

**Office of Joint Director  
Flood Management Improvement Support Centre  
2<sup>nd</sup> Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002  
Email Address: fmiscbihar@gmail.com  
Phone No. 0612 - 2256999**

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Quotation No. (Short): FMISC/02/2024-25

**Short Notice Inviting  
Quotation for 'Supply & Installation of Photo Copier Machine'**

Letter No.: -FMISC-04-2024-\_\_\_\_\_/ Patna

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Submitted by -

M/s

Last Date and Time of Submission -

*Date : 12/09/2024, Time 15.00 Hrs.*

*(Accepted only through speed post/registered post/courier/ Physical delivery)*

Cost of Quotation Document -

*Not Applicable*

Bid Security/ Earnest Money Deposit -

*₹ 10000/- (Rupees Ten Thousand Only)*

Date & Time of Opening of Technical Bid -

*Date: 12/09/2024, Time 15.30 Hrs.*

Date & Time of Opening of Financial Bid -

*Date: 12/09/2024, Time 16.00 Hrs.*

*FMISC, WRD, Patna prepared the document. It should not be reused or copied, or used either partially or fully in any form. The information provided by the Bidder/ Supplier in response to this quotation document will become the property of FMISC, WRD, Patna and will not be returned.*

**Office of Joint Director**  
**Flood Management Improvement Support Centre**  
2<sup>nd</sup> Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002  
Email Address: fmiscbihar@gmail.com  
Phone No. 0612 - 2256999

Quotation No. (Short): FMISC/02/2024-25

**Short Notice Inviting**  
Quotation for 'Supply & Installation of Photo Copier Machine'

Letter No.: -FMISC-04-2024- 962 / Patna

Date: 27 / 8 / 2024

- 1) The 'Joint Director, Flood Management Improvement Support Centre, Patna' invites the sealed most competitive quotation from the intending reputed Bidder/Firm/ Vendor/Supplier for Supply & Installation of Photo Copier Machine. All details and the quotation documents are available on the Website: <https://fmiscwrdbihar.gov.in/fmis/>.
- 2) The quotation document contains the following Annexures:
  - (i) Brief Description of the Goods
  - (ii) General guidelines for Quotation
  - (iii) Information Sheet of Bidder
  - (iv) Undertaking by the Bidder
  - (v) The Financial Bid

**Important Dates**

Last Date and Time of Submission -	<i>Date 12/09/2024, Time 15.00 Hrs (Accepted only through speed post/registered post/courier/ Physical delivery)</i>
Cost of Quotation Document -	<i>Not Applicable</i>
Bid Security/ Earnest Money Deposit -	<i>₹ 10000/- (Rupees Ten Thousand Only)</i>
Date & Time of Opening of Technical Bid -	<i>Date: 12/09/2024, Time 15:30 Hrs.</i>
Date & Time of Opening of Financial Bid -	<i>Date: 12/09/2024, Time 16.00 Hrs.</i>

  
27/08/2024  
Joint Director

Flood Management Improvement Support Centre  
Patna

Letter No.: -FMISC-04-2024- 962 /

Patna, Date: - 27 / 8 / 2024

Copy to: Mr. Prem Kumar, Software Engineer, Mr Dheeraj Kr Singh, Web Master/Web Design Specialist, Fmisc, Patna for information and Publication in FMISC Website.

Enclosure:- Soft Copy

  
27/08/2024  
Joint Director

Flood Management Improvement Support Centre  
Patna

**Annexure (i) - Brief Description**

#	Brief Description of the Goods	Quantity
a)	Photo Copier Machine	1

## Annexure (ii) – General Guidelines for Quotation

- 1) The Bidder must unconditionally accept all of the terms and conditions of this quotation document. Without such a certificate, the 'quotations' will be rejected. On this matter, no correspondence from the Bidder will be accepted.
- 2) On all pages, the individual signing the Quotation or other documents must include his full name below his signature.
- 3) **Cost of quotation documents:** The quotation documents cost is not applicable. The quotation documents can be downloaded from the website: <https://fmiscwrdbihar.gov.in/fmis/>.
- 4) The Quotation must be submitted in two parts :(A) Technical bid & (B) Financial bid. The two bids must be submitted in two separate sealed envelopes marking the Bid's name and must be put in the single outer cover subscribing as 'Supply & Installation of Photo Copier Machine' and also the quotation number.
- 5) Bid Security/Earnest Money Deposit (EMD) of ₹ 10000/- (Rupees Ten Thousand only) will be paid in the form of a Bank/ Demand Draft duly pledged; in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security/EMD will not carry any interest.
- 6) Submission of Quotation and Other Documents Required –
  - (i) The quotation documents must be filled in completely and signed by the authorized signatory of the Bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both sides of the A4 paper sheet).
  - (ii) The completed document must reach to "Office of Joint Director, Flood Management Improvement Support Centre, 2<sup>nd</sup> Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002 by the last date of submission under a sealed cover by *speed post/registered post/courier/ Physical delivery*. The quotations received after the due date & time are liable to be rejected. The Quotation by FAX/ e-mail or any other media will not be entertained.
  - (iii) The envelope containing the Quotation must be super-scribed as 'Supply & Installation of Photo Copier Machine' and the quotation number with the due date & time of submission.
  - (iv) Bidder should provide the data sheet & Make Model of the item offered failing which bid will be rejected .
  - (v) The **Office of Joint Director** is not responsible for delay, loss or non-receipt of quotation documents sent by the posts.

The Quotation should contain the following documents.

### A. Technical Bid containing –

- (i) Self-attested copy of PAN, GST registration and incorporation issued by appropriate government authority for the required services.

- (ii) Bid Security/Earnest Money Deposit (EMD) of ₹ 10000/- (Rupees Ten Thousand Only) will be paid in the form of a Bank/ Demand Draft duly pledged; in favour of Joint Director, Flood Management Improvement Support Centre, Patna, payable at Patna must be submitted in original. Scanned copies of bank drafts will not be accepted. The Bid Security/EMD will not carry any interest. EMD is Mandatory otherwise without EMD of required amount, the Technical bid will not be entertained.

**B. Financial Bid containing -**

- (i) Cost for 'Supply & Installation of Photo Copier Machine' in the prescribed format (Annexure v).
- 7) The Quotation is liable to be cancelled, and the Bid Security/ EMD shall be forfeited in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation document or in the event of Bidder withdrawing his offer before the expiry of the bid. A bid without the required Bid Security/ EMD amount will be summarily rejected.
- 8) The **Office of Joint Director** reserves the right at the time of award of the order to increase or decrease the quantity of the Goods specified in the Financial Bid without any change in the unit price of the items.
- 9) The quotation document is not transferable. The quotations submitted by the bidder in a proforma other than those mentioned in the quotation document shall not be accepted. While filling up the forms / offering any other information, it shall be done using typewriting/printing.
- 10) Bid Price and its **Validity** -
- (i) The contract shall be for the full quantity as described. The bidder shall quote the rate per unit item.
- (ii) The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- (iii) All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price.
- (iv) The bidder shall also indicate the applicable prevailing GST.
- (v) The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (vi) Quotation shall remain valid for not less than 90 days after the deadline date specified for submission.
- 11) **Evaluation and Award of Contract** -
- (i) Matters relating to this quotation call document, the decision of the **Office of Joint Director** shall be final and binding, and the same cannot be referred to the court of law. The **Office of Joint Director** reserves the right to reject any or all of the quotations without assigning any reason whatsoever.

- (ii) The **Office of Joint Director** reserves the right to call the bidders and to conduct negotiations, if necessary.
- (iii) The **Office of Joint Director** may reject the bid even if accepted, but the successful bidder fails to execute any guidelines, terms and conditions mentioned in this quotation document or misrepresent or conceals any fact that may otherwise affect the quotation. In that case, Bid Security/ EMD amount will be forfeited.
- (iv) The Supplier shall not assign or makeover the contract, the benefit or burden thereof to any other person, persons, or body corporate. The Supplier shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.
- (v) The Client/Purchaser will award the contract to the Bidder whose Quotation has been substantially responsive and offered the lowest evaluated quotation price.
- (vi) Notwithstanding the above, the Client/Purchaser reserves the right to accept or reject any quotations, cancel the bidding process, and reject all quotations at any time prior to the award of the contract.
- (vii) The Bidder whose Bid is accepted will be notified by contract/ Purchase Order/ Work Order award by the Client/ Purchaser before the quotation validity period expires. The terms of the accepted offer shall be incorporated into the contract/ Purchase Order/ Work Order award.

12) **Services and Payment -**

- (i) The Supplier shall have a service support base in Patna, Bihar and shall submit a full detailed address with (24 x7) phone no., fax no. and e-mail ID of the contact person.

- (ii) **Photo Copier Machine** should have following features-:

**Main Unit**

1.	<b>Colour Multifunction Printer A3</b>			
2.	<b>Minimum Description</b>			<b>Compliance</b>
3.				<b>Yes/No</b>
4.	Machine Type	<b>A3</b>	<b>Monochrome</b>	<b>Laser</b>
5.	Core Functions	<b>Multifunctional</b>		
6.	Processor	Print, Copy, Scan, Send, Store		
7.	Control Panel	Dual Custom Processor (Shared)		
8.	Memory	10 inch or above TFT LCD Colour Touch panel		
9.	Storage	2.0 GB or above		
		256 GB SSD or above		

10.	Paper output Capacity (A4, 80 gsm)	Min 250 sheets	
11.	<b>Print</b>		
12.	<b>Print Speed(BW)</b>		
13.	Print Resolution	600 × 600 dpi, 1,200 × 1,200 dpi (half speed)	
14.	Operating System	Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022, macOS (10.13 or later)	
15.	<b>Scan</b>		
16.	Type	DADF/RADF: Duplexing Automatic Document Feeder/Reverse Automatic document Feeder	
17.	Scan Resolution (dpi)	Scan for Copy: 600 x 600  Scan for Send: (Push) 600 x 600 (SMB/FTP) (Pull) 600 x 600	
18.	<b>Environmental Specifications</b>		
19.	Power Source	220-240V 50/60Hz 5A	
20.	Power Consumption	Maximum: Approx. 1,500W	
21.	Trolley	Metallic	
22.	<b>Warranty</b>	One Year	

(iii) Payment Terms: No advance payment will be admissible. Payment will be made after the submission of invoice.

(iv) The Supplier shall submit all bills in triplicate on hard copy.

(v) All payments will be released based on separate invoices submitted to the Office of Joint Director by the Supplier /Vendor.

13) **Other terms and conditions -**

(i) Any dispute arising from the deal shall be subjected to the court's jurisdiction at Patna within the State of Bihar.

(ii) Each Bidder shall submit only one Quotation.

14) **Billing Address - Office of Joint Director, Flood Management Improvement Support Centre, 2<sup>nd</sup> Floor, Jal Sansadhan Bhawan, Anisabad, Patna - 800002**

**Annexure (iii) – Information Sheet of Bidder**

**Information Sheet of Bidder**

#	Description	To be filled by the Vendor/Supplier as applicable
1.	Name of the Supplier/ Vendor/Service Provider, as applicable	
2.	Address with phone No./FAX/ e-Mail	
3.	Contact Person(s) Phone No. /Mobile No.	
4.	Details of Bank Draft towards the cost of quotation documents	
5.	Details of Bank Draft towards EMD	
6.	GST registration details	
7.	PAN Details	

DECLARATION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that if any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Seal :

Business Address:



**Annexure (iv)**

**Undertaking by the Bidder**

**(on Vendor/ Service provider letterhead)**

**Quotation Ref.**

**Date:**

To,  
Joint Director  
Flood Management Improvement Support Centre  
(FMISC)  
2<sup>nd</sup> Floor, Block-A, Jal Sansadhan Bhawan  
Anisabad, Patna-800002

**Sub: Self-certificate regarding Total Responsibility**

Dear Sir,

This is to certify that we undertake total responsibility for the successful Supply & Installation of Photo Copier Machine as per the requirements and terms and conditions as per *Quotation No. \_\_\_ No. of Quotation Document (Name of the Service)*.

We enclose all the sheets of this quotation document duly signed by us on every page as a token of accepting all the guidelines, terms and conditions in this quotation document. In case of non-observance of any of the guidelines, terms and conditions mentioned in this quotation document by us, we understand that our quotation/purchase order (as the case maybe) may be cancelled. We hereby agree to provide Supply & Installation of Photo Copier Machine as per the terms and conditions of this quotation call document if we are offered to execute the contract.

Thanking you,  
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Seal :

Business Address:

**Annexure(v) (The Financial Bid)**

FORMAT OF QUOTATION

#	Name of Maintenance item, as applicable of Goods/ Equipment/ Hardware/ Software/ Services, as applicable	Unit	Qty.	Unit Price	Total Amount	GST%	Total Amount with GST
			(A)	(B)	(C=A*B)	(D)	(E=C+(C*D))
1	Photo Copier Machine (Including Installation Charges)	1			-		-
Total Amount:					-		-

Gross Total Cost: ₹ .....

We agree to provide Supply & Installation of Photo Copier Machine in accordance with the quotation document for a total contract price of ₹ ..... (Amount in figures) (₹ ..... amount in words) within the period specified in the Invitation for Quotations.

Signature of Vendor/Service Provider