

**KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD**  
**2<sup>nd</sup> Floor, TTMC 'A' Block, K H Road, Shanthinagar, Bangalore-560027**  
**Telephone: +91 80 22275645, Fax: 080-22232652**

**KEONICS INVITES TENDER FROM ELIGIBLE EMPANNELLED FIRMS FOR THE  
Supply & Installation of Sharp AR-6031NV Multifunctional Xerox  
Machine**

**TENDER REFERENCE:** KSEDCL/ITS/GK/47/2019-20, Date: 05-08-2019

**DATE OF COMMENCEMENT OF  
SALE OF TENDER DOCUMENT** : 05-08-2019, 03.00 AM

**LAST DATE FOR SALE OF TENDER  
DOCUMENT** : 15-08-2019, 11.00 AM

**LAST DATE AND TIME FOR  
DOCUMENTRECEIPT OF TENDERS** : 15-08-2019, 12.00 PM

**TECHNICAL BID OPENING** : 15-08-2019, 02:00 PM

**COMMERCIAL BID OPENING** : **Once** Technical Bids qualified.

**PLACE OF OPENING OF TENDERS** : At the Above Address

**ADDRESS FOR COMMUNICATION** : Manager-[ITS]  
KEONICS (KSEDCL),  
2<sup>nd</sup> Floor, TTMC 'A' Block,  
K H Road, Shanthinagar,  
BANGALORE – 560 027

## SECTION I. INVITATION FOR TENDERS (IFT)

**The Manager-[ITS], KEONICS, Bangalore, invites tender from eligible EMPANNELLED tenderers for the Supply & Installation of Sharp AR-6031NV Multifunctional Xerox Machine**

- 1) The tenderers may submit tenders for all of the Items/goods/services. Tenderers are advised to note the qualification criteria specified below to qualify for award of the contract.
- 2) Tender documents (and additional copies) may be downloaded from the web site i.e. [www.keonics.in/downloads](http://www.keonics.in/downloads) from 05.08.2019, 3.00 PM.
- 3) Tenders must be accompanied by earnest money deposit of the amount specified in the tender document, drawn in favour of KEONICS Bangalore,
- 4) Technical Bid and Price Bid should be submitted through sealed quotations super scribing the tender No. on the envelope to the Manager-[ITS] on or before 15.08.2019, 11:00 AM. If the office happens to be closed on the date of receipt of the tenders as specified, the tenders will be received on the next working day up to 1.00 PM.

### **Evaluation of the Tenders**

- a) KEONICS shall first evaluate the technical bids. The commercial bids of only those bidders who qualified in the technical bids will be opened. The Price bid should be inclusive of all Taxes.
- b) Decision of the KEONICS in the evaluation of the Technical bids shall be final.

### **INSTRUCTIONS TO TENDERERS**

#### **ELIGIBLE TENDERER:**

Sealed Tenders are invited from reputed vendors for the **Supply & Installation of Sharp AR-6031NV Multifunctional Xerox Machine** addressed to The Manager-[ITS], 2<sup>nd</sup> Floor, TTMC 'A' Block, K. H. Road, Bangalore-560027. All Tenders in the prescribed form at Annexure-I should be submitted before the time and date fixed for the receipt of tenders as set forth in the tender papers. Tenders received after the stipulated time and date shall be rejected. Bidder shall not be under declaration of ineligibility for corrupt & fraudulent practices issued by the Government of Karnataka.

## QUALIFYING REQUIREMENTS:

This section covers the minimum requirements with respect to experience, capability and other particulars of the Bidder to be considered eligible for participation in the bid for the proposed work. The bidder shall become eligible to bid on satisfying the following **“Eligibility Criteria”** and on production of the required documentary evidences along with the Tender.

**Eligibility criteria of the bidder:** The bidder must meet the following eligibility criteria and must furnish the proof of documents in Technical Bid thereof otherwise the bid will be rejected.

### ***TECHNICAL ELIGIBILITY CRITERIA***

1. The Bidder should be empanelled with Keonics for Commercial activities.
2. The annual turn-over of the company should be more than 20 lakhs average in last 3 financial years i.e. for 2015-16, 2016-17 & 2017-18.
3. The bidder should not have been black listed in past/debarred from any State /Central Govt, PSU's. Nationalized Banks Etc. **(Self-Declaration should be attached)**
4. The bidder should have executed similar works of Rs. 05 lakhs for Govt. bodies in the last financial year.
5. IT returns or Balance sheet for last three years i.e. (2015-16, 2016-17 & 2017-18) shall be enclosed.
6. Copies of PAN Card, ROC/Establishment of Company/firm, GST registration details shall be submitted.

### **EARNEST MONEY DEPOSIT**

- **Tenderer shall accompany with Price Bid of tender an Earnest Money Deposit [EMD] of Rs. 3,500/- (Rupees Three Thousand Five Hundred Only)**
- EMD should be in the form of Crossed Demand Draft (Scheduled Nationalized Indian Banks Only) **in favour of KEONICS, Bangalore.**
- The Earnest Money shall be valid and remain deposited with the Purchaser for the period of 60 days from the date of successful execution of project.
- No interest will be payable by the purchaser on the Earnest money.
- The Earnest Money deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his Tender.
- The Earnest Money of the successful tenderer will be returned after the successful completion of Warranty Period. The Earnest Money of all

unsuccessful tenderers will be returned by the Purchaser after the Tender Finalization.

### **VALIDITY OF TENDER**

The offer shall be kept valid for acceptance for a minimum period of 90 days from the date set for opening of Price Bid.

**PROCEDURE FOR TENDER SUBMISSION:** Technical Bid which contain TENDERERS ELIGIBILITY Proofs along with EMD and sealed Price Bid should be submitted through Hard copy only as detailed above. The Bids will be received by the Manager-[ITS], KEONICS, Bangalore, at his office on or before **15.08.2019, 12:00 PM**. If the said date happens to be a holiday for this office, the tenders will be received up to 12:00 PM on the next working day.

The Manager-[ITS], KEONICS, Bangalore, may extend the due date for submission of tender by issuing an amendment and the tenderers previously subject to the original due date for submission will then be subject to the new date for submission, as extended.

### **PROCEDURES FOR SUBMISSION OF TENDERS:**

- Tenderer are advised to go through the tender documents in full detail and understand all the provisions and stipulated contained therein before submitting the tender.
- The tender must be submitted in the form prescribed so as to be received within the stipulated date and time.
- Tender submitted by telex, cable, E-mail or fax would not be accepted and rejected summarily.
- **The tender Price Bid should be submitted through 1 cover system.**

Shall be addressed to

Manager-[ITS]  
KEONICS,  
2<sup>nd</sup> Floor, TTMC 'A' Block,  
Shanthinagar,  
Bangalore - 560 027.

The envelope shall carry the name addresses of the tenderer prominently.

### **TENDER OPENING:**

- The Manager-[ITS], KEONICS, Bangalore, or authorized officer will open the tender on the time & date mentioned in Tender Form in the presence of the tenderers or their authorized representatives at the address mentioned in Tender Form for. In the event of the specified date of tender opening being

declared a holiday, the tenders will be opened at the same time on the next working day.

### **FRAUDS AND CORRUPTION:**

Bidders, Suppliers, Contractors and their subcontractors and Consultants under observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy,

- a. **Defines, for the purposes of this provision, the terms set forth below as follows:**
  - (i) “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
  - (iv) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the acts of a party;
  - (v) **“Obstructive practice” is:**
    - (a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a KEONICS investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; and
    - (b) acts intended to materially impede the exercise of the KEONICS’s inspection and audit rights provided for under sub-paragraph (e) below.
- b. Will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive or obstructive practices in competing for the contract in question;
- c. Will cancel the contract if it determines at any time that incorrupt, fraudulent collusive, coercive, or obstructive practices during the execution of that contract KEONICS will take timely and appropriate action satisfactory to address such practices when they occur.
- d. Will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has, directly or through an agent, engaged, in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, contract; and

### **AWARD OF CONTRACT**

- The tender accepting authority has the right to accept any tender and to reject any or all tenders without assigning any reason.
- Notwithstanding anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers of the grounds for the authorized tender accepting committee action.

#### **NOTIFICATION OF AWARD:**

- On Opening the tender, the Manager-[ITS], KEONICS or authorized officer will read out the details as per the checklist of each tendered. No other details will be readout or disclosed.
- Upon furnishing by the successful tenderer or tenderers the performance security deposit and upon signing the agreement the Directorate will promptly notify the other tenderers that their tenders have been unsuccessful and will arrange to return their EMDs.

#### **REVIEW OF CONTRACTS BY KEONICS**

- Bidders, suppliers, and contractors, under these contracts, observe the highest standard of ethics during the procurement and execution of contracts. In pursuance to the policy, KEONICS will have the right to require that a provision be included in bidding documents and in contracts, requiring bidders, suppliers, and contractors to permit to inspect their accounts and records and other documents relating to the submission and contract performance and to have them audited by auditors appointed by KEONICS.
- Contracts which are (i) not subject to prior review by the KEONICS, and (ii) awarded following these guidelines will be post reviewed by the KEONICS.

#### **GENERAL**

The tenderers must ensure that the conditions laid down for submission of Tenders detailed in the preceding paras are completely and correctly fulfilled. Tenders, which are not complete in all respects as stipulated above, shall be summarily rejected.

**KEONICS reserves the right to cancel the tender, without assigning any reasons.**

#### **Annexure-1**

#### **Terms & Conditions**

#### **PAYMENT SCHEDULE**

Payment will be released after receiving payments from the customer and after submission of satisfactory installation certificates from the end user.

**DELIVERY SCHEDULE:**

The equipments have to be supplied and integrated within 3-4 weeks of receipt of the Purchase Order. If the equipments are not supplied within 30 days the PO shall be cancelled and the EMD shall be forfeited.

**VALIDITY OF QUOTATION:**

The quotation should be valid for 3 months.

**GUARANTEE/ WARRANTY**

All the equipments should have warranty as per specifications. The warranty shall take effect from the date of successful completion of the work and handing over of the system to the user Dept. to its satisfaction.

The maintenance services, including spares shall be free of cost during the warranty/ guarantee period.

Specifications of **Supply & Installation of Sharp AR-6031NV Multifunctional Xerox Machine**

Description	Particulars	Qty
<b>SHARP AR-6031NV</b>	<b>SHARP AR-6031NV</b> , Multifunctional System, speed-31 CPM/PPM, A4 & A3 size, Duplex copying and printing, 2x500 sheets tray, 100 sheets bypass tray, Auto Reversible Document Feeder & Network	02 Nos.

Manager-[ITS-1]  
KEONICS-BANGALORE

**Annexure-2****PRICE BID**

**Tender No:** KSEDCL/ITS/GK/47/2019-20, Date: 02-08-2019

**Name of Work: Supply & Installation of Sharp AR-6031NV Multifunctional Xerox Machine**

**(Name of the Vendor) :**

Sl. No	Particulars	Qty	Unit Price	GST @18%	Total incl. GST
01.	<b>SHARP AR-6031NV</b> , Multifunctional System, speed-31 CPM/PPM, A4 & A3 size, Duplex copying and printing, 2x500 sheets tray, 100 sheets bypass tray, Auto Reversible Document Feeder & Network	02 Nos.			
Total amount					
Grand Total Amount in Rs.					
Grand Total Amount in words					

Seal and Signature of Bidder