

राजस्व मण्डल मध्यप्रदेश, ग्वालियर

निविदा क्रमांक 4 /स्टोर/2019

ग्वालियर दिनांक

//सीमित निविदा आमंत्रण सूचना//

राजस्व मण्डल मध्यप्रदेश, ग्वालियर के कार्यालयीन एवं न्यायालयीन उपयोग हेतु स्कैनर, मल्टीफंक्शनल प्रिंटर एवं कम्प्यूटर प्रिंटर क्रय किये जाने हेतु सीमित निविदा रजिस्टर्ड पोस्ट/स्पीड पोस्ट के माध्यम से आमंत्रित की जाती है। निविदा संबंधी दस्तावेज राजस्व मण्डल की वेबसाईड [www. boardofrevenue. mp. gov. in](http://www.boardofrevenue.mp.gov.in) पर उपलब्ध है।

निविदा की अंतिम तिथि	-	23.09.2019 सायंकाल 03:00 बजे
निविदा (तकनीकी) खोलने की तिथि-	-	23.09.2019 सायंकाल 04:00 बजे
निविदा (वित्तीय) खोलने की तिथि-	-	24.09.2019 दोपहर 12:30 बजे


सचिव (C/O)

राजस्व मण्डल, मध्यप्रदेश,
ग्वालियर

प्रतिलिपि:-

कम्प्यूटर शाखा, राजस्व मण्डल, मध्यप्रदेश, ग्वालियर की ओर उक्त निविदा को राजस्व मण्डल की वेबसाईड [www. boardofrevenue. mp. gov. in](http://www.boardofrevenue.mp.gov.in) पर अपलोड करने हेतु।

Government of M.P
Office of the Board Of Revenue M.P
Moti Mahal, 3rd Floor, GWALIOR

Tender No. 04 /store / 2019

Dated: 12 .09.2019

Subject: Limited Tender Notice for Supply of scanner and printer

1. Sealed Tenders are invited under two bid system (i.e Technical Bid and Financial Bid) , from Original Equipment Manufacturer (OEM) or authorized resellers of OEM for Purchase of Scanner and printers, having experience of government supplies of at least 3 years,
2. The method of submission of tender, amount of Earnest Money/Security Deposit and General Terms and Conditions applicable to supply has been mentioned in Section I .The supply and installation is to be made strictly as per parameters/technical specifications given in Annexure IV, V& VI. The terms and conditions specific to the tender have been mentioned in Section II. The format for submission of tender has been given in Annexure II (for Technical Bid) and Annexure VII (financial Bid) to this Notice Inviting Tender.

2. Schedule. IMPORTANT INSTRUCTION :-

S.N	Description	Remark
1	Tender fee (non-refundable)	Rs. 500/- (Rupees Five Hundred) It should be paid through D.D or bankers cheque must be included.
2	Earnest Money (to be submitted with the Bid)	Rs 6000 /-(Rupees six thousand only)only by demand draft in the name of secretary, Board of revenue, Moti Mahal Gwalior
3	Period of completion of work	Within seven days from issue of work order
4	Date of Publication	13-09-2019
5	Last date and time for submission of Bids	23-09-2019 by 3.00 P.m.
6	Date and time for opening of Technical Bid(s)	23-09-2019 at 04.00 P.M
7	Date and time for opening of Financial Bid(s)	24-09-2019 at 12.30 P.M

Note -

*Any future Corrigenda/ addendum shall be posted only on the official website of Board OF Revenue website [www. boardofrevenue.mp.gov.in](http://www.boardofrevenue.mp.gov.in) Bidders are advised to visit the website regularly during this period. In case of any query please write to Under Secretary, Board of revenue Gwalior M.P 474007

Signature with date, stamp/seal of bidders.

Page 1

TERMS & CONDITIONS.

1. NAME OF ORGANIZATION: BOARD OF REVENUE, M.P
2. CONSIGNEE: SECRETARY
3. NAME OF WORK: - Supply and Installation of Scanner and computer printers.

3.1. Eligibility Criteria: Bidder must have the following to be eligible to qualify in the tender:

a) The Bidder should be the original equipment manufacturer(OEM) or the authorized reseller of the original equipment manufacturer(OEM), engaged in the business of sales, service and support of Scanner and printers Machines with minimum experience of 03 (Three) years.

b) Must not be black listed by any government entity or any other private body, public sector undertaking or autonomous institution; Declaration must be enclosed in Annexure X.

c) Only those firms are eligible for submitting bids, who have a minimum annual business turnover of Rs. 10 Lacs in supply of Scanner and printers Machines alone for the last three years (Attach Certificate from Chartered Accountant verifying the turnover).

NOTE:

- i. The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
- ii. Bidders should submit documents in support of minimum eligibility criteria along with the tender/bid.

Bids not meeting any of the above "Eligibility Criteria" shall be rejected.

3.2 The bidder /bidders means the firm / agency who participates in this tender and submits its bid.

3.3 Contractor/Agency/Firm means the bidder whose bid will be accepted by Board of Revenue M.P and shall include such successful bidder, its legal representatives, successors.

3.4 EMD shall mean Earnest Money Deposit.

3.5 Security Deposit shall mean monetary guarantee furnished by the successful bidders for due performance of the contract.

4 Receipt and opening of Tenders

4.1 Tenders duly filled in will be received and opened on the same date and time indicated in the Notice inviting tenders in presence of bidders / their authorized representatives who wish to be present. In case of authorized representatives, they have to bring with them the letter of authority from the corresponding bidder as per **Annexure -IX**

4.2 If due date of receipt of tenders and that of opening of tender is declared to be a holiday subsequently, the tender would be received and opened on the next working day but the time of receipt and opening will remain the same.

Signature with date, stamp/seal of bidders.

Page 2

The image shows three handwritten signatures in blue ink. The first signature is a large, stylized 'Q' followed by a horizontal line. The second signature is a cursive 'A' followed by a horizontal line. The third signature is a cursive 'F' followed by a horizontal line.

4.3 Board of Revenue M.P reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Board of Revenue M.P.

5.0 Preparation of Tender

5.1 The bidders are required to submit the tender documents completed in all respects after Satisfying each and every condition laid down in the tender document.

5.2 All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All cutting, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**

6.0 Submission of Tenders

6.1 Each page of Tenders Documents should **be duly signed** for having accepted the General and Special Terms and Conditions and kept in a sealed envelope (**Envelope 1**) super-scribed as '**Technical Bid**'.

Annexure VI (Financial Bid) should **be duly signed** and kept in a sealed envelope (**Envelope 2**) super-scribed as '**Financial Bid**'.

6.2 Both the sealed envelopes i.e. Technical Bid & Financial Bid are to be placed in another big cover super-scribing the same as '**Tender for Supply and installation of Scanner and printers machine**' addressed to Secretary, M.P Board of Revenue, Gwalior ,M.P.

6.3 'Financial Bid' of only those Agencies / firms who fulfill the terms & conditions of technical Bid as specified in the tender documents.

6.4 The tenders should be sent only by Registered or Speed post or reputed courier service. However, delivery of the bid document before the stipulated time and date shall be the responsibility of the bidder.

6.5 Only tenders complete in all respects and received on or before the due date and time shall be considered. Any bid received after the deadline for submission of bids prescribed by Board of revenue, will not be accepted and returned unopened to the bidder.

6.6 Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address.

6.7 Board of Revenue M.P reserves the right to reject any or all tenders without assigning any reasons whatsoever.

6.8 The tender shall be valid for a period of at least 3(three) calendar months from the date of opening of the tenders.

6.9 The bidders should satisfy themselves before submission of the tender to Board of Revenue M.P that they meet the qualifying criteria and capability as laid down in the tender documents.

7.0 Cost

7.1 Bidders are requested to quote firm price. No cost escalation will be accepted for the rates quoted.

Signature with date, stamp/seal of bidders.

Page 3

