



ANDHRA PRADESH ELECTRICITY REGULATORY COMMISSION
11-4-660 4th Floor, Singareni Bhavan, Red Hills, Hyderabad – 500 004
www.aperc.gov.in

**Tender for purchase of multifunction monochrome laser
printer**

TENDER NOTICE

Tenders for supply of one multifunction monochrome laser printer are invited from reputed office machinery suppliers by Andhra Pradesh Electricity Regulatory Commission (“APERC”). The tender documents can be downloaded from APERC Website: www.aperc.gov.in.

The tenders have to be submitted in accordance with the Terms & Conditions mentioned at Annexure-‘A’. The technical bids have to be submitted in the format mentioned at Annexure-‘B’. The financial bids have to be submitted in the format mentioned at Annexure-‘C.’ The detailed specifications are mentioned in the “Scope of Work” section.

The tender document complete in all respects should be delivered by hand in a sealed cover on or before **19.11.2020 up to 04:00 PM**.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor’s risk and may result in rejection of the proposal.

APERC reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/ incomplete/ belated will not be entertained.

TENDER DOCUMENT

1	Name and Address of the party	:	Andhra Pradesh Electricity Regulatory Commission 11-4-660, 4 th Floor, Singareni Bhavan, Red Hills, Hyderabad – 500 004.
2	Tender Document for	:	Multifunction monochrome laser printer
3	Last Date & Time for submission	:	19.11.2020 up to 4:00 PM
4	Tender /Bid to be opened on	:	20.11.2020
5	Place of submission of Tender	:	Andhra Pradesh Electricity Regulatory Commission 11-4-660, 4 th Floor, Singareni Bhavan, Red Hills, Hyderabad – 500 004

ANNEXURE- 'A' – (TERMS AND CONDITIONS)

1	Tender documents should be downloaded from website http://www.aperc.gov.in/ as per the dates mentioned in the tender
2	Late submission will not be entertained.
3	Last minute submission should be avoided. APERC will not be responsible for any failures in submission of bids.
4	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
5	Failure to submit the tender in the prescribed format may result in the bid being rejected.
6	Incomplete or conditional bids will be summarily rejected.
7	The tender will be opened in respect of only those vendors whose documents are found in order. The price comparisons in deciding the lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required.
8	The successful bidder shall supply the prescribed hardware within 30 days from the issue of purchase order.
9	The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
10	If the tenders opening day happens to be a holiday, the same will be accepted and opened on the next working day.
11	The make / brand of the quoted item must be mentioned.
12	The warranty shall cover the following: Minimum 6 months warranty on hardware. If any parts need to be replaced, then the same shall be done within 48 Hrs.

SCOPE OF WORK

1. **Supply of multifunction monochrome laser printer:** The vendor has to deliver the multifunction monochrome laser printer at the office of the APERC located at 11-4-660, 4th Floor, Singareni Bhavan, Red Hills, Khairatabad, Hyderabad 500 004.
 2. Suppliers should set up the printer in the office and connect all office systems/ laptops to the printer.
 3. Supply, Installation, Testing & Commissioning of multifunction monochrome laser printer having minimum 6 months warranty on the device.
 4. **Replacement of Parts:** The vendor has to ensure rectification of the faulty parts and provide free replacement for the same during the warranty period.
 5. Tender should be quoted for one multifunction monochrome laser printer.
- . Bids are invited for supply of one multifunction monochrome laser printer.

ANNEXURE 'B' (TECHNICAL BID FORMAT)

Sr.No.	Particulars	Remarks/Details (Page No.)
1	Name of Bidder	
2	Details about the Bidder	
3	Address:	
4	Phone No.:	
5	Email ID:	
6	Website:	
7	Contact Person:	
8	Mobile No:	
9	PAN No. (copy will be attached)	
10	GST No. (copy will be attached)	

Signature & Seal of the Bidder

Date :

DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and APERC on the basis of the information given by me/us can be treated as invalid by the APERC and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of APERC in selection of successful bidders will be final and binding on me/us.
3. All the information furnished by me/us herein is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Place:

Date:

Signature:
Name & Designation
& seal of the company:

The tender should contain the following documents:-

1. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
2. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached along with PAN Card.
3. The vendor should have at Hyderabad, a fully functional service / support centre.
4. The vendor should have successfully supplied multifunction monochrome laser printer to at least one customer in any Government Department or Public Undertaking in Telangana in the last 3 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
5. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration.
6. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Self attested certificate to be submitted)

ANNEXURE-“C”
(on Company Letterhead)

FINANCIAL OFFER FOR SUPPLY OF multifunction monochrome laser printer

Manufacturer	Kyocera
Main Function	Minimum Copy, Print, Scan but not exclusive. Can have Fax feature also.
Writing Method	Laser printing
Print Speed	Above 20 ppm
Memory	Above 32 MB
Auto Duplex Printing	Compulsory Should be able to print A4/ Legal size paper.
Paper Capacity	Min. 150 x 100 (Input x Output)
Printer Connectivity to Computers	Ethernet and Wireless If USB / Wifi Direct available please mention.
Printing Resolution	Minimum 600 x 600 dpi
Display	LCD
Noise	ISO certified
Computer Operating Systems Supported	Must support Microsoft Windows 10 and MAC machines. Bidders should give detail about all the supported Operating systems.
Cartridge capacity	Provide details if available
Monthly Duty Cycle	Provide details
Power Consumption	Provide details
Print Type	Monochrome
Brand Customer Care detail	Provide details
Cartridge type and availability	Provide details
Product Dimension	Provide details
Product Weight	Provide details
Price of original cartridge from official brand store	Provide details

PRICE BID

Prices to be quoted inclusive of all taxes and duties and installation charges.

Sl. No.	DESCRIPTION	Qty	Make of the Printer Offered	Rate (Rs.)
1	Supply, Installation, Testing & Commissioning of multifunction monochrome laser printer having minimum 6 months warranty on the device.	1 No.		

MFD Printer Make: Kyocera

I/We have read all terms & conditions and filled the bidder information page. All terms & conditions are acceptable to us.

Signature of Bidder/ Seal of Bidder

Financial Terms and Conditions:

- 1 The vendor must provide the bid strictly in Hard Copies.
- 2 The rates should be quoted in figures as well as in words, on the form attached at Annexure-‘C’ and duly signed and stamped by the authorized person.
- 3 Rates mentioned above are inclusive of all taxes, F.O.R. destination and Installation charges and all other charges. No charges of whatsoever nature would be paid in addition to the cost mentioned above.

Authorized Signatory Seal & Sign

A handwritten signature in black ink, appearing to read 'R. S. ...', is written over a solid horizontal line.

SECRETARY i/c