



## THE HIGH COURT OF KERALA

Ernakulam-682031

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Date: 16-10-2018

No: H1-82540/18

### e- TENDER NOTICE

E-Tenders are invited for the supply of 220 numbers of Ink Tank Printers for the use of the High Court with the following specifications

Printer Method	On -demand Ink jet
Paper Size	A4
Print Speed	34 ppm or higher
Resolution	1200x600 dpi or better
Interface	USB, Ethernet
OS Compatibility	Windows & Ubuntu
Warranty	Minimum 5 years

Last date for receipt of e-tenders is at 11 am on 9/11/18. Late tenders will not be accepted.

The e-tenders will be opened at 11 am on 15/11/18.

Details of the requirements and the conditions governing their supply can be obtained from e-procurement system portal of Kerala State (<https://etenders.kerala.gov.in>) till 9/11/18.

**The successful bidder will have to produce a security deposit equal to 5% of the total quoted value**

**The BID should contain the following documents**

1. Cost of Tender form ₹5,900/- (Rupees Five thousand and Nine Hundred Only) and Earnest Money Deposit (EMD) ₹33,000/- (Rupees Thirty Three Thousand Only) which must be submitted online through SBT Internet Banking or SBT-NEFT/RTGS.

2. Scanned copy of the preliminary agreement executed and signed in Kerala stamp paper of value of ₹200/- (A format of the agreement is given in the tender documents)
3. Undertaking for the acceptance of tender conditions (Form of tender and general conditions are given in the tender documents)
4. Detailed specifications of the quoted items should be uploaded
5. Terms and conditions of the supplier
6. Bill of Quantity (BOQ) Price list (should be in the given .xls format)



**A. SHAJAHAN**  
**REGISTRAR (ADMINISTRATION)**

Ernakulam  
16/10/18

## **Terms and Conditions**

1. Price: Should be given in BoQ and the rate should be inclusive of all taxes and charges.
2. Payment : Will be made only after the successful supply, installation, and testing.
3. Deliver the goods at High Court of Kerala.
4. Date of opening of tender : In case the proposed date declared as a holiday, the tender will be opened on the next working day.
5. The successful bidder should furnish an Agreement and Security Deposit in the form of Bank Guarantee/DD from a Nationalized Bank for an amount @ 5% of the order value.
6. Supply: Within twenty one days.
7. All tender formalities are strictly adhering to the rules of Stores Purchase Manual, Kerala Financial code, GST acts and other relevant rules
9. The final acceptance of the tenders rests entirely with the High Court who do not bind themselves to accept the lowest or any tender.

### **Maintenance Conditions**

#### **A) Printers**

1. The complete systems should be under 5 years free on-site manufacturer warranty support from the date of installation. Serviced spares, refurbished items will not be accepted during the warranty period. All spare replaced must be equal or higher configuration
2. It's the responsibility of the contractor to provide qualified and experienced Service Engineers, subject to the satisfaction of the High Court.
3. There shall be no repair, if replacement is permitted.
4. Service calls will be addressed by the contractor within 4 hours and rectified within 24 Hours.
5. The Contractor must provide full coverage to products and the responsibility of the Contractor shall be to make sure that the products is in working condition subject to the satisfaction of the High Court
6. Spares of the product offered must be available for at least 5 years from the date of purchase.
7. The Contract shall include trouble shooting of all hardware and software parts of the product

NB: The Tender procedure will be made as per Rules mentioned in the Store Purchase Manual.

The bidders should participate in this tender procedure through E-Tendering system. Tender cost and EMD should be submitted only through online.



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## GENERAL TERMS & CONDITIONS FOR E-PROCUREMENT

This tender is an e-Tender and is being published online for the procurement of 220 Nos. of Ink Tank Printers

The tender is invited in single cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal. The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

### A). ONLINE BIDDER REGISTRATION PROCESS:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a onetime process without any registration fees. However, bidders have to procure DSC at their own cost.

**Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262- through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for assistance in this regard.**

### B). ONLINE TENDER PROCESS:

The tender process shall consist of the following stages:

**i. Downloading of tender document:** Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.

**ii. Publishing of Corrigendum:** All corrigendum shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.

**iii. Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

### C). DOCUMENTS COMPRISING BID

The tender is invited in single cover system and the cover should contain the following:

- (i) Scanned copy of the preliminary agreement executed and signed in Kerala Stamp Paper of value ₹200/- (A format of the agreement is given in the tender documents).
- (ii) Undertaking for the acceptance of tender conditions. (Form of tender and general conditions are given in the tender documents).
- (iii) List of Government departments and public sector firms where the AMC's have been undertaken by the firm including the number of computers under AMC.
- (iv) Terms and conditions of the supplier.

- (v) BOQ – Price List (should be in the given .xls format).

**D). TENDER DOCUMENT FEES AND EARNEST MONEY DEPOSIT (EMD):**

The Bidder shall pay, a tender document fee of ₹5,900/-(Rupees Five thousand Nine Hundred Only) inclusive of GST @ 18% and Earnest Money Deposit of ₹33,000/-(Rupees Thirty Three Thousand Only). The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of India (SBI) Internet Banking:** If a bidder has a SBT internet banking account, then, during the online bid submission process, bidder shall select SBT option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBT's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT):** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e-Procurement system.

**As NEFT payment status confirmation is not received by e-Procurement system on a real time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.**

NEFT payment should done according to following guidelines:

- i. **Single transaction for remitting Tender document fee and EMD:**  
Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- ii. **Account number as per Remittance Form only:** Account No. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.

Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the Account No. column along with Account No. for NEFT remittance.

- iii. **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.
- iv. **Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- v. **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- vi. **One Remittance Form per Bidder and per Bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder. Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The suppliers/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

**D). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD. For page by page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click "Bidders Manual Kit" link on the home page.

**It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process.**

**SPECIMEN FOR PRELIMINARY AGREEMENT**

Articles of agreement executed on this the ..... day of .....  
..... between the Registrar (Administration) (hereinafter referred to as  
"High Court of Kerala ") of the one part and Shri.  
..... (H.E. name and address  
of the tenderer) (hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No. **H1-82540/18** dated the bounden has submitted to the High Court a tender for the supply of **220 Nos. of Ink tank printers** for the use of the High Court subject to the terms and conditions contained in the said tender.

WHEREAS the bounden has also deposited with the High Court a sum of **₹33,000/-** as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the High Court .

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the High Court and the contract for supply of **220 Nos. of Ink tank printers** for the use of the High Court is awarded to the bounden, the bounden shall within 7 days of acceptance of his tender execute an agreement with the High Court incorporating all the terms and conditions under which the High Court accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the High Court shall have power and authority to recover from the bounden any loss or damage caused to the High Court by such breach as may be determined by the High Court by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the High Court under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the High Court may deem fit.

In witness whereof Shri..... (H.E. name and designation) for  
and on behalf of the Registrar (Administration )  
..... Bounden have hereunto set their hands the day and year  
shown against their respective signatures.

Signed by Shri. .... (date) ..... In the presence  
of witnesses:

1. ....
2. ....

Signed by Shri. .... (date) ..... In the presence  
of witnesses:

1. ....
2. ....



**K.F.C. FORM 14**

**(See Chapter VII, Article 143)**  
**FORM OF TENDER**

Sir,

I/we hereby tender to supply, under the annexed General conditions of contract, the whole of the article referred to and described in the attached specification and schedule, or any portion thereof as may be decided by the High Court of Kerala, at the rates quoted against the item. The articles will be delivered within the time and at the places specified in the schedule.

\*I/we am/are remitting/have separately remitted the required amount of Rs..... as earnest money.

Yours faithfully,

(Signature) \_\_\_\_\_

(Address) \_\_\_\_\_

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\*To be scored in cases where no earnest money deposit is furnished.