

**High Commission of India  
Singapore**

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No. SIN/884/1/2023

26<sup>th</sup> May 2023

**NOTICE INVITING TENDER (NIT)**

The High Commission of India invites tender for purchase of **4 nos** of photocopier as per the details below.

Sr. No.	Photocopier specifications	Qty
1.	<p>Ricoh photocopier of Model No. IM 3000 with following features:</p> <ul style="list-style-type: none"><li>i. copy speed of 30 pages per minute.</li><li>ii. A4 and A3 tray of 500 sheets capacity – 1 each</li><li>iii. 100 sheet bypass tray – 1 no</li><li>iv. Copy, scan and print</li><li>v. Print from USB</li><li>vi. Wooden Cabinet for photocopier</li><li>vii. Operating System - Fedora 34</li><li>viii. Have a minimum of 5 year warranty</li></ul>	4 nos

2. The new photocopier must be compatible to Linux based Fedora Operating computer systems with wired connectivity.

3. Quotation must include charges for trade- in of existing 4 nos of photocopier. The photocopier for trade-in are Ricoh MP 3555sp, Canon IR ADV 4235 and 2 nos of Ricoh Aficio MP 3554. The trade-in/buy back rates for the old machines must be mentioned separately in the quotation.

**Other terms and conditions:-**

1. Bidders should - (i) be a Singapore company/firm engaged in supplying Photocopiers in Singapore and having its office in Singapore. Attested copy of the registration should be enclosed with the bid. (ii) have minimum three years of experience of supplying/maintenance of photocopiers (iv) have not been blacklisted by the Departemnets/Ministries of the Govt. of Singapore/corporates.

2. The price quoted by the bidders shall be in Singapore Dollars only including GST or any other applicable taxes. The bid should be valid for a minimum period of **60 days. The finacial quotation must be in the formart attached.( Annexure -I).**

3. No advance payment will be made by the High Commission. The payment shall be made in total within 30 days after delivery of all the items.
4. All data, information, and any other material submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the High Commission at all times.
5. The Bid shall contain no alteration, omissions or additions, overwriting except those to comply with instruction issued by the HCI or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.
6. The HCI reserves the right to accept/reject the Bid and does not bind itself to accept the lowest bid or any bid and can reject all the bids or scrap the proposal in whole or in part without assigning any reason thereof. The incomplete and conditional tenders will be rejected. The unsolicited bids shall be rejected by High Commission without assigning any reason.
7. The successful Bidder should not sub-contract any part of the work/supply without written permission from the HCI. The bidder to whom the contract is awarded is solely responsible to the HCI for the completion of the awarded contract.
8. For any clarification, prospective bidders may contact "Property Section, High Commission of India, Singapore" in person or by email at [property.singapore@mea.gov.in](mailto:property.singapore@mea.gov.in) during office hours in the High Commission.
9. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to " Mr Shivji Tiwari, Head of Chancery, No. 31 Grange Road, Singapore 239702 and must reach on or before **16<sup>th</sup> June 2023 by 1500 hrs**. No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids.
10. **Bid Security/ Earnest Money Deposit (EMD):-** The bidder is required to submit earnest deposit of S\$ 500.00/- by way of cheque, bank guarantee or fixed deposits. The Bid security of the unsuccessful bidder will be discharged / returned to them after completion of process of award of work without any interest. **In lieu of EMD, bidders can also submit undertaking in the given format. (Annexure - II)**
11. **Award of Contract :-** The contract shall be awarded with the approval of the competent authority in the High Commisison to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents and who has offered the lowest evaluated bid (which includes the basic price, buyback amount, if any).

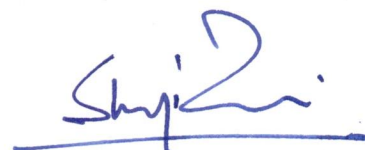


12. **Demonstration of the machines.** The bidders should arrange demonstration of the machine enabling the assessment of the performance by the officials of the empowered Committee/officials, if so required by the High Commission.

13 **Packing :-** The item should be new and the bidder must ensure originality of the procurement.

14. **Liquidated damages:-** The supply of photocopiers should be within **one month** from date of award of contract to the successful bidder. Delay in supplying the photocopiers will be subjected to penalty. A penalty of 0.1% of the total quoted amount for delay of each day shall be applied subject to a limit of 10% of the contract value.

15. **Full Service Maintenance Agreement (FSMA).** The bidders should also quote the rates for providing comprehensive maintenance services on per copy/ printout. The rates quoted should be valid throughout the the warranty period of 5 years. FSMA in respect of photocopiers shall cover all spare parts, consumables including toner, developer, drum, labour, software, etc. All photocopiers are to be repaired and maintained regularly throughout the the warranty period of 5 years.



(Shivji Tiwari)  
Head of Chancery

Shivji Tiwari  
Head of Chancery  
High Commission of India  
Singapore

**SUPPLY OF PHOTOCOPIER MACHINES**

**(Financial Bid Proforma)**

**To be printed in Company's Letter Head**

**To,**

**High Commission of India  
31, Grange Road,  
Singapore**

**Subject: FINANCIAL BID**

**Sir,**

I/we quote our rates as follows:

Sr. No.	Description	Qty	Cost (S\$)
1.	Cost for supplying Ricoh IM 3000 photocopier	4 nos	
2.	GST or other charges , if any		
3.	Trade -in offer for old photocopiers	4 nos	
4.	Copy charges/maintenance charges throughout warranty period as per para 15 of the NIT		
5.	Total cost considering trade-in		

This is to further confirm that I/We agree to abide by all the terms and conditions mentioned in the tender. I further declare that information given by me is true. If at any time the information given by me is found to be incorrect or false, the High Commission of India in Singapore can take any action including termination of contract.

**(Signature with name and address)  
(Official seal of the company)**

**Name of Work: - SUPPLY OF 4 nos of PHOTOCOPIER MACHINES**

**Declaration in lieu of Earnest Money Deposit**

I, \_\_\_\_\_on behalf of company M/s  
\_\_\_\_\_ (name of Company) having office at  
\_\_\_\_\_

herby declares that my financial bid for the work "**SUPPLY OF 4 nos of PHOTOCOPIER MACHINES**" at High Commission of India, Singapore 239702 shall remain valid till 31<sup>st</sup> August 2023. I undertake that I will not withdraw or modify my bid till 31<sup>st</sup> August 2023.

I also undertake that upon award of work, I will deliver the requested photocopiers as required under the contract. I understand that if I fail to execute the work/supply my company shall **NOT** be considered for any work in the High Commission of India for a period of two years starting from the date of award of work.

(Signature with name and address)  
Office Seal of the Company