

HIGH COURT OF UTTARAKHAND AT NAINITAL

E-TENDER NOTICE FOR PROCUREMENT OF PRINTERS

The High Court of Uttarakhand invites eBids for supply and installation of 185 units of Duplex Printer and 185 units of Multi-Function Printers (MFD) in two-cover system.

The last date of submission of eBids shall be 09/07/2021 at 03:00 PM. The detail of tender document along with terms and conditions of e-tender can be downloaded from “<http://uktenders.gov.in>” and on the official website of High Court of Uttarakhand, Nainital i.e. “<http://www.highcourtofuttarakhand.gov.in>”.

Registrar General
High Court of Uttarakhand, Nainital

1: ELIGIBILITY CRITERIA

The Bids must be complete in all aspects and should cover entire scope of work as stipulated in the tender document. This invitation to tender is open to all the bidder(s), who qualify the eligibility criteria as given below:

SN	Eligibility Criteria
1.	The bidder(s) should be an OEM/Company/Distributor having experience of minimum 5 years in India.
2.	The bidder(s) must have direct authorization from OEM (Original Equipment Manufacturer) for selling and supporting the goods/items being offered. Bidder needs to furnish the authorization letter from Original Equipment Manufacturer in case of authorized partner/ representative/ system integrator.
3.	The bidder(s) must have turnover of at least Rs. 2 Crore in each of the last three financial years.
4.	The bidder(s)/OEM should have certification from an accredited and internationally reputed firms for ISO 9001:2008 (equivalent or higher) (<i>OPTIONAL</i>)
5.	The Bidder should support centers/logistics for the entire state of Uttarakhand.
6.	The bidder(s) should not be blacklisted in the past by any of the State Governments across the country or Government of India or High Courts or the Hon'ble the Supreme Court of India.

2: IMPORTANT DATES & DETAILS:

SN	DETAILS	DATE/ TIME
1.	Date of release of tender	17/06/2021; 01:00 PM
2.	Document download start date	17/06/2021; 01:30 PM
3.	Bid submission start date	17/06/2021; 01:30 PM
4.	Bid submission end date	09/07/2021; 03:00 PM
5.	Date of Technical Bid opening	09/07/2021; 03:30 PM
6.	Date of Financial Bid opening	<i>Will be specified later</i>
7.	Venue of Opening of Bids	High Court of Uttarakhand, Nainital
8.	e-tender Fees (Non-refundable)	Rs. 4,720/- (Four thousand seven hundred twenty only)
9.	Earnest Money Deposit (E.M.D.) (Refundable)	(Exempted)

3: SCOPE OF WORK

The selected bidder(s) is expected to carry out all the activities covering supply of the goods/items/hardware as per **Annexure 'C'**, including delivery, installation, testing and quality inspection etc. The actual quantity of goods/items may increase/decrease at the time of award of work order.

3.1: Supply and Delivery of Goods/items

Supply all the required quantities of item(s) at the locations as mentioned in the '**Annexure-D**' having the Specifications as provided in '**Annexure-C**'.

The bidder will conduct 100% quality inspection and testing to ensure that each and every item complies with the specifications given in '**Annexure-C**' and ensure that there should not be any physical damage(s) and shall contain all the required goods/items accessories before declaring the all goods/items as "Ready for delivery".

3.2: Scope of Supply

- a) Subject to the provisions in the bidding document and contract, the goods and related services to be supplied, shall be as specified in the bidding document.
- b) The bidder shall be responsible for Supply and Installation of the items at the locations as mentioned in the '**Annexure-D**' and On-site support, Operation of Call/ Service Center for Grievance Redressal and support at all the District/Taluka Court sites in Uttarakhand for smooth operations with required On-site Warranty and Operational support from the date of Supply of listed Hardware as per this e-tender.
- c) The bidder(s) shall not quote and supply any hardware/ software that is likely to be declared as End of Sale/ End of Life in coming 5 years and End of Service/ Support in coming 5 years from the date of tender submission. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support in the period mentioned above, then the bidder(s) shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

4: DELIVERY SCHEDULE:

The Bidder shall ensure that all the required quantities of the ordered goods/items are supplied and delivered to the desired location i.e. **Annexure-D**.

4.1: Delivery Process

- a) All aspects of safe delivery of the goods/items shall be the exclusive responsibility of the Vendor. At the destination site, the original packing shall be opened only in the presence of concerned Authorized Officer(s) of respective site/location and Vendor's representative.

The intact position of the seal shall form the basis for receipt of goods/items in good condition (not tampered).

- b) The Vendor must apply to the respective authority for issue of road permit/way-bill in time.
- c) Delay on account of getting relevant permits shall not make Vendors' eligible for waiver of penalties.
- d) Delivery of the Goods shall be made by the Supplier in accordance with the terms of the Purchase Contract. The vendor shall take responsibility of the Goods till they reach the delivery destinations as informed by the Court. Transport to such place of destination in India, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier. The Supplier/Vendor shall organize the Road Permits wherever required.
- e) The Vendor should install all the goods/items at specified site without any additional charge.
- f) It shall be the responsibility of the Vendor to deliver the goods in time.
- g) The contract for the supply can be repudiated at any time by the High Court of Uttarakhand, if the supplies are not made to the satisfaction of Hon'ble Court after giving an opportunity to the bidder(s) of being heard and recording the reasons for repudiation.
- h) The supplier/ selected bidder(s) shall arrange to supply the ordered goods/items as per specifications within the specified delivery/completion period at various sites/locations mentioned in the bidding document and/or contract.
- i) If the goods/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) **Shifting the place of delivery destination:**
High Court of Uttarakhand shall be free to shift/change the place of delivery. The successful/ selected bidder(s) shall provide all assistance including transportation in shifting of the delivered Goods/items.

4.2: Terms of Execution & Delivery Time Schedule:

- a) The Bidder shall deliver the goods/items within 8 weeks from the date of the work order. In case of delay in delivery of goods/items, penalty shall be charged as mentioned in LD (Liquidated Damages) clause.
- b) The Bidder shall complete the installation and configuration of the goods/items within 2 weeks from date of delivery. Any delay beyond stipulated period shall attract additional penalty, as mentioned in the LD clause.
- c) Part of the week shall be considered as full week. Only business days would be calculated within the week, excluding holidays.

- d) The Bidder should have adequate number of qualified/certified and experienced resources with requisite skills required to manage the delivery/ Installation Setup as per the scope of the project.
- e) High Court in its discretion may increase/decrease the time period given for delivery and installation of goods/items.

5: INSTALLATION PROCESS

- a) During installation at site, if any item is found defective or broken, it shall be replaced with new one by the Vendor at its own cost and risk within 15 days from the date on which the Vendor has been informed of such damage.
- b) Consolidated Installation report, based on the successful installations of the individual item, duly signed by the competent authority of the concerned site/location.
- c) It may be noted that only the goods/items technically tested/accepted as per Purchase Order shall be installed as per the schedule mentioned Below –

CONSOLIDATED PROOF OF INSTALLATION REPORTS

Location:-.....

Purchase Order No. :-		Purchase Order Date :-		
SN	Particulars of item/goods	Serial No. of the Item	Date of Delivery at site	Date of installation and ready to use at site
All goods/items have been delivered & successfully installed.				
		(Sign & Stamp) Competent Authority		

Note: (1) Please ensure that signatures are taken on each page of the consolidated report.

(2) In case of SNR or any other issue due to which the hardware items cannot be installed and commissioned, then such hardware purchased for courts with aforementioned issue, shall be kept under the custody of the concerned District Judge till the location/site is ready to accommodate the hardware. In such a case, a Sign-off of the installation shall be provided by the Competent Authority of the respective District Court.

6: INSTRUCTIONS TO BIDDERS

6.1: Cost of Bidding

- a) The Bidder shall bear all the costs associated with the preparation and submission of the Tender. High Court of Uttarakhand shall in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bidder shall have to remit Non-refundable Tender Processing Fees of Rs. 4,720/- in the separate cover. Tender processing fees must be in the form of Demand Draft in the favor of “**Registrar General, High Court of Uttarakhand**” payable at Nainital along with the covering letter. The bidders are also requested to affix the stamp of your company on the overleaf of demand draft.

6.2: Bidding Documents

Bidder can download the tender document from <https://www.uktenders.gov.in/> and upload the same on <https://www.uktenders.gov.in/> on or before due date of the Tender. The bids have to be submitted online on “<http://uktenders.gov.in>”. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or tender not substantially responsive to the bidding documents in all respect may result in the rejection of the Tender. 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.

6.3: Amendment of Bidding Documents

- a) High Court of Uttarakhand may modify the bidding documents by amendment and upload accordingly at any time prior to the deadline for submission of bids, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidder(s)
- b) All prospective bidder(s) are requested to browse etender website for any amendments / corrigendum / modification. Further, such modification/amendments shall be binding to all the prospective bidders.
- c) In continuation of the amendment of the bidding documents, High Court of Uttarakhand, at its discretion, may extend the deadline for the submission of bids.

7: SECTIONS COMPRISING THE BIDS

7.1: Tender Processing Fees: The tender processing fee (non-refundable) to be furnished to the High Court of Uttarakhand office in a separate envelop on or before date & hour of submission of etender.

7.2: Two bid system - Two covers system/two envelops system/two bid system shall be followed for the tender: The two covers shall be as below-

- **Technical bid** –Qualification, Technical Proposal, Fee Details, EMD (if and as applicable), essential supported certificates/ documents etc are to be submitted by the bidder(s).(**Annexure 'A'**)
- **Financial bid** –Financial Proposal in the given format, termed as Financial bid (BOQ). (**Annexure 'B'**).

7.3: Road Permit

In case any Road Permit is required for transportation of contracted goods/items/hardware, it shall the responsibility of the Bidders to make all the arrangements required in advance without any extra cost to the High Court of Uttarakhand. However, High Court of Uttarakhand shall provide a letter, if required, to the Bidders for carrying out the task.

7.4: Tender Currency

The prices should be quoted in Indian Rupees. Payment for the supply of equipment as specified in the agreement shall be made in Indian Rupees only. The tender validity would be for a duration of **180 days** from the last date of submission of tender.

7.5: Earnest Money Deposit (EMD)

The bidder(s) shall have to submit "BID SECURITY DECLARATION" as annexed herewith with tender document (**Annexure 'E'**) on or before date & hours of submission of tender in a sealed cover at High Court of Uttarakhand office.

7.6: Performance Security

The successful Bidder shall submit performance security amounting to 3% of the total contractual value in the form of Fixed Deposit Receipt or unconditional Bank Guarantee from a Nationalized Bank/scheduled bank duly pledged in the favour of 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 warranty obligations of the vendor/supplier. The Security Deposit will be refunded only after the expiry sixty days beyond the date of completion of all warranty obligations. This deposit is liable to be forfeited, if during the period of warranty the services of the vendor 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.

7.7: Period of Validity of Bids

- a) Bids shall remain valid for 180 days after the last date of tender submission prescribed by the High Court of Uttarakhand. A Tender valid for a shorter period shall be rejected as non-responsive.
- b) In exceptional circumstances, High Court of Uttarakhand may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Tender security shall also be suitably extended.

7.8: Tender Due Date

- a) Tender must be uploaded by bidder(s) not later than the date specified in the e-tender.
- b) The High Court of Uttarakhand may, at its discretion, extend the tender due date, in that case all rights and obligations of the High Court of Uttarakhand and the bidder(s), previously subject to the tender due date, shall thereafter be subject to the new tender due date as extended.

7.9: Modification and Withdrawal of bids

Modification and withdrawal of bids shall be as per provisions given in Uttarakhand Procurement Rules. The bidder will not be allowed to withdraw or modify the bid in the interval between the deadline for submission of bids and the expiration of the period of tender validity, specified by the bidder. Withdrawal of a Tender during this interval may result forfeiture of EMD/PBG followed by suitable action as deemed fit by High Court of Uttarakhand.

7.10: Opening/Evaluation of Bids

- a) The Bid Evaluation Committee (BEC) constituted by High Court, shall open/evaluate the bids. The decision of the evaluation committee in the evaluation of the bids shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.
- b) Tender evaluation shall be done on the basis of eligibility criteria, technical specifications, feasibility, suitability and price of item.

8: Contacting High Court of Uttarakhand

- Bidder shall not approach High Court of Uttarakhand officers after office hours and/ or outside High Court of Uttarakhand office premises, in respect of the tender or subject of purchase thereof, from the time of the Tender opening to the time the Contract is awarded.
- Any effort by a bidder(s) to influence High Court of Uttarakhand officers in the decisions on Tender evaluation, tender comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the High Court of Uttarakhand, it should do so in writing.

8.1: AWARD OF CONTRACT

- a) **Award Criteria:** The Criteria for selection shall be based on the evaluation criteria decided by High Court of Uttarakhand.
- b) High Court will award the contract to the successful bidder, on the basis of bid evaluation and it will not be binding upon the High Court, to accept the lowest bid. The decision of Registrar General, High Court of Uttarakhand shall be final and binding in this regard.
- c) The quantities may decrease or increase at any time, depending upon the requirements/grants available with the purchaser(s), which shall be binding to the bidder(s). The bidder has to supply the additional goods/items on the rates given in the financial bid. The rates should be valid for 180 days.
- d) In case, if the first bidder(s) (selected as per the criteria list) does not accept/execute/fulfill the terms/conditions of tender/work order or is found to be involved in corrupt and/or fraudulent practices, the next bidder(s) in the list shall be awarded the contract as per suitable provisions provided in the Uttarakhand Procurement Rules.

9: REJECTION/ACCEPTANCE OF BIDS

Registrar General, High Court of Uttarakhand reserves the right to reject/accept any Tender, and to cancel the bidding process and reject all the 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 grounds for such decision.

10: LIQUIDATED DAMAGE CLAUSE & DELIVERY RELATED PENALTY

- Notwithstanding, the High Court of Uttarakhand has right to cancel the order and liquidated damages at 0.5% of the cost of undelivered equipment's per site per week shall be charged for every week's delay in delivery.
- The Bidder shall complete the installation and configuration within given time frame. Any delay beyond stipulated period shall attract additional penalty @ 0.5% per week of order value.
- The High Court of Uttarakhand reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the High Court of Uttarakhand to the firms.
- However, the High Court of Uttarakhand may, at its discretion, waive the liquidated damages in case the delay cannot be attributed to the Bidder.

11: TAXES & DUTIES

Bidder shall be liable for all the taxes and duties. Bidder who does not hold a valid Permanent Account Number (PAN)/ Tax Identification Number (TIN) from Income Tax department and who are not registered under the GST prevalent in the State where his business is located shall not be eligible for bidding. The GST Registration Number should be quoted and a GST clearance certificate from the Commercial Taxes Officer of the Circle concerned valid on the date of submission of tender shall be submitted without which the tender is liable to rejection. The bidder(s) quoting GST should have valid GST registration in the state of Uttarakhand and he should mention the same VAT/GST registration number in the tender document. GST must be shown separately.

12: INSURANCE:

The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges shall be borne by the supplier and Purchaser shall not be required to pay such charges if incurred. The goods shall be delivered at the destination (**FOR** -> Freight on Road) in perfect condition.

13: TRANSPORTATION

The supplier/ selected bidder(s) shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by rail and road or air or sea and delivery of the

material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder(s) shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible. All goods must be sent freight paid.

14: PAYMENTS TERMS

- a) The standard payment terms of the Court are subject to general principle of payment under the Uttarakhand Procurement Rules, 2017, as prescribed by the Government of Uttarakhand or the General Finance Rules, Government of India, whichever applicable to the present tender. All the payments will be made by High Court of Uttarakhand, Nainital. Successful Bidder/Supplier/Vendor will be required to furnish the documentary proof of delivery, installation by the concerned competent authority of Court.
- b) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods/items delivered and related services performed, and by the required documents submitted pursuant to general conditions of the Purchase Order and upon fulfillment of all the obligations stipulated in the Purchase Order.
- c) The successful Bidder must accept the payment terms proposed by the Court. The financial bid submitted by the Bidder must be in conformity with the payment terms proposed by the Court. Any deviation from the proposed payment terms would not be accepted. The Court shall have the right to withhold any payment due to the Bidder, in case of delays or defaults on the part of the Bidder. Such withholding of payment shall not amount to a default on the part of the Court.
- d) All Payments will be made to the successful Bidder/Supplier in Indian Rupee (INR) only.
- e) All remittance charges shall be borne by the supplier/ selected bidder(s).
- f) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- g) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, shall be deducted from the payments for the respective milestones.
- h) In case of Site Not Ready (SNR) or any other issue due to which installation could not be completed, then the decision of Competent Authority of the High Court of Uttarakhand, shall be final and binding to the selected vendor with regard to release of payment.
- i) Taxes (work contract tax, service tax, GST, income tax, etc.), as applicable, shall be deducted at source, from due payments, as per the prevalent rules and regulations.

15: APPLICABLE LAW

- a) The Agency shall be governed by the Laws and Procedures established by Government of India/State Government, within the framework of applicable legislations and enactment

made from time to time concerning such commercial dealings/processing.

- b)** All disputes in this connection shall be settled in Nainital Jurisdiction only.
- c)** The Registrar General, High Court of Uttarakhand also reserves the right to modify/relax any of the terms & conditions of the e-tender.
- d)** In case the selected bidder(s) fails to complete/comply the order within given time frame, then necessary action shall be taken against the said firm by forfeiting EMD/PG followed by blacklisting of the said firm or as applicable in such matters. In such case suitable penalty may be imposed on the said firm. Decision of Registrar General, High Court of Uttarakhand shall be final and binding in such matters.

Registrar General

Annexure 'A'

<u>SNo.</u>	<u>Particulars</u>	<u>To be filled by the bidder</u>	
1.	Name of the Agency		
2.	Whether Demand draft of Rs. 4,720/- (non refundable) payable in the name of Registrar General, High Court of Uttarakhand, Nainital is attached along-with the tender as tender fee.		
3.	EMD Declaration form		
4.	Date of establishment of the firm		
5.	Office address of the firm with office telephone number, fax number and mobile number and name of the contact person		
6.	The bidder(s) must have turnover of at least Rs. 2 crore in each of the last three financial years. (attach relevant documents)	FY.....	Rs.
		FY.....	Rs.
		FY.....	Rs.
7.	Registration with concerned Government Authorities. (copy to be enclosed).		
8.	PAN (copy to be enclosed)		
9.	Tax Registration Number (copy to be enclosed).		
10.	The bidder(s) should be an OEM/Company/Distributor having experience of minimum 5 years in India. (copy to be enclosed).		
11.	The bidder(s) must have direct authorization from major OEMs for selling and supporting components offered. Bidder needs to furnish the authorization letter from Original Equipment Manufacturer in case of authorized partner/ representative/ system integrator. (copy to be enclosed).		
12.	The bidder(s) should have certification (optional) from an accredited and internationally reputed firms for ISO 9001:2008 (higher or equivalent). (copy to be enclosed).		
13.	The Bidder should support centers/logistics for the entire state of Uttarakhand.		
14.	The bidder(s) has not been blacklisted in the past by any of the State Governments across the country or Government of India or High Courts or Hon'ble the Supreme Court of India. (copy to be enclosed).		

Note:- In case of any confusion/misinterpretation/typographical mistakes etc. in this tender document, the decision of Registrar General, High Court of Uttarakhand shall be Final and binding.

Annexure 'B'

Tender Inviting Authority: Registrar General, High Court of Uttarakhand, Nainital					
Name of Work: supply and installation of Duplex Printer and MFD Printer under e-Courts (Phase- II) Project					
Contract No: UHC/eCourt/Printer-MFD/2021					
Name of the Bidder/ Bidding Firm / Company :					
PRICE SCHEDULE					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
SN	Item Description	Quantity	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT inclusive of allTaxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6
1	Duplex Printer	185		0.00	INR Zero Only
2	Multi-Function Printers (MFD)	185		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only	

Annexure 'C'

(1) Specification of Duplex Printer with Ethernet Port

Name/Brand/Model of offered goods/item/hardware.....		
<u>FEATURE</u>	<u>SPECIFICATION DESCRIPTION</u>	<u>COMPLIANCE (Yes/No)</u>
Printing Technology	Monochrome Laser Printing or same, equivalent or better/more	
Duplex Printing	Auto Duplex with Ubuntu 14.04 Driver support for duplex	
Simplex Printing Speed (A4)	25 ppm or above	
First Print Out Time	8 seconds or less	
Resolution	600 x 600 dpi or better	
Paper Tray Capacity	250 pages	
Output Tray Capacity	100 pages	
Paper Type	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelope	
Duplex Printing	A4 / Letter / Legal	
RAM	64 MB or more	
Interface	USB 2.0 Hi-speed or more 10/100 Base-T Ethernet (Network)	
Operating System Drivers to be provided for	Ubuntu 14.04 and later, Windows Vista and later including Windows 8 (all 32 and 64 bit both)	
Duty Cycle	10000 pages per month	
Power Requirement	AC 220 -240V (±10%), 50 / 60Hz (±2Hz)	
Energy Certification	Energy Star (EPA) ver 1.0 or above / BEE India Star ver 1	
Original Equipment Manufacturer (OEM) Product	OEM Manufacturer or its authorised dealers with OEM Manufacturer Authorization only to bid	
Warranty	5 Years Comprehensive warranty including all parts except toner Cartridge with onsite support	
Bidder to give details		
A. Yield per Toner Cartridge		
B. Whether Toner cartridge & Drum Integrated		
C. Whether Cartridge refillable		

NOTE: The above configuration should be read as “the same, equivalent or better/more.

(2) Multi Function Printer Specification MFD Printer with Ethernet port

Name/Brand/Model of offered goods/item/hardware.....		
SPECIFICATIONS		COMPLIANCE (Y/N)
PRINT		
Printing Method	Monochrome Laser Printing or same, equivalent or better/more	
Simplex Printing Speed (A4)	25 ppm or more	
Print Resolution	600 x 600 dpi	
First Printout Time	10 second or less	
Auto Duplex Print	Auto Duplex Standard	
Available Paper Size for Auto Duplex Print	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelope	
BIDDER TO GIVE DETAILS		
A. Yield per Toner Cartridge		
B. Whether Toner cartridge & Drum Integrated		
C. Whether Cartridge is refillable		
PAPER HANDLING		
Auto Document Feeder (ADF)	30 sheets	
Available Paper Size for AutoDocument Feeder	A4, B5, A5, B6, Letter, Legal	
Paper Input (Standard)	250-sheets (Plain Paper of 60-80 gsm),1-sheet Multipurpose Tray	
Paper Output	100 sheets	
Paper Sizes (Standard Cassette)	A4, B5, A5, B6, Letter, Legal	
Paper Sizes (Multipurpose Tray)	A4, B5, A5, B6, Letter, Legal	
Paper Types	Plain Paper, Heavy Paper,Transparency, Label, Index Card,Envelope	
SCAN		
Scan Resolution	Optical 600 x 600 Dpi or better	
Color depth	24 bit Color Scanning	
Scan Speed	Upto 12 ppm (Black & White), Upto 5 ppm (Color)	
Pull Scan	Yes. USB & Network	
Push Scan (Scan to PC)	Yes, USB & Network	
Scan Features	TWAIN Compatible	
Scan Output	PDF, JPG, TIFF etc	
Scanning Options	Color, Grey Scale, Black & White etc	
Scanner Compatibility	SANE Family of Scanners (SANE Project Supported Device)	
COPY		
Copy Speed (Simplex: A4)	25 cpm (copies per minute) or more	
Copy Resolution	600 x 600dpi	
First Copy Out Time (A4)	10 seconds or less	
Reduce / Enlargement	25 -400 %	
FAX		
Modem Speed	Up to 33.6Kbps	
Memory Capacity	Up to 100 pages	
Coded Dial	Up to 99 dials	
Receive Mode	FAX Only, Manual, Answering, Fax/TelAuto Switch	
Memory Backup	Permanent fax memory back-up	
Other Fax Features	Plain Paper Fax, EPABX Compatible, Auto Redial, Fax Activity Reports, FaxActivity Result Reports, Fax Activity Management Reports	
CONNECTIVITY & SOFTWARE		
Standard Interface(s)	USB 2.0 High-Speed,10/100 Base-T Ethernet (Network), Phone Line Port	
Network Security (Wired)	IP/Mac address filtering	

Compatible Operating Systems*3	Ubuntu 14.04, Windows Vista and later including Windows 8 (all 32 and 64 bit both)	
GENERAL SPECIFICATIONS		
Memory	64 Mb or Higher	
Power Requirements	AC 220 -240V ($\pm 10\%$), 50 / 60Hz ($\pm 2\text{Hz}$)	
Monthly Duty Cycle	10000 Pages	
Energy Certification	Energy Star (EPA) ver 1.0 or above / BEE India Star ver 1	
Warranty	5 Years Comprehensive warranty including all parts except toner Cartridge with onsite support	

NOTE: The above configuration should be read as “the same, equivalent or better/more.

Annexure 'D'

SR. NO.	JUDICIAL DISTRICT NAME	NAME/ADDRESS OF THE LOCATION	DUPLEX PRINTER	MULTI-FUNCTION PRINTER (MFD)
1.	Almora	Civil Court Complex Dwarahat	1	1
2.	Almora	Civil Court Complex Bhikiyasain	1	1
3.	Almora	Civil Court Complex Ranikhet	2	2
4.	Almora	District Court Complex Almora	6	6
5.	Bageshwar	District Court Complex Bageshwar	5	5
6.	Bageshwar	Civil Court Complex Garur	1	1
7.	Chamoli	District Court Complex Chamoli	4	4
8.	Chamoli	Civil Court Complex Karnprayag	1	1
9.	Chamoli	Civil Court Complex Gairsain	1	1
10.	Chamoli	Civil Court Complex Joshimath	1	1
11.	Chamoli	Civil Court Complex Pokhari	1	1
12.	Chamoli	Civil Court Complex Tharali	1	1
13.	Champawat	District Court Complex Champawat	4	4
14.	Champawat	Civil Court Complex Tanakpur	1	1
15.	Dehradun	District Court Complex Dehradun	26	26
16.	Dehradun	Civil Court Complex Chakrata	1	1
17.	Dehradun	Civil Court Complex Rishikesh	6	6
18.	Dehradun	Civil Court Complex Vikasnagar	3	3
19.	Haridwar	District Court Complex Haridwar	16	16
20.	Haridwar	Civil Court Complex Roorkee	10	10
21.	Haridwar	Civil Court Complex Laksar	4	4
22.	Nainital	District Court Complex Nainital	9	9
23.	Nainital	Civil Court Complex Haldwani	11	11
24.	Nainital	Civil Court Complex Ramnagar	4	4
25.	Nainital	Civil Court Complex Dhari	1	1
26.	Pauri Garhwal	District Court Complex Pauri Garhwal	6	6
27.	Pauri Garhwal	Civil Court Complex Kotdwar	4	4
28.	Pauri Garhwal	Civil Court Complex Dhumakot	1	1
29.	Pauri Garhwal	Civil Court Complex Lansdowne	1	1
30.	Pauri Garhwal	Civil Court Complex Srinagar	1	1
31.	Pithoragarh	District Court Complex Pithoragarh	5	5
32.	Pithoragarh	Civil Court Complex Didihat	1	1
33.	Pithoragarh	Civil Court Complex Gangolihat	1	1
34.	Pithoragarh	Civil Court Complex Dharchula	1	1
35.	Rudraprayag	District Court Complex Rudraprayag	5	5
36.	Rudraprayag	Civil Court Complex Ukhimath	1	1
37.	Tehri Garhwal	District Court Complex Tehri Garhwal	5	5
38.	Tehri Garhwal	Civil Court Complex Kirtinagar	1	1
39.	Tehri Garhwal	Civil Court Complex Narendranagar	1	1
40.	Udham Singh Nagar	District Court Complex Udham Singh Nagar	13	13
41.	Udham Singh Nagar	Civil Court Complex Kashipur	7	7
42.	Udham Singh Nagar	Civil Court Complex Khatima	4	4
43.	Uttarkashi	District Court Complex Uttarkashi	4	4
44.	Uttarkashi	Civil Court Complex Purola	1	1
45.	Uttarkashi	Civil Court Complex Barkot	1	1
Total			185	185

Annexure 'E'

Bid Security Declaration Form

Date: DD/MM/YYYY; Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

-----END OF DOCUMENT-----