



**Pollution Control Board, Assam**  
**Bamunimaidam, Guwahati-21**

[www.pcbassam.org](http://www.pcbassam.org)

Email: [membersecretary@pcbassam.org](mailto:membersecretary@pcbassam.org)

**NOTICE INVITING Quotation**

NIT No. WB/COM-52/19-20/8

Dated Guwahati, the 12<sup>th</sup> Sep, 2019

Sealed quotations are invited from the reputed computer Hardware Farm/ Supplier/ Authorized Dealers for supply and installation of the “**Photocopier cum Printer & Scanner Machine**” having facility of Print/Copy/Scan/Networking etc at Regional Office (Guwahati-2) Pollution Control Board, Assam, Bamunimaidam, Guwahati-21. Quotations will be received upto **2:30 PM on 28<sup>th</sup> September, 2019** and will be opened on the same day at **3:30PM** in presence of Quotationer or their authorized representatives. General Terms & Conditions, Letter of Acceptance, duly completed Check list and Specifications are as per Appendix –A, B, C and D respectively.

<b>Name of works</b>	: Supply and Installation of the “Photocopier cum Printer & Scanner Machine” at Regional Office (Guwahati-2) Pollution Control Board, Assam, Bamunimaidam, Guwahati-21
<b>Earnest Money</b>	: Rs. 5,000/- (Rupees Five Thousand) only must be deposited by bidders in the form of Bank Draft in favour of “ <b>Member Secretary, Pollution Control Board, Assam</b> ” payable at <b>Guwahati</b> and should be submitted along with their bids.
<b>Last Date of issue of paper for quotation.</b>	: 23.09.2019
<b>Last Date &amp; Time of submission.</b>	: 28.09.2019 at 2.30PM
<b>Date &amp; Time for opening</b>	: 28.09.2019 at 3.30PM
<b>Cost of Quotation Paper</b>	: Rs. 500/- (Rupees Five Hundred) - Non Refundable

Member Secretary  
Pollution Control Board

**Member Secretary(I/C)**  
**Pollution Control Board, Assam**  
**Bamunimaidam, Guwahati-21**

Memo No. WB/COM-52/19-20/8-A

Dated Guwahati, the 12<sup>th</sup> Sep, 2019

Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. Assistant Manager, PCBA for information and necessary action.
3. Website ([www.pcbassam.org](http://www.pcbassam.org)) / Notice Board of the Board's Head Office, PCBA.

**Member Secretary(I/C)**



**POLLUTION CONTROL BOARD: ASSAM**  
**BAMUNIMAIDAM, GUWAHATI-781 021**

**Items Details**

SL No.	Item Name
1.	Supply and Installation of the "Photocopier cum Printer & Scanner Machine" having facility of Print/Copy/Scan/Networking etc at Regional Office (Guwahati-2) Pollution Control Board, Assam, Bamunimaidam, Guwahati-21

**General Terms & Conditions**

1. This document contains the following
  - A. Copy of Quotation Notice.
  - B. General Terms and Conditions of Bid.
  - C. Acceptance Letter (Annexure-I).
  - D. Check List (Annexure-II).
  - E. Detailed specification of the products.
  - F. Financial Bid
2. The Quotation is Single Bid Quotation.
3. The Quotation Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder.
4. The Board takes no responsibility for delay or non-receipt of Quotation Document sent by post either way and also reserves the right to accept; or reject any or all the Quotations in part or full without assigning any reason thereof.
5. This Quotation notice are also available on PCBA's website [www.pcbassam.org](http://www.pcbassam.org). Bidders have to collect the detail Quotation paper (Specification & Terms) from Board's office at Bamunimaidam, Guwahati - 781021 or can be downloaded from the website on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam" payable at Guwahati.
6. Bidder should not have been blacklisted or debarred from business by any Government institutions/undertakings/recognized educational intuitions, Banks/financial institutions / public Sector companies in the last 10 years. The bidder has to give a declaration that the firm / supplier and the firm has not need blacklisted or debarred in the past by any Govt. or Private Organization. In case any false declaration is submitted, the bidder shall be permanently blacklisted from this organization and legal proceedings may be initiated against such parties.
7. The Board at its discretion may extend the last date of submission of Quotation and opening of Quotations. The final authority for acceptance of a Quotation will rest with the Member-Secretary, Pollution Control Board, Assam who does not bind himself to accept the lowest Quotation and is vested with the authority to reject any or all of the Quotations received without assigning any reason.
8. The warranty period is between twelve months to thirty-six months depending on the item quoted and starting from the date of successful commissioning of the instrument.
9. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialed by the person or persons signing the bid.



10. It is advised that the outside suppliers should send the Quotation through Registered Post/ Speed Post. However, the local supplier may drop their Quotations in Quotation Box kept in the Board's office for the purpose. In no case Quotation should be handed over to any employee of the Board.
11. Canvassing in any form will disqualify the Bid.
12. The Quotation Notice No. WB/COM-52/19-20/8 dated 12<sup>th</sup> Sep, 2019 should be invariably be quoted in the bid and for further correspondence in this regard.
13. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
14. Party should have Registration Certificate, PAN card, Trade license, GSTN registration.
15. All the Quotationers should be addressed to:

**THE MEMBER SECRETARY,  
POLLUTION CONTROL BOARD, ASSAM  
BAMUNIMADAM, GUWAHATI-781021**

16. The EARNEST MONEY (Fixed Amount) shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Quotation shall not be entertained where a Quotationer has not furnished adequate Earnest Money as specified in the NIT. The Earnest Money will be deposited for 1(one) year as a security. In case of non-supply within stipulated time or the item supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.
17. The installation and commissioning of the equipments is the entire responsibility of the supplier. It must be done within one week of the receipt of the equipments by the Board.
18. The validity of Quotation would be for a minimum period of 90 days from the date of opening of Quotations. A Bid valid for a shorter period may be rejected by the Board as non-responsive.
19. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.
20. The Bidder must sign the every page of the Quotation.
21. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted
22. Full payment will be released on delivery, installation and successful commissioning of the instruments/equipment (to be certified by concerned Officer/In-charge of the Division), and on submission of bills in triplicate. No advance payment will be made in any case and no proposal for documents through Bank will be considered.
23. Party should have authorized service center at Guwahati.
24. Party should have turn over more than 5 crores for any one of the last 3 financial year.
25. Party should provide the proof of sales and servicing of photocopier in any Govt. Organizations worth minimum 10 lakh in a single order in any of the last three financial years.



**Member-Secretary**

**(IN FIRM'S LETTER HEAD)**  
**LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.**

To

The Member Secretary  
 Pollution Control Board, Assam  
 Bamunimaidam, Guwahati – 781021

**Sub: Acceptance of Terms and conditions of tender.**

**Ref: Tender No.**

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I/We.....hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and I or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing with the following information.

1. Firm Registration certificate.
2. Proof of address of the firm.
3. In case bidder is an Authorized Dealer/ Distributor,
  - a. Authorization certificate from parent company.
4. Fees.
  - a. Details of EMD paid  
 Amount..... Draft No.....Bank.....
  - b. Cost of Quotation Paper  
 Amount..... Draft No.....Bank.....
5. GSTN Registration No.....PAN No..... (Copies Enclosed)
6. Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking enclosed.
7. Previous Supply Order with other department, if any.
8. Any other relevant document.

**(Signature with Seal)**

**(Name & Designation in block letters)**



Check List

SL No.	Requirement	Bidder Compliance
1.	EMD & Tender Fee	
2.	Latest Manufacturer's Authorization Letter (Quotation Specific)	
3.	Product Literature / Information Brochure	
4.	Letter of Acceptance (Annexure-I)	
5.	Firm Registration Certificate	
6.	Proof of Address of the Firm	
7.	GSTN Registration Certificate	
8.	Pan Card Details	
9.	Validity of quoted rate agreed as per NIQ	
10.	Payment term agreed as per NIQ	
11.	Delivery terms agreed as per NIQ	
12.	Warranty period agreed as per NIQ	
13.	Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking.	
14.	Previous supply order with other department.	
15.	Any other relevant documents.	

### Specification for Photocopier Cum Printer cum scanner Machine

SL. No.	Feature	Make & Model to be specified by Vendors
1.	Memory	512 MB
2.	Copy/Print Speed	A4:20ppm A3:10ppm
3.	Print resolution	600*600 dpi
4.	Toner Yield	A4 :10200 sheets
5.	Drum Yield	63700 sheets
6.	Print	Yes
7.	Scan	Yes
8.	Copy	Yes
9.	Networking	Yes
10.	Make	Branded preferably CANON,HP

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### Financial Bid

Notice Inviting Sealed Quotation for supply and installation of the “**Photocopier cum Printer & Scanner Machine**” having facility of Print/Copy/Scan/Networking etc at Regional Office (Ghy-2) Pollution Control Board, Assam, Bamunimaidam, Guwahati-21.

Prices in Financial Bid should be quoted in the following format. All prices should be quoted for 1-years warranty. Prices should be quoted in Indian Rupees and indicated both in figures and words.

S. No.	Item Description	Qty	Unit Price (Rs.)	Rate in figures	Rate in words	Sub Total Amount	GST	Total Price (All inclusive) with One year warranty (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	<b>Photocopier cum Printer &amp; Scanner Machine</b>	1						
Grand total for Supply and installation								

The rate quoted above will be inclusive of all kinds of incidental charges and all taxes, transportation etc.

In case there is a discrepancy between the amounts quoted in figures ‘Col-5’ and in words ‘Col-6’, the amount quoted in words will be taken as valid for the purpose of evaluation.

Signature of Bidder with Seal:-

Name of Bidder :-

Address :-

Date :-