

**Indira Gandhi National Center for the Arts
Kalanidhi Division**

F.No.KN/RL/Admn.6 (11)2007
Dated : 13.11.2009

**INVITATION OF QUOTATIONS FOR SUPPLY OF EQUIPMENT AT OUR IGNCA SRC,
BANGALORE BRANCH**

1. Quotation in sealed cover are invited for supply of equipments listed in enclosed Schedule of Requirement(SOR).
2. General information about the tender :-
 - (a) Tender reference No. KN/RL/Admn.7/08.
 - (b) Last date and time for receipt of tenders 27.11.2009 (3.00 P.M.)
 - (c) Time and date for opening of tenders 03.12.2009 (11.00 A.M.)
 - (d) Place of opening of tenders IGNCA, 11, Man Singh Road.
 - (e) Address for Communication Accounts Officer(Kala Nidhi)

Quotation shall remain valid till 3 months

Submission/Opening of Tenders

3. PLEASE SUPERSCRIBE OUR REF.NO.AND DATE OF TENDER OPENING ON SEALED COVER, FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.

Sealed quotations addressed to AO(KN) should be given the office at 11, Man Singh Road, New Delhi or to be sent by registered post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
JANPATH, NEW DELHI – 110 001
Invitation of Quotations for supply of Microfilming Equipments

Indira Gandhi National Centre for the Arts (IGNCA), a premier research institute in the field of art and culture invites sealed quotations for supply, installation and commissioning of the following equipments as per International Standards integrated with latest technology. Preference would be given to the supplier, who would be in a position to supply all the items. **The delivery of the various equipments required at IGNCA's branch at Bangalore.**

A) Scope of bid

1. The supplier will require to supply, install & operationalize the Reprographic equipments as per the Annexure 'A'.
2. The supplier will require to submit the tenders in two parts viz. 'Technical bid' and 'Financial Bid' separately as per the enclosed formats at Annexure 'B' & 'C' in two separate sealed envelopes and should accordingly be subscribed.
3. The quotation must include separate prices for both procurement from India and abroad in Indian Rules.
4. The quotation must contain the cost of the equipments with 3 years onsite comprehensive warrantee separately. The cost of the spare parts, if any, other than the spares kit supplied with the equipments need to be mentioned separately. List of spares kit supplied with the equipments free of charge should invariably be given in the quotation.
5. The rates should include Custom Duty/Excise Duty, delivery, frieght, insurance, installation cost, operationalisation, customization, commissioning/start-up costs (if applicable)
6. **The rates should be quoted in Indian rupees.** Only unit prices are to be quoted both in digits and in words. In case of a discrepancy in the two, that quoted in words will be taken as valid.
7. Warrantee/Support from the manufacturer for each individual unit should also be mentioned separately.
8. Acceptance certificate from the manufacturers to provide training for technical personnel at IGNCA through authorized distributors/agents also need to be submitted. OR the details of technical personnel, who will provide training, need to be provided.
9. A list of equipments of similar nature supplied in the client organization specially in Govt. organizations may be furnished along with the name, address of the organization and the name of the contact person. The number of years of relation with the clients should also be mentioned.
10. The IGNCA Head Quarter at New Delhi will arrange all procurement process by opening of quotation but the supply and installation of each equipment has to be done at the site i.e. at SRC , Bangalore Office.

11. All the equipments need to be supplied along with their service manual.

B) Eligibility Criteria

1. Only the Manufacturers/authorized Distributors/Dealers/Agents of the required products would be eligible to submit the quotations. A certificate to this effect from the manufacturers in the current date has to be submitted along with the quotation.
2. All supplier company must provide a detailed profile of their firm. They must possess at least 5 years experience of dealing with reprographic equipments. The company should be registered in India and capable of importing the equipments from abroad. The registration number of the firm along with the VAT/CST/LST No. allotted by the Authorities should invariably be given in the quotations.

C) Earnest Money Deposit/Security Deposit

1. The supplier will need to deposit an amount of **Rs.50,000/- (Rupees Fifty Thousand five hundred only)** as earnest money in Indian rupees by a demand draft in favour of the **INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS** payable at New Delhi. **NO CHEQUES WOULD BE ENTERTAINED.** Without EMD, quotation will be rejected outright.
2. EMD to be submitted in the envelope of Technical Bid otherwise the tender will be rejected.
3. EMD of the unsuccessful bidders would be, and that of successful bidder would be converted into Security Deposit and returned after the warrantee period.

D) Warranty & Maintenance

1. The responsibility of the maintenance of the equipment free of charge during the warranty period will vest with the manufacturer through their distributor/supplier and a certificate to this effects is also required to be submitted directly by the manufacturers to IGNCA against the equipment supplied under this tender.
2. In case the after sales service is not found satisfactory within the warranty period, the penalty @ 0.5% of the cost of the equipment per year will be levied and deducted from the Security Deposit.

E) Tender Validity

1. Tenders shall remain valid for a period not less than three months after the deadline date for tender submission. A tender valid for a shorter period shall be rejected.

F) Supply of Equipments

1. The supplier would require to supply the equipments within a period of 3 months from the date of issuance of the supply order, otherwise the EMD will be forfeited.

G) Cost of Bidding

1. The cost of bidding and submission of quotation is entirely the responsibility of bidders, regardless of the conduct or outcome of the procurement process.

H) Payment Terms

1. The payment will be made to the supplier in Indian Rupee/ after successful installation and commissioning of the equipments duly certified by the Reprography Unit on Bill Nasis.

I) General Instructions

1. Tenderers should read this document carefully and respond accordingly.
2. Each tenderer is allowed to submit one quotation only.
3. The tenderers should clearly specify that they agree to abide by the conditions of this tender document on their printed letter head.
4. The Member Secretary of IGNCA reserves the right to accept or reject any or all the quotations either in part or in full without assigning any reason thereof and does not bind himself to accept the lowest or any other rates.
5. The decision of the Member Secretary, IGNCA will be final and binding in all cases.
6. For any dispute or differences arising during the course of execution of the work, the matter will be referred to the sole arbitration of an Officer of IGNCA, not below the rank of Joint Secretary to be appointed by the competent authority in the IGNCA whose decision shall be final and binding on both the parties.

k) Preparation of Tenders

a) First Cover

(Documents to be attached)

- i) Technical Bid (As per Annexure-'B')
- ii) Earnest Money Deposit
- iii) Authorized distributorship/dealership certificate from the manufacturer
- iv) Company profile along with registration number of the firm with VAT/CST/LST no.
- v) A list of equipments of similar nature supplied in the client organization specially in Govt. organizations along with the name, address of the organization, the name of the contact person and number of years of relation with them.
- vi) Catalogues and complete specification/features of the equipments to be supplied.
- vii) Warranty, maintenance/after sales service/support certificate from the manufacturers.
- viii) Acceptance certificate from the manufacturers to provide training for technical personnel at IGNCA

b) Second Cover

(Documents to be attached)

- i) Financial Bid as per Annexure-'C'

Opening of Tenders

1. The quotations will be opened .in presence of all representatives of the company, who appen to be present at the time of opening the sealed quotation.
2. The 'Financial Bid' will be opened only after the scrutiny of the 'Technical Bid' has been done and a short listing of technically acceptable bid has been done.

Annexure”A”

Sl. No	Type of equipment	Qty.	Technical Specifications & Features
	Microfilm Scanner	01	Desktop High Speed Digital Microfilm Scanner, Integrate with high resolution lense for best images, capable of saving like TIFF and PDF etc, capable of accepting both 16/35 microfilms and microfiche, Jackets aperture.
A A2	Microfilm Splicer	01	Ultrasonic/tape splicer, capable of joining two strips of polyester base microfilm both negative and positive(16/35 mm)with thin splicing.
3.	Rewinding/inspection Machine (Auto) microfilm Reader	01	Motorized (bi-directional),good quality, imported, desktop reader alongwith a dedicated printer(preferably make HP), A-2size screen, capable of holding both roll films(16/35 mm x 100 ft.) as well as microfiches (105mm x 148mm) should have built-in magnification facility (14 x to 48) with auto/manual focusing.