

No. Syd/215/1/2017
Consulate General of India
Sydney

TENDER NOTICE

15th November, 2017

Subject: Invitation for competitive bids for supply of photocopier machine for the Consulate at Level 1-4, 265 Castlereagh Street, Sydney NSW 2000.

1. Sealed bids are invited from professional companies / firms for supply of photocopier machine for the Consulate at Level 1-4, 265 Castlereagh Street, Sydney NSW 2000 subject to the following specification and conditions:

- a) Medium range photocopier machine with capacity of 1000 papers.
- b) Back to back photocopy, automatic sorting, A4, A3, A5 paper tray.
- c) LAN/Ethernet connectivity
- d) Scanner & pdf transfer to e-mail accounts.
- e) Economical in terms of tonner
- f) Maintenance for 5 years.
- g) System memory: minimum 4 GB
- h) System hard disk: minimum 250 GB
- i) Frame types: Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
- j) Dual Scan: Up to 100 originals (80gsm, A4)
- k) Toner lifetime: Black: atleast 24,000 pages
- l) System dimensions: 615 x 725 x 779 mm
- m) Print speed (A4): up to 36 ppm (BW)
- n) **Adjustment of payout fee of the present photocopier of around A\$ 4,800.00**

2. **The terms and conditions of the tender would be as follows:**

(a) **Tender Details:** Tenderer should also furnish with the tender, complete and full details of the specifications of the photocopier machine, including details of warranty and maintenance.

(b) **Tender Documents:** The Tender documents will be free of cost. The Consulate will not be responsible to compensate for any expenses or losses which may incurred by the Tenderer in the preparation and submittal of his Tender.

(c) **Contract Amount:** Once agreed to by the firm, the contract amount shall not be increased during the period of the contract.

(d) **Quoted (bid) Price:** Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, transportation, installation, taxes etc. No extra cost beyond the quoted amount shall be payable on any account. Also, indicate the GST (whether quoted price is inclusive or exclusive).



- (e) **Commencement of the works:** Once the contract is awarded, the winning bidder will have to provide the photocopier machine within fourteen (14) working days. The winning bidder will also be required to carried out the same within the tender amount.
- (f) **Validity of the Bids:** Prices quoted in the bids of the tender should remain valid for acceptance for sixty (60) days from date of closing of tender, without any price escalation for whatever reason.
- (g) **Guarantee / Warranty:** Guarantee / Warranty of supplied material should be at least five (5) years quoted.
- (h) The successful Tenderer shall be responsible for supply and installation of the photocopier equipment in the Consulate within the tender amount.
- (i) A Bid shall be treated as successful only after the competent authority in the Consulate General of India has approved it in accordance with the terms of the Tender Notice. Consulate General of India shall send the notice of acceptance to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Consulate of India and the successful lowest Bidder.
- (j) The Consulate of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
- (k) The bids in sealed envelope(s) should be submitted to **Head of Chancery, Consulate General of India, Sydney, Level 1, 265 Castlereagh Street, Sydney NSW 2000** latest by 1500 pm on **5th January 2018**. Tenders received after the deadline will not be considered. Tender will be opened on **5th January 2018** at 1600hrs. Bid may be submitted by hand or by courier / post.



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