



केन्द्रीय विद्यालय KENDRIYA VIDYALAYA

भारतीय राजदूतावास EMBASSY OF INDIA

लाजिम्पाट, काठमांडू, नेपाल LAZIMPAT, KATHMANDU, NEPAL

दूरभाषा/Phone : 09771-4411259(Off.)/ 4414202(Pri.)/ 4415136(Res.)

ई-मेल/E-mail : principalkvkathmandu@gmail.com वेबसाइट/Website : www.kvkathmandu.net

(An Autonomous Body under the Ministry of Education, Govt. of India)

CBSE Affiliation No. : 6200001

School Code No. : 90225

F.11089/1894/2022-23/

Date: 29.12.2022

To

Sub: Invitation of Quotation for the supply of Photostat machine - Reg.

Sir,

1. Sealed Quotations for the supply of Photocopier machines as per specifications given in Annexure-2, hereunder are invited from manufacturers/ registered firms/ authorised dealers having valid VAT/PAN Registration number by the undersigned on behalf of the KV Embassy of India, Kathmandu (hereafter called KV) up to 2:30 PM by 13.01.2023. Quotations should be sent in sealed cover super scribing "**Quotation for the supply of Photostat machines**" and addressed to the Principal, Kendriya Vidyalaya, Embassy of India, Post Box No.1201, Lazimpat, Kathmandu(Nepal). The quotation will be opened in the office of the undersigned at 3.00 PM p.m. on 13.01.2023.

2. Bidder should have at least three years of experience in the sales of Photocopier machines.

3. The quotations shall be submitted according to the terms and conditions specified in paragraphs 3 to 17 hereunder. Unless specified otherwise in the quotation, it shall be construed that the terms & conditions stipulated hereunder have been agreed to.

4. The rates should be F.O.R and should include VAT, Excise Duty, Sales Tax, Freight Charges, any other taxes, rates or imposition whatever liable in respect of the supplies. The KV shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.

5. There should not be any over writings or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.

6. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept/reject the quotation in whole or in part, i.e. with respect to any or all the articles mentioned in the attached statement or in

respect of any one or more than on article specified in the attached statement as he may decide.

7. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.

8. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.

9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.

10. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.

11. In the event of acceptance of quotation and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not conform to the specifications prescribed.

12. The rates quoted by the bidders shall hold good up to 31st March 2023. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.

13. The amount of Security Deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.

14. Quotation which does not comply with the above conditions is liable to be rejected.

15. A copy of this invitation duly signed by the bidders should be returned with the tender.

Station: Embassy of India, Kathmandu

Date:

Signature and Seal
of the bidder

(A.P. Vinod Kumar)
Principal

प्राचार्य
केन्द्रीय विद्यालय
भारतीय राजदूतावास, काठमाण्डू
PRINCIPAL
Kendriya Vidyalaya
Embassy of India, Kathmandu

ANNEXURE-1

Special Conditions of Contract

1. Two years on site comprehensive warranty covering free services and free spare parts to be provided.
2. Machines will be delivered free at the school. No extra charges will be paid including transport of the machines and insurance, It will be the contractor's responsibility for the safe arrival of goods in full and good condition
3. Installation of the machines and demonstrations to be carried out free of cost at the school during school hours (9.00 am to 3:30 pm)
4. The supplier shall guarantee availability of service and spare parts for the machines at least for a period of 7 years from the date of supply.
5. The machines are supplied to the school which is governed by Kendriya Vidyalaya Sangathan under Ministry of HRD, Government of India and these machines are to be used for educational purposes and not for business purposes. Our school is a non-profitable organization. Hence, the machines may be exempted from levy of town duty, octroi duty, terminal tax and other levies of local bodies.
6. Payment will be made only after ensuring the installation of all the specifications mentioned above.

Signature and Seal
of the bidder

ANNEXURE -2 (Technical Bid)

| S.No. | Category | Description | Bidder's Offer Specs with Compliant Statement |
|-------|---------------------------|---|---|
| 1 | Brand | (To be mentioned by the bidder) | |
| 2 | Model | (To be mentioned by the bidder) | |
| 3 | Type | Copy/Print/Scan, Floor Mounted | |
| 4 | Speed | 30 PPM in A4 Size or more | |
| 5 | Monthly Duty Cycle | More than 1,20,000 images/Month | |
| 6 | Processor/Memory | 1.05 GHz Dual Core and 2 GB or better | |
| 7 | Control Panel | 7 Inch Colour Touch Screen | |
| 8 | Connectivity | 10/100/1000 Base T Ethernet, High Speed USB 3.0, Wifi | |
| 9 | First Copy Out Time | Less than 6 seconds | |
| | First Print Out Time | Less than 10 seconds | |
| 10 | Multiple Copies | 1 to 999 sheets or More | |
| 11 | Magnification | 25% to 400% in 1% increment/decrement | |
| 12 | Copy/Print Original Size | Up to A3 Size (A5 to A3) | |
| 13 | Mobile Printing | Standard | |
| 14 | Copy/Print Resolution | 600X600/1200X1200 dpi | |
| 15 | Paper Input Tray Capacity | Minimum 520 sheets tray 100 sheets by pass | |
| 16 | Second Tray with Stand | Minimum 520 sheets with Stand/Wheels | |
| 17 | Duplex Document Feeder | Minimum 110 sheets or above | |
| 18 | Duplex Copy & Print | Standard | |
| 19 | Paper Output | Single Catch Tray 250 sheets | |
| 20 | Power source | 220-240V AC, 50/ 60Hz | |
| 21 | Monthly Duty Cycle | 1,28,000 pages/month or above | |
| 22 | Other Features | Network Print & Color Scan, Scan to Email/Scan to USB | |
| 23 | | Starter Kit | |
| 24 | Authorization | Bidder Shall Submit authorization letter | |
| 25 | Warranty | Two Years on site Comprehensive Warranty | |

Date:
Place:

Signature:
Seal of the bidder:

ANNEXURE-3

FORMAT OF BID (Financial Bid)

(All Figures in Nepal Rupees Only)

| S.No. | Brand and Model of the Machine | Cost of the machine (1 unit) | VAT | Taxes, if any | Total Amount (3+4+5) | Remarks |
|-------|--------------------------------|------------------------------|-----|---------------|----------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

We agree to provide the above photocopier and to abide by the terms & conditions contained in the Bid document. Further, this is to certify that the specifications mentioned by the agency is equalent or higher specifications to the specifications called for by the Vidyalaya.

Bidder

Signature & Seal_____

Name: _____

Date & Time: _____