



कोलकाता पत्तन न्यास
चिकित्सा विभाग,सेन्टेनरी अस्पताल
1,डायमंड हार्बर रोड,कोलकाता-700 053
KOLKATA PORT TRUST
MEDICAL DEPARTMENT,CENTENARY HOSPITAL
1, DIAMOND HARBOUR ROAD,KOLKATA-700053
[ISO 9001: 2008 Certified]



Tender Enquiry for supply delivery and installation and commissioning & FSMA Contract for 5 years of 01(one) No. Photo Copier Machine through Buy-back of old Photocopier Machine of Make: XEROX WC 5019

Tender No : MED/ PR/ ADVT/ 288/ 20-21/195

5/6/2020

Medical Department of Kolkata Port Trust invites Offers against Tender under **single cover one part system (Techno-Commercial Bid + Price Bid)** from the Manufacturers or their Authorised Dealer / Distributor / Stockiest / Agent, for supply, delivery , installation & commissioning of 01 (one) No Photocopy machine under buy back offer for use in Centenary hospital of KoPT ,fulfilling the eligibility criteria mentioned below and in accordance with the Notice Inviting Tender, Instruction to Tenderers, Special Conditions of Contract and General conditions of the contract & Bill of Quantities.

Bid Document may be downloaded from website www.kolkataporttrust.gov.in or Central Public Procurement Portal www.eProcure.gov.in. Corrigenda or Clarifications, if any, shall be hoisted on the above mentioned websites only. **Hence all the intending bidders are advised to keep close watch on the above mentioned websites in their own interest.**

1) TENTATIVE CALENDAR OF TENDERING PROCESS:

i)	KoPT Website hosting the NIT	On and from 17 / 06 / 2020
ii)	Sale of Tender Document	On and from 17 / 06 / 2020
iii)	Pre-bid Meeting	25 / 06 / 2020 (at 11.00 hrs)
iv)	Last Date of Sale of Tender Document	8/ 07/ 2020 (upto 14.00 hrs)
v)	Last Date of Submission of Tender	08/ 07 / 2020(upto 15.00 hrs)
vi)	Opening of Cover-I & II (Techno-Commercial Bid + Price bid)	09/ 07/ 2020 (at 15.30hrs)
vii)	Estimated cost of the tender	Rs,1,84,000/- excluding GST

2) Earnest Money and Cost of Tender document

(i) Cost of Tender Documents:

The cost of tender documents is **Rs. 590/- (Rupees five hundred and nienty only) including 18% GST..** Tender Document may be downloaded from KoPT website www.kolkataporttrust.gov.in or Central Public Procurement Portal www.eProcure.gov.in. which a DD / Banker's Cheque of Rs. 590/- drawn in favour of "Kolkata Port Trust", payable at Kolkata, will have to be submitted along with the Techno-Commercial Documents in Set-1.

(ii) EARNEST MONEY : An amount of **Rs. 3680.00 (Rupees three Thousand six Hundred and eighty only) should be deposited as Earnest Money with the Treasurer of Trustees' of Kolkata Port Trust at 15, Strand Road, Kolkata – 700 001. The self attested photo copy of the TR issued by the Treasurer of the Trustees' in favour of the Tenderer must be submitted along with the Offer. Or **Earnest Money may be deposited by DD / Banker's Cheque and should be attached with the Tender.****

After the award of the contract the Earnest Money will be refunded without interest on application to all unsuccessful bidders who have submitted bona-fide bids. The Earnest Money of the successful tenderer shall be returned after successful Installation of the entire ordered Item/s and deposit of Performance Security.

Note :Tenders not accompanied with Earnest Money & tender cost as described shall be summarily rejected as non-responsive.



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3) Scope of Work

- i) During the Warranty period the vendor must supply all the consumables like toner, drums etc. (excluding cost of papers, electricity with connection, space & manpower). The average number of photocopies as per the present consumption is Sixty thousand (60,000) per year.
- ii) Supply, Delivery & Installation has to be made to the Centenary Hospital, KoPT, Majherhat, Kolkata by own arrangement of the supplier within a period of 45 days from the placement of the order.
- iii) The rate should be quoted indicating the **Basic Price of the Machine including all charges except GST., Basic Price including the Cost of Consumables required to be replaced during the period of Warranty.** Rate of Taxes should be stated clearly in the Offer.
- iv) The supplied Machine as well as all Parts and Accessories should be covered under **Warranty (for a period minimum at least of 24 (twenty four) months)**. The successful Supplier should make good at his own expenses all defects due to faulty design, material and workmanship, which may develop under proper use, during the period of Warranty. If any difference of opinion arises on any of the provisions of this clause, the decision of the Chief Medical Officer shall be final and binding upon both the parties.
- v) In case the supply is not made within the stipulated period, without valid reasons, then compensation to KoPT @ 1/2% of the total value of the order for each day's delay shall have to be paid, provided the entire amount of compensation to be paid under the provisions of this Clause shall not exceed 10% of the total order value. KoPT may without prejudice to any other method of recovery, deduct the amount of such damages from any amount which is due or which may become due to the Contractor. These however will not relieve the Bidder from his obligation & liabilities under the Contract.
- vi) Service Centre should be in Kolkata
- vii) **BUY BACK OF EXISTING MACHINE:**
The Buy-back amount of the existing machine Make: Xerox, Model No. XEROX WC 5019 should be mentioned, which will have a bearing on the evaluation of the tender.

4) FULL SERVICE MAINTENANCE AGREEMENT (FSMA):

- (i) The awarded OEM will be required to enter in to the FSMA Contract with KoPT for a period of five (5) years after completion of the Warranty period. The Rates of FSMA Charges (excluding the Cost of papers, electricity with connection, voltage stabilizer, space & manpower) to be stated clearly in the offer, which will have a bearing on the evaluation. The tentative number of photocopies will be around **Sixty thousand (60,000) per year.**
- (ii) During FSMA Contract with the OEM the original Spare Parts & Consumables like Toner, Drums etc. are to be supplied & **no refurbished** items will be accepted.
- (iii) In the event the machine during the period of Warranty is not repaired & commissioned within the period of next working day of breakdown / developing defect or no replacement of machine is made available during the period the machine remains out of commission, the Chief Medical Officer will be at liberty to get the repair done and deduct the cost thereof from the Vendor from any amount lying outstanding. In case the cost exceeds such amount, the Vendor should pay the balance amount to



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KoPT. These however will not relieve the Bidder from his obligation & liabilities under the Contract. In exceptional circumstances, the Chief Medical Officer may allow extension for such period as is considered reasonable without imposing penalty, against written application of the Vendor.

- (iv) If the Equipment is to be repaired at the premises other than at Centenary Hospital KoPT, an Indemnity Bond in prescribed pro-forma has to be submitted by the contractor before taking out the same for repair outside the hospital premises. The shifting & transportation cost will not be borne by KoPT authority. A stand by Equipment may be provided by the Contractor in case of anticipated delay in repairing the Equipment.
- (v) The number of photocopies done will be based on the meter reading of the meter installed in the Equipment. The service provider will note the meter reading in the presence of authorised representative of KoPT who will endorse the same. Authorised representative(s) will be allowed to enter the Hospital premises at all reasonable time to inspect and service the Equipment with the permission of the customer.
- (vi) The quality of photocopy should be reasonably good & of acceptable quality. The Equipment should be maintained in good working condition during the period of contract.
- (vii) The bill for the previous month will be raised by the service provider. The payment shall be made generally within 30 days directly through bank ECS or Cheque (for outstation firm) on submission of clear Bill supported with satisfactory performance certificate and other related documents.

5) INSTRUCTIONS TO BIDDER:

- 5.1** The tender document is not transferable and shall be submitted in the name of the Person / Firm / Corporation in whose name the tender document was issued. No Bidder is allowed to submit more than one TENDER.
- 5.2** **Power of Attorney:** Tender shall be signed by the bidder or a person, duly authorized to sign on behalf of the Bidder. Notarised Power of Attorney on non-judicial stamp paper accompanying the offer shall indicate such authorization which should be enclosed in Cover-1.
- 5.3** **Each page** of the NIT (**Page 1 to 10**) must be signed with seal and date by the authorized signatory of the bidder and must be submitted along with the tender.
- 5.4** Tender for the above work should be submitted in accordance with the Schedule of Quantities as specified in this tender and in accordance with the special conditions of contract. The **Special Conditions of Contract** mentioned herein under shall prevail over / in addition to the provisions as made in the Trustees' **General Conditions of Contract**.
- 5.5** Any clarification with regard to interpretation or ambiguities discovered or pointed out after the issue of the tender documents but prior to submission of tenders as to the meaning, conditions or instructions contained in any of the issued documents, shall be valid only when such a clarification is issued in writing by the officer issuing the Notice Inviting Tender. Any such written clarification or amendment shall be distributed to each intending bidder.
- 5.6** **The Trustees' will not recognize any assignment or endorsement in favour of third party of any order arising out of this tender.**



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5.7 The issuing authority reserves the right to ACCEPT / REJECT any or all tenders without assigning any reason whatsoever.

6) **Tender Submission Procedure:**

THE TENDER shall be submitted in SINGLE PART in 2 (TWO) SEALED COVERS as follows:

COVER-I : Sealed Cover Superscribed with "Techno-Commercial Bid for Supply, Delivery, Installation and Commissioning & FSMA Contract for 5 years of 1 No. **Photo Copier Machine through Buy-back of old Photocopier Machine of Make: XEROX WC 5019 - Tender No. MED / PR / ADVT / 288/ 20-21/ 195 Dated 05/ 06/ 2020** at Centenary Hospital, Kolkata Port Trust" and will contain Techno-Commercial Documents of **Set – I (Page 1 to 10)**.

COVER-II: Sealed Cover Superscribed with "Price Bid for Supply, Delivery, Installation and Commissioning & FSMA Contract for 5 years of 1 (One)No. **Photo Copier Machine through Buy-back of old Photocopier Machine of Make: XEROX WC 5019 - Tender No. MED / PR / ADVT / 288/ 20-21/ 195 Dated 05 / 06/ 2020** at Centenary Hospital, Kolkata Port Trust" and will contain Price Bid Documents of **Set – II (Page 16)**.only

Above two covers should be kept in a Separate Envelop super scribed for Supply, Delivery, Installation and Commissioning of 1 No. Photo Copier Machine through Buy-back of old Photocopier Machine of Make: XEROX WC 5019 - Tender No. MED / PR / ADVT / 288/ 20-21/ 195 Dated 05 / 06/ 2020.

7) **Eligibility to bid criteria:**

- Company Particulars (as per **Appendix 'A'**),
- Details of EMD and tender cost enclosing Demand draft/ banker's cheque.
- Brand and Maker's name of the quoted equipment must be clearly stated in the offer.
- Notarized Power of Attorney in favor of Authorized Signatory.
- Trade License , Certificate of Incorporation, GST Registration Certificate, Income Tax PAN / TAN,
- Techno-Commercial Specifications as per **Appendix-'B'** and Technical Specification Compliance Statement of Tech. Specification of the offered equipment with that of specifications of NIT supported with Literature / Catalogue. Brand and Maker's name of the offered item should be mentioned.
- Declaration regarding Life span of the offered item and Guarantee for availability of Spare Parts and Consumables during the declared Life Span should be submitted. The Bidder also should upload the list of Spare Parts / Consumables with Prices in a separate letter which is not covered under Warranty / FSMA at the time of submission of Techno-Commercial Bid.**
- The complete NIT (**Page 1 to 10**) duly signed (with seal and date) by the authorized signatory of the bidder on each page



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- ix) Any Two Order copies of the quoted model along with performance certificate.
- x) Address Service Centre in Kolkata. Along with name of the contact person with mobile no.
- xi) Declaration that after completion of warranty period of 24 months , successful vendor will enter in to an FSMA contract for 5 years.

8) SPECIAL CONDITIONS OF CONTRACT:

- a) **PERIOD OF VALIDITY OF OFFER:** The offer should be VALID for a period of not less than 120 (one hundred and twenty) days from the date of opening of the **Tender**
- b) **WITHDRAWAL OF TENDER:** Withdrawal of tender / offer in the interval between the closing date for submission of e-Tender and the expiry of the period of its validity will result in forfeiture of Earnest Money.
- c) **CANCELLATION OF TENDER:** The Chief Medical Officer, KoPT, reserves the right of accepting or rejecting any offer partially or wholly without assigning any reason thereto.
- d) **REJECTION OF TENDER DOCUMENTS:** Bidder is expected to examine the Tender documents including all Instruction Forms, Terms & Conditions, and Technical Specifications in Tender documents. Failure to furnish the requisite information as per the NIT or submission of tender not substantially responsive to the tender documents in every respect may result in the rejection of the tender.
- e) **AMENDMENT OF TENDER DOCUMENTS:**
 - i. At any time prior to the deadline for submission of tenders, the Chief Medical Officer for any reason whether at his own initiative or in response to a clarification required by a prospective Bidders may modify the Tender Documents.
 - ii. The amendment shall be part of the Tender Documents and will be notified by publication in the KoPT's website / Central Public Procurement Portal and will be binding on the prospective Bidders.
 - iii. All the intending Bidders are advised to keep close watch on the website of KoPT / CPP Portal in their own interest.
- f) **DEMNOSTRATION CLAUSE:** During the evaluation of the Techno-Commercial Bid of the respondent Firm/s, the Chief Medical Officer at his discretion may ask the Bidder/s to make arrangement to demonstrate the offered item(s) & its functioning for inspection by a Technical Committee to be formed by the Chief Medical Officer, either at the Centenary Hospital KoPT / one or more sites where the item(s) is / are already installed (within Kolkata) or at its own premises. The demonstration will have a bearing on the technical evaluation of the equipment(s). The transport arrangement for the Committee Members will be arranged by KoPT.
- g) **PRICE:** AS per Price Bid ANNEX_C
 - a) No price escalation is admissible other than statutory increase in Taxes & Duties etc. against documentary proof.
 - b) Price Bid should be **FREE FROM ANY EXTRANEIOUS CONDITIONS.**



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9) SECURITY DEPOSIT:

The tender is subject to Security Deposit for an amount of Ten percent (10%) of the value of the Contract - which is to be submitted by the successful bidder either by Demand Draft / Pay Order / Banker's Cheque drawn on a Scheduled Bank and in favour of Kolkata Port Trust payable at Kolkata and to be submitted with the Treasurer of Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 and the self attested photo copy of Treasury receipt is to be submitted to Medical Dept. or in the form of Bank Guarantee issued by any Scheduled Bank to ensure due performance of the contract, within 30 days from the date of placement of order and the said amount will be retained by the Port Authority as Security Deposit.

- (i) Bank Guarantee for Security Deposit should remain valid for a period of 60 days in excess of / beyond the date of completion of all contractual obligations of the supplier including Warranty period.
- (ii) The Security Deposit so deposited will be refunded without any interest only after 60 days from the date of successful completion of Warranty Period and only on entering into the FSMA Contract with KoPT.
- (iii) The proceeds of the Security Deposit shall be forfeited to the Kolkata Port Trust as compensation towards any loss resulting out of the Vendor's failure to execute the Contract.

10) EVALUATION CRITERIA: Evaluation will be made on the basis of:

- a) Cost of Photo copy machine
- b) Cost of FSMA for 5 yrs. based on 60,000 photocopies per year.
- c) Amount of Discount for Service & Wastage.
- d) Amount of Buy back.

11) LICENCES AND PERMITS: The awarded Vendor shall be liable for obtaining all Licenses and Permits with respect to the goods supplied by him.

12) PERFORMANCE SECURITY BOND

The successful bidder shall have to furnish the Performance Security in the prescribed format to be provided by KoPT along with the confirmed Order.

13) DELIVERY:

- 13.1 As the item is required urgently, the Bidder must mention the earliest delivery, installation and commissioning period for the tendered item. In any case, this period including Installation & Commissioning should not be more than 60 (sixty days) from the date of placement of order. Installed equipment will be under observation of the KoPT authorities for a period of one month from the date of successful commissioning of the Equipment. The awarded Vendor shall arrange for proper and appropriate demonstration of the equipment to the satisfaction of the Technical Committee as may be formed for the purpose after which the equipment shall be said to be successfully commissioned. The Completion Certificate will be issued after one month of satisfactory performance of the Equipment. Warranty period shall be reckoned from the next day of issue of Completion



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Certificate of the equipment. Arrangement regarding delivery, loading / unloading, installation & commissioning etc. will be to the Seller's account.

- 13.2 The ordered material will have to be appropriately installed at the Centenary Hospital with prior permission of the appropriate authority at least 7 (Seven) working days in advance. Site inspection may be done prior to delivery if necessary, at Bidder's own cost.

14) TERMS OF PAYMENT:

Payment will be made through ECS / NEFT / RTGS after **One Month** of successful running of the awarded Equipment at the Centenary Hospital, KoPT, on submission of Bill complete in all respects and other related documents as per agreement viz. Acceptance Certificate of the supplied Equipment issued by the Doctor of OT. of Centenary Hospital, Receipted Challan, GST Registration Certificate, Income Tax PAN, Bank details, etc.

No advance payment will be made at any stage prior to Supply, Delivery, Installation and Commissioning of the items.

15) TERMINATION OF CONTRACT:

If the selected bidder fails to carry out the order as per the tender contract within the stipulated period without any valid and acceptable reason, the Chief Medical Officer, KoPT may cancel the order and his decision in the matter shall be final and binding on the selected contractor.

Upon cancellation of the order for the reason indicated above, the Chief Medical Officer shall be entitled to get the work done at the risk and expenses of the party on whom the order has been placed, and to recover the same from the selected bidder, in addition to any other amount, compensation of damages that KoPT is entitled to in terms of other relevant Clauses in contract.

16) FORCE MAJEURE:

In the event, the contractor / KoPT being prevented from fulfilling its obligation or part thereof arising out of this contract, due to any Force Majeure event like acts of God (flood, earthquake etc) or war, civil commotion, strike etc., the affected party shall forthwith but in no case later than 48 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall upon cessation of such event, promptly informs the other party and shall commence its obligation in part or in full arising out of this contract that was kept suspended due to such events of Force Majeure.

17) ARBITRATION:

Disputes if any arising out of this agreement will be settled by arbitration and the decision of the Arbitrator shall be final and binding upon both the parties. The contract will be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court of Kolkata.

Chief Medical Officer



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APPENDIX-'A'

[TO BE submitted DULY FILLED IN AND SIGNED ALONG WITH TECHNO-COMMERCIAL BID].

Name of the Firm / Bidder: _____

Name of the Authorized Signatory: _____

Official Address: _____

Phone No.: _____ FAX: _____

E-Mail: _____ Cell Phone No.: _____

Trade License No. / Certificate of Incorporation: _____

PAN / TAN _____ (Attach attested Photocopy) GST Registration Certificate _____

Bank Particulars: Name of the Bank / Branch _____

Account Type: _____ A/C No.: _____

MICR No: _____ IFS Code No.: _____

DECLARATION

We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the tender. In the event of our tender being accepted in full or in part, We also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the tender together with the acceptance thereof in writing by or on behalf of the Trustees shall form the Contract.

It is hereby confirmed that the hard copy of tender being submitted (uploaded) in the techno-commercial bid of the tender is Identical to the one downloaded from your website /Central Public Procurement Portal. In case the same is found altered / modified in any way, we will be held responsible and our offer will be liable for rejection forthwith and we may also be barred from participating in future tender of KoPT without any reference to us.

It is also declared that our Concern was never been banned or de-listed by any Government or, Quasi-Government Agency or PSU. If the declaration is found incorrect in future, our offer will be liable for rejection.

Offer No. _____

Date: ____ / ____ / 2020

Place: _

Signature of the Authorized Signatory of the Tenderer
(with official Seal and date)



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APPENDIX B

TECHNICAL SPECIFICATIONS AND SCHEDULE OF QUANTITIES

a) PHOTO COPIER MACHINE : 1 (ONE) NO.

	Description	
1	Basic feature	Table top duplex copier
2	Max Out put size	A3
3	copy/ print speed	24 A4/min
4	Multy copy	up to 999
5	Zoom	25-400%
6	Devise memory	256 MB RAM
7	Interface	High speed USB 2.0
8	DADF (Duplex Automatic Document feeder)	110 sheet
9	Print Resolution	600x600 dpi
10	Drum Yield	60,000-62000
11	Tonner Yield	10, 0000 copies
12	Copy accounting – Automatic counter device	Automatic counter device
13	Life span	
24.	Warranty: includes consumables, like tonner, drim sets and all necessary accessories	24 months

Note: Technical Literatures and Catalogs of the offered Model & Make are to be submitted along with the Offer for selection.

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Annex- C

BILL OF QUANTITIES AGAINST ENQUIRY NO. MED / PR / ENQUIRY / 288 / 20-21 / 195 Dt. 05 /06/2020

(Please detach the BOQ form and submit the same duly filled in, signed & stamped under your covering letter in sealed cover superscribed with "Quotation for Supply, Delivery and Installation & FSMA Contract for 5 years of One Photo Copier Machine against "Enquiry No. MED / PR / ENQUIRY / 288 / 20-21 / 195_ dt. 05/06/2020".

Sl. N o.	DESCRIPTION OF THE ITEM	QUANTITY	Rate in Rs. (In Figure & In Words)
1.	Photo Copier Machine, (including Consumable during Warranty period). Model: Make:	1 (One) No.	
2.	GST ____ %		
3.	Buy-back amount for XEROX WC 5019		
5.	FSMA charges for 5 years includes toner and other consumables*{ 60,000 copies per year x 5 years x Rate per copy}		
6.	Discount if any towards service & wastage.** in % of Gross No of Copies.		

(Total in Rupees _____)

a. GST Regn. No.

Note : * FSMA Charges will be calculated on the basis of 60,000.00 photocopies per year for 5 years.

** Discount may be mentioned per month towards Service & Wastage.