

HIGH COURT OF MADHYA PRADESH: JABALPUR

NOTICE INVITING SHORT TENDER

Sealed Tenders are invited for supply of two units of Remotely Managed Franking Machine as per the specifications, terms and conditions mentioned in the tender document. The sealed tender complete in all respect addressed to the Registrar General, High Court of Madhya Pradesh, Jabalpur must be submitted latest by 3:00 P.M. on 10th November, 2017. The Tender shall be opened on same day at 3:30 P.M. The tender document with details of specifications, terms and conditions are available on the official website of the High Court of Madhya Pradesh i.e. www.mphc.gov.in and Government tender portal www.tenders.gov.in.

REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH: JABALPUR

TENDER DOCUMENT FOR REMOTELY MANAGED FRANKING MACHINE

Last date & time for submission of Tender: 10th November, 2017
latest at 3:00 PM

No. Reg(IT) (SA)/2017/1206

Date: 24-10-2017

INVITATION OF THE BID

SCOPE OF THE WORK :

The Registrar General, on behalf of High Court of Madhya Pradesh, Jabalpur invites sealed bids for supply, installation and maintenance of Remotely Managed Franking Machine from the manufacturing Company or their authorized dealers or authorized retailers or service providers with Buyback of existing Franking Machine installed in the High Court of M.P., Jabalpur

DETAILS OF THE BID

- (i) **Last date and time of receipt of bid** : 10th November, 2017
latest by 3:00PM
- (ii) **Date and time of opening of bid:** 10th November, 2017 at
3:30PM
- (iii) **Place of submitting of bid :-** “Inward / Receipt Section of
the High Court of M.P., Jabalpur”.

Address for communication:- Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P), Email: mphc@nic.in,
Landline: 0761-2623358.

BIDDING PROCEDURE

The prescribed tender documents consisting of Technical Details along with Earnest money deposit of Rs.10,000 and Financial Details, sealed in a single envelope, super scribing “**Remotely Managed Franking Machine**” addressed to the “**Registrar General, High Court of M.P., Jabalpur**” to be submitted.

The Bid shall be accompanied by a Demand Draft of Rs.10,000/- (Rupees Ten Thousand only) drawn in favour of **Registrar General, High Court of M.P., Jabalpur** towards the Earnest money deposit. Bids received without the draft or not fulfilling the prescribed conditions will be summarily rejected and decision of the Registrar General, High Court of M.P., Jabalpur in this regard shall be final and binding.

Authorized signature of the Tenderer with seal

Note :

1. Fax/Telex/email and incomplete offers will be rejected.
2. The Registrar General, High Court of M.P., Jabalpur has the right to accept or reject any or all bids in part or full, at its absolute discretion without assigning any reason, whatsoever or any notice.
3. Conditional bids will not be accepted
4. If the date of bid opening / submission is declared as holiday then on the next working day the bids shall be submitted / opened.

CHAPTER-1

Instructions to Bidders

1. The Tender document will form an integral part of the Contract to supply.
2. The Tender documents can also be directly downloaded from the website www.mphc.gov.in and Government tender portal www.tenders.gov.in. No editing, addition/deletion of the matter is permitted, If such action is observed at any stage, such Tenders are liable for outright rejection.
3. Only enclosed formats as provided in original should be used. **All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory.** Additional sheets, duly authenticated, may be attached to elucidated specifications or clarify the specific issues.
4. The prescribed Tender document consisting EMD , Technical and financial details , sealed in a single envelope superscribing "Remotely Managed Franking Machine" High Court of Madhya Pradesh.
5. Tender document should be signed and stamped by the bidder on each page accepting the terms and conditions of the Tender.
6. Tenderer has to submit EMD of Rs.10,000/- (Rupees Ten Thousand only). Tenders received without EMD shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract. The earnest money shall be deposited by crossed Pay Order/Demand Draft in favour of Registrar General High Court of M.P.
7. The Registrar General, High Court of M.P. reserves the right to forfeit the EMD amount on non-acceptance/non-compliance of offer in full or part or if it is found that Tenderer has misrepresented in any way.
8. The items can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors/service providers. However, Letter of

- authorization from the manufacturer/parent company to be enclosed.
9. The bidder shall quote the prices of goods including all taxes, levies or other transportation charges. No price revision/alternative will be allowed after the receipt of the Bid.
 10. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
 11. Any conditions/terms given in the bid by vendors shall not be binding on the High Court of M.P., Jabalpur. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
 12. The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone no. of the contact person therein) along with the Bid.
 13. Canvassing in any form will be viewed seriously and if any Tenderer is found to be resorting to such practice, the Tender of such firm will be rejected.
 14. The bidder should quote for the specific brands/models giving details of make, brand, model number etc.
 15. The cost quoted should include the cost of media, installation etc. at on site.
 16. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature may be enclosed with the bid along with media, if any.
 17. Alterations, if any, in the tender document should be attested properly duly signed by the authorized signatory after affixing seal by the vendor, failing which the tender may be rejected.

CHAPTER-2
CONDITIONS OF CONTRACT

1. Tenderer should have at least 3 years of experience in the sales, service and support of Remotely Managed Franking Machine
2. Tenderer should enclose the banker's certificate certifying solvency of the firm to execute the order.
3. Remotely Managed Franking Machine as per the specifications needs to be delivered and installed in the High Court of M.P., Jabalpur.
4. To assist the examination, evaluation and comparison of bids Registrar General, may at its discretion ask the bidder for clarification of its bid including price. Any of the vendors may be called for negotiations at the discretion of the Registrar General.
5. Tenderer should enclose copies of valid registration of GST and PAN.
6. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between the amount written in figures and words, then the amount whichever is lower shall be taken into consideration.
7. Delivery and installation period: **Maximum four weeks** from the date of purchase order. The installation report should be signed by the Engineer of the Firm jointly with authorized technical staff of the High Court of M.P., Jabalpur.
8. Successful Tenderers will have to furnish the Contract Form and FDR (Fixed Deposit Receipt) or unconditional Bank Guarantee from Nationalized Bank to the High Court of M.P., Jabalpur within 14 working days of issue of Purchase Order, failing which the purchase order will be cancelled and EMD shall be forfeited.
9. Successful Tenderer will have to adhere to the delivery schedule strictly. Registrar General, High Court of M.P., Jabalpur reserves the right to cancel the purchase order and forfeit the EMD, if purchase order is not executed within the stipulated time and to place the order with next successive bidder.

10. Payment term: 100 % on successful and satisfactory installation certified by authorized representative of the High Court of M.P., Jabalpur and on the submission of **FDR / unconditional Bank Guarantee of 10% of the total amount from a nationalized/scheduled bank towards due performance of warranty**
11. The supplier's request for payment shall be made in writing accompanied by relevant document such as **proper invoice and successful installation** reports duly signed by Authorized Officer of the High Court of M.P., Jabalpur.

12. **Warranty**

- (a) Remotely Managed Franking Machine should be under Three years free on-site comprehensive warranty support service from the date of installation or 36 months free warranty support service from the date of delivery of the machine at site, which ever is earlier, including free provision of spare parts, kits as and when necessary.
- (b) If the machine remains down beyond 24 hours, the Firms will be required to provide a stand-by of the same or higher configuration, failing which the High Court of M.P., Jabalpur will arrange for the Remotely Managed Franking Machine on rental basis at the rate decided by the Registrar General, High Court of M.P., Jabalpur, which shall be final and binding, and the cost thereof shall be adjusted against the Security Deposit/Bank Guarantee
- (c) Warranty period begins from the date of satisfactory installation and commissioning at location certified by the authorized representative of the High Court of M.P., Jabalpur.
- (d) If Remotely Managed Franking Machine is down beyond 24 hours, penalty at the rate of Rs.250/- (Rupees Two Hundred and Fifty only) per day will be charged.

- (e) On completion of the Warranty period, the FDR/unconditional Bank Guarantee without any interest accrued shall be released after satisfying that proper free warranty support has been provided during warranty period of three years for all the items. If considered necessary, suitable amount of penalty shall be recovered from the Vendor out of their due payments or from their Security Deposit or by raising claims, while releasing the Security Deposit.
13. Security Deposit (SD) : SD will be 10% of purchase order value, The security deposit can be in form of unconditional Bank Guarantee of nationalized bank/scheduled bank for a period of comprehensive warranty.
 14. The Registrar General, High Court of M.P., Jabalpur reserve the Right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
 15. The supplier has to provide training on installation, operation and maintenance to the officials nominated by Registrar General, High Court of M.P., at Jabalpur. In addition to above, vendor would also provide onsite training to end-user at the time of installation of equipment.
 16. Any disputes arising out of this tender will be under the jurisdiction of court of Jabalpur only.

CHAPTER-3

Technical Bid

Remotely Managed Franking Machine

S.No.	Specifications	Description	Technically Complaint (Yes/No)
1	Maximum single frank value	999.99	
2	Type of printing	Inkjet	
3	Date and time setting	Fully automatic setting with integrated real time clock	
4	Value feeding	Only through Weighing platform	
5	Cycle Speed(articles/hour)	Up to 3900	
6	Number of user accounts	Up to 35	
7	Max.article thickness that can be franked Upto 10 mm.	Up to 10 mm	
8	Weighing Capacity	Upto 5 kg weighing platform and option for differential weighing	
9	Weighing accuracy	-	
10	Auto feeder	Optional	
11	Electronic pass word	-	
12	Slogan dies	Programmable and user selectable through keypad.	
13	Size of slogan die	45 mm wide x 25 mm high	
14	Crediting pass word	-	
15	Self locking	Automatic locking when machine left idle.	
16	Licencee Identifier printed on the frank should follow the format of DEM's name and numeric Serial No.	-	
17	Printing of daily batch statement of mailing	-	
18	Machine report on funds available, fund down loaded, item counter etc.	-	
19	Ascending register	12 digit(including two decimal places)	
20	Descending register	10 digit(including two	

		decimal places)	
21	Machine fitted with Postal Security Device	-	
22	Low fund warning	-	
23	Low ink warning	-	
24	Inking mechanism	Through ink cartridge	
25	Crediting of meter	Only through remote resetting server using integrated modern	
26	Interface for weighing platform	-	
27	Franking on advance date should not be possible	-	
28	Job Memories	-	
29	Constituents of Digital Post Mark	Postage value, Pin code, Frank Date, Sequential Mail item counter, Unique authentication code, Rate text, License identifier and 2d barcode	
30	Non-resettable sequential mail item counter	Upto 08 digits	
31	Facility for loading of postage rates and automatic calculation of postage for various postal products weight wise and category wise		
32	Label printing facility for thicker envelopes and parcels		
33	Article Size	Min: 127mm x 76; Max : 381 mm X330mm	
34	Power supply	230 volts +/- 10V, 50 Hz	
35	System Dimensions		
36	System weight		
37	Terms and conditions, if any		

Note: The vendor should provide Three years onsite support and warranty for the quoted product. The Vendor should have a back-to-back support form the Original Equipment Manufacturer (OEM).

STATEMENT OF DEVIATIONS FROM TECHNICAL SPECIFICATIONS

(Please submit separate sheet for each annexure)

Equipment offered:- Make: _____

Model: _____

LINE ITEM	DESCRIPTION OF ITEM SPECIFICATION WHERE DEVIATING	DEVIATION IN THE OFFER	BRIEF REASON FOR THE DEVIATION

Note: Deviations on the lower side of technical specs will not be accepted

Signature of the Bidder
Name
Date
Place

Company Seal

CHAPTER –4

Price Schedule

Prices should be quoted in Indian Rupees inclusive of all taxes, installation charges, freight, etc.

Price should be quoted with 03 years onsite comprehensive warranty and should be on-site at High Court of M.P., Jabalpur.

Name of the Bidder:

Specify Make:

Model:

S No	Item Description	Make and Model	Unit Price (Rs.)	GST (Rs.) as applicable	Any Other Tax (Rs.) as applicable	Total Unit Price (All inclusive) with three years on-site warranty for Items (Rs.)	Cost of item under buyback of Franking Machine	Final Cost after buyback	No. of Franking Machine along with necessary accessories	Total Cost	Make and Model of item under buy-back (working condition)
	1	2	3	4	5	6=3+4+5	7	8=6-7	9	10=8x2	11
1	Remotely Managed Franking Machine								02		Make: Pitney Bowes, Model: DM 140i
TOTAL VALUE in Rs.											

Total Bid Price in Rs. _____

In words _____

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No. _____

Email : _____

Place :

Date:

CHAPTER-5
Contract Form

This AGREEMENT made the _____day of _____, 20___ between Registrar General, High Court of M.P., Jabalpur (herein after called the Purchaser) and _____ (herein after called the supplier) _____ (Address)

WHEREAS the Purchaser is desirous _____ (Brief description of goods) and has accepted a bid by the supplier for the supply of those goods and services for the sum of _____ (Contract price in words and figures, herein after called the Contract Price)

Now this agreement witnesses as follows :

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz :
 - (a) The bid forms (Technical and financial) and the Price Schedule submitted by the bidder.
 - (b) The entire tender document.
 - (c) The Purchaser's notification of award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provisions of the goods and services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under.

S.No.	Brief Description of goods and services	Quantity to be supplied	Unit Price	Total Price	Delivery Terms

In witness whereof the parties hereto have caused this Agreement to be executed.

For and on behalf of supplier