Government Departments/Public Sector Undertakings/ Autonomous Bodies/Nationalized Banks. Possession of valid ISO Certificate in the same field may be an added advantage.
- B. The Tenderer must have an average annual turnover of at least Rs. 20 Lac during the last three years i.e. 2018-19, 2017-18 and 2016-17. Audited balance sheet copy to be attached as proof.
- C. The bidder may either be the manufacturer or an authorized dealer. In case of manufacturer, well established & long time authorized dealer, authorized service centre should be in the state i.e. Uttarakhand.
- D. The tenderer are required to submit following original documents/Copies in the office of Registrar General, High Court of Uttarakhand along-with the Bid.
 - i. Signed copy of tender document.
 - ii. Annexure-I (filled)
 - iii. Copy of certified Profit & Loss Account of last three financial years (2018-19, 2017-18 & 2016-17).
 - iv. Notarized Affidavit stating that they have not been blacklisted by any government agency/PSU/ Nationalized Bank in india.
 - v. Copy of PAN
 - vi. Copy of GST Registration

- vii. Copy of Income Tax Return for the last three financial years (2018-19, 2017-18 & 2016-17).
- viii. Copy of ISO Certification. (Optional)
- ix. Authorization certificate from Original Equipment Manufacturer (OEM) for proposed product.
- x. Documents regarding Experience of 03 years in providing similar services in Central Government/State Government/Public Sector Undertakings/ Autonomous Bodies/ Nationalized Banks.
- xi. EMD/Bid security of **Rs. 10,000/-** (refundable) in the form of Account payee DD/FDR/Unconditional BG of any nationalized/scheduled bank duly pledged in the favour of **Registrar General, High Court of Uttarakhand, Nainital** having validity of not less than three months.
- xii. The cost of bid document (Tender fee) is **Rs. 590/-** (inclusive of 18% GST) which is non-refundable. The payment against the cost of bid document in form of demand draft issued by any nationalized/scheduled bank duly pledged in the favour of **Registrar General, High Court of Uttarakhand, Nainital** having validity of not less than three months.
- xiii. A notarized affidavit that the bidder has not been blacklisted by a Central/State Government institution/PSU/Nationalized Bank and there has been no litigation with any government department on account of any issues/services.
- xiv. Quantity of abovesaid items may be increase/decrease at the time of work order.
- xv. The rates should be quoted as per the Performa. Incomplete tender will be rejected, outrightly.
- xvi. Each paper of tender document & Annexure must be signed and stamped.

Above mentioned original documents are required to submit on or before 06.01.2020 at 11:00 AM or as per date extension notice given by High Court, either by registered post/courier services or by hand.

5. Scope of Work:-

- A. The place of performance will be High Court of Uttarakhand at Nainital.
- B. The scope of this tender is to invite offers for supply, delivery, installation and commissioning of Paper Shredders (*10 small size paper shredder, 02 Heavy Duty Paper Shredder & 01 Heavy Duty Paper Shredder with*

crumpled paper shredding facility) with the separate offer of these machine Annual Maintenance Contract.

- C. The bidder shall quote the prices of goods including all taxes, levies or other transportation charges. The prices should be F.O.R. at High Court of Uttarakhand, Nainital.
- D. The Shredders supplied should remain under Warranty period for at least one year.
- E. The rates should be quoted separately for Shredders and for AMC (with parts) for 05 years post warranty period.
- F. The machine would be required to be supplied within 15 working days of the issue of supply order. Any loss sustained by the Department as a result of non-compliance with delivery schedule, questionable quality of terms and short delivery shall be recoverable from the tenderer out of the Security Deposit.
- G. The contract will preferably be awarded to the lowest tenderer amongst the technically qualified bidders.
- H. The items as per the approved specifications should be supplied within 15 working days of the issue of the supply order failing which a penalty would be imposed (equal to 1% of indent cost per day of delay, in case of further delay beyond one month the order is liable to be cancelled and the EMD forfeited, if the delay is attributable to the supplier.
- I. If the items supplied are not found up to the approved specifications, or, are not delivered within the stipulated time, the security deposit may also be forfeited at the discretion of Hon'ble the High Court.
- J. It should be clearly specified in the technical bid that each item is as per specification mentioned in e-Tender Notice, and it fulfills all the requirements specified in the e-Tender Notice. It would be required to make arrangements for the demonstration of the machine before the Committee, the tenderer would be make arrangements for the demonstration of the machine at his own cost. Committee would evaluate the specification of the machine. EMD can be forfeited in case of violation.
- K. The AMC contract shall be started after the warranty period.
- L. This is not mandatory for the office in certain case to take AMC, considering the circumstances, the office could take shredders only.
- M. During AMC period, it should be compulsory for the Vendors/Firm visit the office monthly basis and submit their visit report.
- N. During AMC Period, Vendors/Firms complaints/calls should be attended within 24 hours.
- O. The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories free of cost.

- P. The bidder must keep sufficient standby backup of Shredder Machine. Unintentional Physical damage/accidental or burned items will be also covered under this maintenance contract.
- Q. The Vendor to look after all types of problems, which are faced by the end-users.
- R. The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in the machines.
- S. The Registrar General, High Court of Uttarakhand, Nainital reserves the rights to review the performance whenever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the contract firm is found to be unsatisfactory, the decision of the Registrar General shall be binding on the tenderer.
- T. Manufacture's name, trade Mark or patent no, if any should be specified. Illustrative leaflets giving technical details of items offered should be enclosed wherever necessary.
- U. The Bidders shall provide mandatorily an e-mail account in the Tender Application Form (Annexure-I) apart from the telephone numbers of their service agency for lodging of complaints. All complaints shall be attended by the Bidder immediately within 24 hours of lodging (email or telephone), failing which penalty as prescribed in **Para 5-W**, shall be imposed on the Contractor and the decision of the Registrar General, Hon'ble High Court of Uttarakhand shall be final and binding.
- V. Service Engineers of the contractor may also be called by the Institute on holidays as per requirement. The person must bear good character and should be well behaved.
- W. Response time, removal of defects etc. must be as under, failing which, penalty mentioned there against shall be levied against the vender(s).

Response time		Removal of defects		Extension of time with cogent reasons in writing	Beyond extended time
Not exceeding (from the time of receipt of complaint)	Failing which penalty @ per day per complaint per machine	Within	Failing which penalty @ per day per complaint per machine		
24 Hour	Rs. 500/-	72 Hours	Rs. 500/-	Upto 24 Hours with penalty	Making available standby (of same configuration) + enhancement of penalty to Rs. 1000/- per day per complaint per item from 2 nd day onwards.

6. Period of Contract:-

The AMC contract will be initially for the Shredder Machine, which are procuring through this tender. The AMC contract will be initially for a period of Five year, which could be extended and reduce further on mutual agreement

subject to satisfactory performance of the contractor and will also depend upon the price trend for the services/products in the market on the date of extension.

Duties and responsibilities: -

- A. The vendor should attend to all the complaints, irrespective of its nature.
- B. Protection of equipments & maintaining the systems in perfect working condition.
- C. To attend the complaints without fail within the shortest possible time and to solve the complaints immediately, in no case shall exceed 24 hours down time.
- D. To replace all such parts which are damaged and which cannot be repaired to keep the Shredder machine in good working condition.
- E. To use only genuine original spare parts of reputed firms/manufacturing company in the Shredder Machines.
- F. Bidder should mention in clear terms that the amount quoted inclusive of Taxes, if it's not mentioned, it should be treated as inclusive.
- G. TDS and any other Govt. levies applicable on bill as per Govt. of India/Uttarakhand Government instructions issued time to time shall be deducted.
- H. The contract can be cancelled at any stage, if the performance is not found satisfactory without assigning any reason.
- I. The Bidder shall provide mandatorily an e-mail account in the Tender Application Form (Annexure-I) apart from the telephone numbers of their service agency for lodging of complaints. All complaints shall be attended by the Bidder immediately within 24 hours of lodging (email or telephone), failing which penalty as prescribed shall be imposed on the Contractor and the decision of the Registrar General, Hon'ble High Court of Uttarakhand shall be final and binding.
- J. To maintain highest order of intergrity, moral and social responsibility and decorum of the Court.
- K. The Bidder to look after all types of problems in the Paper Shredder Machines, which are faced by the end-users.
- L. Hon'ble High Court will pay no Advance or Security Deposit.

8. Evaluation of Bids:-

- A. The Technical Bid will be evaluated as a package simultaneously. It must satisfy all the terms and conditions mentioned in this document and must be accompanied by all the requisite documents.
- B. Filling up of all the columns in Technical Bid and Price Bid is compulsory.
- C. In case two similar rates are received, Hon'ble High Court will make the decision for awarding the work on the basis of recommendation of the Purchase Committee.
- D. No revision of prices shall be entertained after bids have been opened.

9. Performance Guarantee (Security Deposit):-

The successful Bidder shall give performance security separately for the product and AMC bids in the form of Fixed Deposit Receipt or unconditional Bank Guarantee from a Nationalized Bank amounting to 10% of the total contractual value in favour of the **Registrar General, High Court of Uttarakhand, Nainital**. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the High Court of Uttarakhand that the contractor firm may invite upon themselves due to any of the reasons specified above.

10. Other terms and conditions:-

- A. The signed tender document shall be deemed as agreement between High Court and successful bidder.
- B. The Registrar General, High Court of Uttarakhand, Nainital has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Registrar General is under no obligation to accept the lowest tender.
- C. There is no obligation on the part of the Registrar General, High Court of Uttarakhand, Nainital to inform the unsuccessful Tenderer of the outcome of the Tender process and reasons for rejection of tender.
- D. Payment term: 100% on successful and satisfactory installation and on the submission of unconditional Bank Guarantee of 10% of the total amount from a nationalization/scheduled bank towards due performance of warranty.
- E. Payment of Shredder AMC contractual value, in appropriate proportion, shall be released every yearly based on the performance and services of the firm.
- F. It shall be mandatory on firm to conduct routine checks to maintain the Shredder machines in perfect working condition and to submit the routine check reports on bio-monthly basis to the Registrar General, High Court of Uttarakhand, Nainital.
- G. In case of pecuniary loss suffered by any of the users/beneficiaries of the High Court of Uttarakhand, Nainital attributed to the Contractor, the Registrar General, High Court of Uttarakhand will have the right to forfeit

the Security Deposit and in case the Security Deposit falls short to match the pecuniary loss being insufficient, such balance will be recovered from the payments due to the Contractor.

- H. Rates offered in the Tender for AMC will not be enhanced during the period of contract.
- I. The rates finally approved/accepted by the High Court of Uttarakhand, Nainital shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
- J. Under no circumstances, shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of the contract.
- K. AMC and payment will be in accordance with Uttarakhand Procurement Rules 2017 (as amended time to time) or decisions of Hon'ble Court.
- L. The TDS & GST will be deducted as per provisions of the Income Tax Act.
- M. The High Court administration will not be responsible for any loss or damage to service provider's material equipments etc.
- N. Contractor will make his own arrangements to meet such eventualities as per existing Government rules/regulations.
- O. The successful Tenderer will be required to furnish security deposit amounting to 10% of the contractual value within 15 days from the date of acceptance of tender and issue of letter of acceptance/Intent. The security deposit shall be in the form of FDR through any nationalized bank in favour of the Registrar General, High Court of Uttarakhand, Nainital or unconditional Bank Guarantee of any Nationalized Bank of equal amount. The security deposit money/unconditional Bank Guarantee will be refundable only after the expiry of the contract. The security deposit will be forfeited if during the period of contract vendor services are found to be unsatisfactory in any respect.
- P. The Registrar General High Court of Uttarakhand, Nainital can terminate the bid/contract at any time without assigning any reason. In this respect, the decision of the Registrar General, High Court of Uttarakhand, Nainital will be final and binding on the contractor. The Registrar General, High Court of Uttarakhand reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.
- Q. The Registrar General, High Court of Uttarakhand reserves the right to blacklit the agency for a suitable period or from further participation in any decision of the Registrar General of the High Court of Uttarakhand shall be final and binding on the firm/agency.
- R. The bills in triplicate for the maintenance services prepared on the basis of rates will have to be submitted in favour of the Registrar General, High

Court of Uttarakhand, Nainital for effecting payment. No advance payment shall be made for the services.

- S. The job carried out shall be to the satisfaction of the Registrar General, High Court of Uttarakhand, Nainital after getting certification from the In-charge Management of the High Court of Uttarakhand failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, the Registrar General, High Court of Uttarakhand reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the High Court of Uttarakhand, Nainital. The decision of the Registrar General of the High Court of Uttarakhand shall be final and binding on the firm/agency.
- T. Premature withdrawal of the Tender by the Tenderer shall make him liable for forfeiture of the earnest money.
- U. All the pages of the tender document should be serially numbered and duly stamped and signed by bidder.
- V. The firm should have 03 years of experience in this field i.e. AMC of Shredder machines in the Government Ministries/Departments/Semi-Government organizations including public sector undertaking/nationalized bank.
- W. The Registrar General, High Court of Uttarakhand reserves right to increase or decrease the purchase quantity and AMC quantity of Paper Shredder Machines at its discretion.
- X. In this regard, the decision of the Registrar General shall be conclusive and binding on the service provider.
- Y. The Registrar General High Court of Uttarakhand, Nainital reserves the right to review the performance whenever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the Registrar General shall be binding on the Contractor. Contract can also be terminated at any point of time if the above-mentioned work is no more required.
- Z. The Registrar General, High Court of Uttarakhand, Nainital reserves the right to vary, amend or alter any terms and conditions of the Tender Document at the time of execution of the Annual Maintenance Contract.
- AA. Any condition or term in the bid of the successful bidder, which is against the basic scope & nature of work or this tender notice or is against principles of Procurement Rules or is against the common rules of business, shall be termed as void ab-initio.

s/d
Registrar General
High Court of Uttarakhand,
Nainital

ANNEXURE-I
Technical Bid

“Supply, delivery and installation of Paper Shredder Machine with the offer Annual Maintenance Contract”

SN	Description	Indicate also page no. where attached			
1.	Name, address & telephone number of the agency/firm				
2.	Name, designation, address & telephone number of authorized person				
3.	Please Specify As To Whether Tenderer Is Sole Proprietor/Partnership Firm/Private or Limited Company				
4.	Name, address & telephone number of Directors/Partners, Fax No.,				
5.	e-mail address				
6.	Copy of PAN Card issued by income Tax Department and copy of previous 03 Financial Year's Income Tax Return. (2018-19, 2017-18, 2016-17)				
7.	Valid ISO & OEM Certificate, if any (Please attach copy)				
8.	GST Registration No. (Please attach)				
9.	Latest GST Return (Please attach) (if any)				
10.	Certified Profit & Loss Account of last 03 Financial Year's (2018-19, 2017-18, 2016-17)				
11.	Annual Turnover during last 03 years: 2016-17 _____ 2017-18 _____ 2018-19 _____ (Please attach satisfied copy)				
12.	Experience Certificates of 05 years in supply and providing services in Central Government/State Government/Public Sector Undertakings/Autonomous Bodies/Nationalized Bank.				
13.	Details of Bid Security/Earnest Money Deposit: a) Amount: b) FDR or unconditional Bank Guarantee: c) Date of issue: d) Name of issuing Bank:				
14.	Details of Tender fees deposit: a) Amount: b) Demand Draft no.: c) Date of issue: d) Name of issuing Bank:				
15.	List of clients with name, complete address and contact person with telephone number where the company is currently supplied & maintaining.				
	SN.	Name of the Organization/Govt. Deptt./PSU with Contact person with tel. No.	Details of equipment	Period of contract	Contract value (Rs. in lakhs)

16.	OEM Certification (Copy)	
17.	Notarized affidavit that bidder has not been blacklisted.	
18.	Signed Copy of tender document	
19.	Address of Near by Service Center	

Signature of the Tenderer with Seal

Declaration by the Bidder:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Tenderer with Seal

Note: Please indicate the page numbers where documents are attached. The entire Tender documents should be serially page numbered including enclosures.

Required Specification in Paper Shredder Machine

(A)	PAPER SHREDDER MACHINE (Required Qty. 10 unit approximately)		Submit specification
1.	Conformity to Standards ISO/DIN66399--	Yes	
2.	Type of Cut--	Cross Cut or Micro Cut	
3.	Mode of Paper Shredding--	Automatic	
4.	Security Levels as per DIN66399--	P3 or better	
5.	Conformity to Particle Size as per Standard DIN66399--	Yes	
6.	Shredding Size for Cross Cut and Micro Cut in mm x mm--	4*44 or less	
7.	Paper Size Support--	A3, A4, Legal	
8.	Feed Width in mm--	220 or above	
9.	Shredding Capacity at one pass--	Minimum 10 sheets	
10.	Noise Level at one meter distance in dB at the time of Shredding--	Not more than 70 db	
11.	Input Power Supply--	Single Phase	
12.	Power Consumption in watts--	90 or better	
13.	Duty cycle in minutes--	5 or above	
14.	Number of years of warranty--	Minimum 1 year	
15.	Capacity of Waste Bin in litres--	15 or above	
16.	Stand-by LED Indication--	Yes	
17.	Length of Cable with 3-pin moulded Plug in metres--	Minimum 3 Mtr.	
18.	Overheat Protection--	Yes	
19.	Overload Protection--	Yes	
20.	Door Open Indication--	Yes	
21.	Paper misalignment indication--	Yes	
22.	Shred CD/CC--	Yes	
23.	Bin Full Indication--	Yes	
24.	Shred Credit card/Staples--	Yes	
25.	Any other Specification (Warranty etc.)	-	
(B)	HEAVY DUTY PAPER SHREDDER MACHINE (Required Qty. 02 unit approximately)		Submit his specification
1.	Conformity to Standards ISO/DIN66399--	Yes	

2.	Type of Cut--	Straight or micro cut	
3.	Mode of Paper Shredding--	Automatic	
4.	Security Levels as per DIN66399--	P1 or better	
5.	Conformity to Particle Size as per Standard DIN66399--	Yes	
6.	Paper Size Support--	A3, A4, Legal	
7.	Feed Width in mm--	300 millimeter or above	
8.	Shredding Capacity at one pass--	50 sheets or above	
9.	Noise Level at one meter distance in dB at the time of Shredding--	Not more than 70 db	
10.	Input Power Supply--	Single Phase	
11.	Duty cycle in minutes--	60 Minutes or above	
12.	Number of years of warranty--	Minimum 1	
13.	Capacity of Waste Bin in litres--	Minimum 100	
14.	Stand-by LED Indication--	Yes	
15.	Length of Cable with 3-pin moulded Plug in metres--	Minimum 3 Mtr	
16.	Overheat Protection--	Yes	
17.	Overload Protection--	Yes	
18.	Shred CD/CC--	Yes	
19.	Shred Credit card/Staples--	Yes	
20.	Crumpled paper shredding facility--	OPTIONAL	
21.	Any other Specification	-	
(C)	HEAVY DUTY PAPER SHREDDER MACHINE WITH CRUMPLED PAPER SHREDDING FACILITY (Required Qty. 01 unit approximately)		
			Submit his specification
1.	Conformity to Standards ISO/DIN66399--	Yes	
2.	Type of Cut--	Straight or micro cut	
3.	Mode of Paper Shredding--	Automatic	
4.	Security Levels as per DIN66399--	P1 or better	
5.	Conformity to Particle Size as per Standard DIN66399--	Yes	
6.	Paper Size Support--	A3, A4, Legal	
7.	Feed Width in mm--	300 millimeter or above	
8.	Shredding Capacity at one pass--	50 sheets or above	
9.	Noise Level at one meter distance in dB at the time of Shredding--	Not more than 70 db	
10.	Input Power Supply--	Single Phase	
11.	Duty cycle in minutes--	60 Minutes or above	
12.	Number of years of warranty--	Minimum 1	
13.	Capacity of Waste Bin in litres--	Minimum 100	
14.	Stand-by LED Indication--	Yes	
15.	Length of Cable with 3-pin moulded Plug in metres--	Minimum 3 Mtr	
16.	Overheat Protection--	Yes	
17.	Overload Protection--	Yes	
18.	Shred CD/CC--	Yes	
19.	Shred Credit card/Staples--	Yes	
20.	Crumpled paper shredding facility--	Yes	
21.	Any other Specification	-	

It is certified that the particulars given above are true to the best of my/our knowledge/behalf and I/We have read terms/conditions and duties/responsibilities of the Technical Staff to be deputed for the purpose and have also understood the same and to hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation(s).

Date:
Place:

**Name & Signature of the
Authorized Signatory of the Agency
(with Seal of the Agency affixed)**

CERTIFICATES

WE CERTIFY THAT:

1. We will not LEAK/DISCLOSE any information of the High Court of Uttarakhand to any other institutions/organizations.
2. The rate of TAXES/DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. The proposal/tender offered by our firm shall be of the best quality strictly in accordance with the specifications and particulars as detailed in the tender.
4. The information furnished by us in the tender are true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.
6. We shall not disclose any information/data of the High Court to any other third party.

**Authorized Signatory
(Seal of the Company)**

ANNEXURE-II

Financial - Bid

Financial Bid for Paper Shredder Machine				
S.N	Item Description	Qty.	Per Unit Price (inclusive all taxes)	Total Amount (inclusive all taxes)
1.	Paper Shredder Machine (Specified in Table- A)	10 Unit		
2.	Heavy Duty Paper Shredder Machine (Specified in Table- B)	02 Unit		
3.	Heavy Duty Paper Shredder Machine with crumpled paper shredding facility (Specified in Table- C)	01 Unit		
Financial Bid for Annual Maintenance Contract (after the warranty period) (including Spare Parts)				
S.N	Item Description	Qty.	Per Unit Price (for one year) (inclusive all taxes)	Total Amount (inclusive all taxes)
1.	Paper Shredder Machine (Specified in Table- A)	10 Unit		
2.	Heavy Duty Paper Shredder Machine (Specified in Table- B)	02 Unit		
3.	Heavy Duty Paper Shredder Machine with crumpled paper shredding facility (Specified in Table- C)	01 Unit		

- Note: A: Actual number of equipment may vary at the time of awarding of contract.
B: All Duties/Taxes are to be mentioned by the contracting Firm.
All the terms and conditions of the tender for providing

Signature of Contractor with Seal