



BRAITHWAITE & CO LIMITED
(A Government of India Undertaking)

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, CALCUTTA – 43,
TEL 2439-7415, 2439-7413
FAX : 2439 7632 / 2439 5607 E-MAIL : braithwaite_co@yahoo.com

Ref: Tender Enquiry No. BWT/CORP/XEROX/NPG/2009

Dt. 2.4.2009

M/s.

Dear Sirs,

Please quote your prices, delivery period, discount etc. for supply & installation of 2 Nos. Digital A-3 Multifunctional Photocopy Machines -

Item No.	Description	Quantity
01	CANON MAKE, MODEL NO. IR-2116 DIGITAL A-3 MULTIFUNCTIONAL PHOTOCOPIER	2 Nos.
	OR	
	PANASONIC MAKE MODEL NO. DP-8016 DIGITAL A-3 MULTIFUNCTIONAL PHOTOCOPIER	2 Nos.

TECHNICAL SPECIFICATIONS

a)	Printing process	Laser dry electrostatic transfer system
b)	Copy speed of the machine	16 PPM (min.)
c)	Copy resolution	600 x 600 dpi
d)	Multiple copies	75 sheets (min.)
e)	Copy size	A3 to A5
f)	Copy Ratio	50% to 200%
g)	Drum yield	50000 sheets (approx.)
h)	Digital sky-short ;with double exposure	
i)	Network card for LAN CONNECTION/IN-BUILD	
J)	Paper cassettes	Max. 550 sheet paper tray + 50 sheet by-pass
k)	Power source	220 V +/-10%, 1 phase, 50 hz. AC
l)	Power requirement	Less than 1.5 KW
m)	Network operating system	Windows XP/2000/98/Windows NT
n)	Set memory standard	16 MB (minimum)
o)	Printer language	Standard
p)	Automatic document feeder	50 sheets (A4 size)
	N.B.	The machine will be operated in normal working condition

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- a) Your quotation should reach us by 16.04.2009.
- b) Your quotation shall comprise of two parts :
 - (i) Part- I : Techno-commercial Bid - Annexure -I
 - (ii) Part – II : Price Bid - Annexure-II

Both the parts shall be submitted separately in two envelopes and these shall be put in a 3rd envelope and all the 3 envelopes shall be superscribed with our Tender Enquiry No. BWT/CORP/XEROX/NPG/2009 Dt. 2.4.2009 due on 16.04.2009.

The quotation will be considered as cancelled if the documents required for Part-I & Part-II are not placed in the respective envelope.

Quotation must be sent in sealed cover either by registered post or may be dropped in our tender box no. 2 in case of hand delivery.

Sealed quotations addressed to Sr. Manager (Purchase), Braithwaite & Co. Ltd., 5 Hide Road, Kolkata 700043 may be dropped in our tender box no. 2 (in case of hand delivery) or may be sent by registered post, but must reach us positively within 16.04.09. The techno-commercial part may be opened on 17.04.2009 at 3 PM. You may be present during opening of the tender.

For Braithwaite & Co. Ltd

Note : Rs. 100/- by way of DD/Pay Order in favour of Braithwaite & Co. Ltd – Kolkata should be given alongwith your offer towards the cost of tender documents.

PART-I :Techno-commercial Part : General Terms & Conditions:

EMD : Rs. 1,000/- (Rupees One thousand only) EMD is required to be deposited as Bid Security and to be submitted in the form of DD/Pay Order /Bank Guarantee in favour of Braithwaite & Co. Ltd payable at Kolkata.

Security Deposit : @ 10% of the order value only in the form of DD/Pay/ Order/Bank Guarantee from an Indian Nationalised Bank to be submitted by the successful bidder within 10 days from the date of receipt of purchase order.

Performance Guarantee : After completion of the job, 10% of the total order value in the form of DD/Pay Order/Bank Guarantee to be submitted duly valid till completion of guarantee/warranty period. However, security deposit may be converted to Performance Bank Guarantee.

Payment Terms : 90% alongwith full taxes & duties against Proforma Invoice. Cheque would be handed over on receipt of materials at BCL-Clive Stores & Angus Stores in good conditions. Balance 10% after successful installation.

Validity : Offer should remain valid for a period of 90 days from the date of opening of techno-commercial offer.

Quoted rate should remain firm till completion of the job and price variation shall not be entertained.

Price should be quoted both in figures and words and your quotation must be free from any kind of overwriting, alteration and correction.

BWT shall reserve the right to increase or decrease the ordered quantity at the same rate and terms.

BWT shall reserve the right to accept or reject the tender partly or fully without assigning any reason.

Liquidated Damages : In the event of failure to supply the ordered item within the stipulated date, BWT reserves the right to recover a sum of 0.5% for every week or part thereof by way of LD subject to maximum limit of 10% of the ordered value.

Risk Purchase : In the event of your failure to complete the job, BWT reserves the right to procure the items mentioned in our purchase order from alternative sources on Risk Purchase Basis and recover the extra cost thereof, if incurred, from you.

Arbitration : Any dispute or difference whatsoever, arising between the parties and the purchaser out of relating to the construction, meaning, scope, operation or effect of the contract or validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration in pursuance thereof shall be binding on the contractor.

Guarantee/Warranty : 12 Months from the date of installation or 18 months from the date of supply.

Delivery/Completion period : Within 45 days from the date of receipt of Purchase Order.

PART – II: PRICE BID

- 1) The rate will remain firm till completion of supply.
- 2) The rate to be quoted both in figures and words.
- 3) Overwriting in price figure of the quotation will be rejected.
- 4) The bidder shall submit rate in the following format.

Item No.	Description	Quantity	Unit Rate (Rs.)	Total Amount (Rs)
01	CANON MAKE, MODEL NO. IR-2116 DIGITAL A-3 MULTIFUNCTIONAL PHOTOCOPIER	2 Nos.		
	+ Excise Duty, if any			
	+ VAT, if any			
	Grand Total			
	OR			
	PANASONIC MAKE MODEL NO. DP-8016 DIGITAL A-3 MULTIFUNCTIONAL PHOTOCOPIER	2 Nos.		
	+ Excise Duty, if any			
	+ VAT, if any			
	Grand Total			

For Braithwaite & Co. Ltd.,