

Chapter - 1: Instructions to Bidders.

- i. The complete bidding documents are uploaded on Mission's website (<https://www.pminewyork.gov.in>) and on CPP portal (www.eprocure.gov.in) to enable prospective bidders to make use of the documents by downloading from the web site.
- ii. If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
- iii. The bids will be opened on 31 May 2024 at 1100 hrs at PMI New York premises and authorized representatives of the bidders are permitted to attend the bid opening.
- iv. Contract will be awarded to the lowest evaluated bidder whose bid will be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- v. The name of the successful bidder awarded the contract will be mentioned in the CPP Portal and Mission's website.
- vi. The resultant contract with the selected bidder will be interpreted under Indian Laws.

Chapter - 2: Conditions of Contract.

Agreement for purchase of Photocopier with 5 year Annual Maintenance charges (AMC) at the Permanent Mission of India to the United Nations, located at 235 East, 43 rd Street, New York – 10017

2. This AGREEMENT, made on May, 2024 between the Permanent Mission of India to the United Nations, New York, whose office is situated at 235 East, 43 rd Street, New York – 10017 (hereinafter called "PMI"), and ABC whose office is situated at 150 Fulton Avenue, Garden City Park, NY 11040.

The parties do hereby agree to this agreement with the following terms and conditions:

- i. PMI agrees to 05 year comprehensive AMC for the Photocopier for official purposes only. Both parties agree to all of the terms and conditions contained in this Agreement. This Agreement may be modified only by written Agreement. This Agreement becomes valid upon execution by both parties.
- ii. Comprehensive 05 year Maintenance contract includes delivery and setup, replacement of Cartridge/toners/Drum/ink, Staple Cartridge, 2.4 Million copies B/W (overage charges(B/W) per copy to be paid separately), repair of the parts and labor, priority response time under 2.0 Hour Response time, Set up and Install for Network Scan and print, replacement of parts as and when needed.
- iii. The "Billing Date" of this Agreement will be the day of installation of the Photocopier at PMI premises/office address. PMI agrees to pay 95% on the first month and 05% payment will be kept as Performance Security and will be released after 05 years of satisfactory performance of the Photocopier. No taxes will be levied, as PMI is a tax-exempt entity.
- iv. Purchase cost of US\$ is all inclusive of cost of AMC for 05 years for repair and maintenance of the Photocopier.
- v. Photocopier with all its accessories is the sole property of the PMI New York after expiry of contract. PMI will not sell, transfer, assign, or sublease the Photocopier or this agreement during the AMC period of 05 years.
- vi. PMI is responsible for keeping the Photocopier in good working order. ABC is responsible for the insurance of the Photocopier. PMI is not responsible for any loss or injuries caused during installation of the Photocopier.
- vii. ABC undertakes to carry out necessary repairs/maintenance/replacement of the Photocopier at PMI's office address without any additional charges not taking more

than 07 days. During this period vendor will provide a working photocopier so that Mission's work is not hampered.

3. This Agreement shall be deemed fully executed and performed in the state of New York, on the date of signing by both parties and shall be governed by and construed in accordance with its laws. If the ABC or its Assigner brings any judicial proceeding in relation to any matter arising under the Agreement, any such matter shall be adjudged or determined in any court or courts in the state of New York only.

~End~

Buyer:

Seller:

Chapter - 3: Schedule of Requirements.

- i. Late bids (i.e. bids received after the specified date and time for receipt of bids) will not be considered. Last date of receipt of bids is 1700 hrs, 30 May 2024.
- ii. Mission may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period of two years, if it determines that the bidder has breached the code of integrity.
- iii. Bidders have to sign a Bid securing declaration, as at Chapter-7, accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 02 years for bids document from being eligible to submit Bids for contracts with PMI, New York.

Chapter-4: Specifications and allied Technical Details.

- i. The bid should be submitted in two parts as follows: (i) Technical bid consisting of all technical details along with commercial terms and conditions; and (ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.
- ii. The technical bid and the financial bid should be sealed by the bidder in separate envelopes duly super-scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super-scribed.
- iii. The technical bids will be opened at the first instance and evaluated. At the second stage financial bids of only these technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. If, the Technical bid is not accepted , Financial bids of the bidder will not be considered.
- iv. Photocopier is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

Chapter - 5: Price Schedule (to be utilized by the bidders for quoting their prices).

- i. To ensure due performance of the contract, Performance Security will be obtained from the successful bidder awarded the contract or by retaining 5% of the total amount as specified in the bid documents.

or

Performance Security may be furnished in the form of Account Payee, Demand Draft in an acceptable form safeguarding the purchaser's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

- ii. Advance payment, if any, will be 30% percent of the contract value and in case of maintenance contract if any, the amount will not exceed the amount payable for six months under the contract.
- iii. Depending on the terms of delivery incorporated in a contract, part payment, if any, to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

Chapter - 6: Contract Form.

As per contract forms of vendor (to be submitted with bids)

Chapter-7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Annexure-1

BID SECURING DECLARATION

If ABC, withdraw or modify their bids during the period of validity, or if ABC are awarded the contract and ABC fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, ABC will be suspended for the period of 02 years in the request for bids document from being eligible to submit bids for contracts with PMI, New York.

(ABC)

Bidder's Signature

Format for Technical Quotation

Strike out YES/NO as applicable

Purchase Program for Office Photocopier with Fully Cover Service including Toner should include the following:

- i. Company will doing own Service and All Part should be Genuine. YES/NO
- ii. Fast Respond Time on Every Service Call. YES/NO
- iii. Cabinet (INCLUDED). YES/NO
- iv. Set Up & Install to Networking Scan / Print (INCLUDED). YES/NO
- v. Delivery & Fright (INCLUDED). YES/NO

Photocopier Specifications:

- i. (**3 Units B/W Copier**) - **2 units Heavy Duty Copier** (60 pages or above copies/print per min) +**1 unit Middle Sizes Copier** (35 pages or above copies/print per min) YES/NO
- ii. Single Pass Duplex Document Feeder. YES/NO
- iii. Duplexing Unit & 2 Trays + 1 Large Capacity Tray +Bypass Tray YES/NO
+ Booklet Staples Finisher + Fax Unit
- iv. Black/ White Network Print & Color Network Scan. YES/NO

B/W – 3 units Combines Total 5 Years Warranty cover 2.4 Million copies with Toner;
YES/NO

Warranty/: Covering All Parts & Labor Included Drums, Rollers, PM Kits and Toner, Except Papers YES/NO

Service Plan Including:

- i. All Parts and Labor. YES/NO
- ii. All Supplies (i.e. Toner, Developer & Drums), PM kit and Fuser kit except paper and staples. YES/NO
- iii. Blanket Service and Supply Coverage for all units. YES/NO
- iv. Fast Service Response Time. YES/NO
- v. Continuous On-site Training Upon Request. YES/NO

Copier Specifications minimum requirement -

Copier function:

25% to 400%, negative/positive, repeat image, mirror image, print on Tab, page number, copy set number, erase frame, watermark, print date, shift image, add cover sheet, insert sheets, density, different size original, print up to 12" x 18", scan up to 12" x 17"

Document Feeder

Single Pass or Dual Scan Document Feeder
min 200 sheets up

Double Sizes Copy

Duplex Units

Trays – Min 3 Trays

Dual Trays (min. 500 sheets up) + Large Capacity Tray (min. 2,500 sheets up)

Booklet Finisher

Min. 2 trays /

booklet staples finisher – saddle stitch, corner stapling, double stapling
offset staples ,**staple free stapling**

Fax Units

Super G3 Fax

Speed dials 200 address / Group dials 199 address

Broadcast up to 256 address book

Format for Financial Quotation

Strike out YES/NO as applicable

Details	First Year	Second Year	Third Year	Fourth Year	Fifth Year
Purchase price of 3 Units B/W Photocopier including Single Pass Duplex Document feeder + Duplexing unit + 2 Trays & 1 Large Capacity Tray + Fax System + Booklet Staples Finisher - Black/White Network Print + Color Network Scan- 2 Units Heavy Duty Copier - Minimum 60 pages or above copies/prints per minutes 1 Units Middle Size Copier - Minimum 35 pages or above copies/prints per minutes					
Delivery Charges and Freight					
1 Year Warranty Combines 3 copier Total covering 480,000 B/W copies with toner (overage charges to be specified separately)					
Set up and Install for Network Scan and print					
Service Contract for the Repair for 1 year warranty period (Covering all parts and labor including drums, Roller, PM Kits and Toner etc.)					
1 Toner Charges					

Any other Financial Liability, if any: US\$