

No. Syd/862/1/2009
Consulate General of India
Sydney

TENDER NOTICE

17th August 2021

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

1. Sealed quotations 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 colour 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 toner
- 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 34,000 pages, Colour: atleast 17,000 pages
- l) System dimensions: 615 x 725 x 779 mm
- m) Print speed (A4): up to 40 ppm (BW)

2. **General information:**

(a) Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, without any additional charges.

(b) Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

(c) Bidders shall be responsible for arranging and maintaining at his/her own cost all materials, tools, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.

(d) Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools etc. will be available to him as per the local conditions and other factors having a bearing on the execution of the work.

(e) The bidder should have valid permit / registration / License from a competent local authority for carrying out related works in Sydney.

(f) The contractor shall take out the following policies to cover all the risk and keep them till the successful completion of the contract.

(i) Workman's compensation.

(ii) Risk/ Liability of 3rd party.

(iii) The contractor will be totally liable for making any compensation, which may arise in case of any accident to person employed by him against this contract.

3. **Terms and conditions:**

(a) **Tender Details:** Bidder should also furnish with the tender, complete and full details of the specifications, 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 bidder in the preparation and submitter of his Tender.

(c) **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 amount (whether quoted price is inclusive or exclusive). Once agreed to by the firm, the contract amount shall not be increased during the period of the contract by the bidder.

(d) **Commencement of work:** Once the contract is awarded, the winning bidder will have to start the work within seven (14) working days. The winning bidder will also be required to carried out the same within the tender amount.

(e) **Completion of work.** Completion of the work would be of a period of one month from effective date of contract. Please note that contract can be cancelled unilaterally by the buyer in case services are not up to the satisfactory level at any time any stage within the contract period by giving three written notices. **Extension of contracted services period will be at the sole discretion of the Consulate.**

(f) **Validity of the Bids:** Prices quoted in the bids of the tender should remain valid for acceptance for ninety (90) days from date of closing of tender, without any price escalation for whatever reason.

(g) **Guarantee / Warranty:** Guarantee / Warranty of supplied material, work should be at least five (5) years quoted.

(h) **Notice of Acceptance:** 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.

(i) **Right to revoke:** 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.

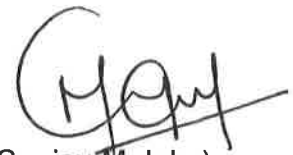
4. **Payment Terms and Conditions:**

(a) **Payment Invoices/Bills:** Invoices/Bills would be settled only after completion of the work. No advance payment will be made.

(b) **Payment Released:** The payment will be released only after receipt, satisfactory installation / commissioning of the equipment in question and in good condition. The successful Tenderer shall be responsible to cover all the cost related to supply and installation of the multifunctional photocopier machine within the tender amount.

(c) **Payment Mode:** Unless the bidder has specified any payment method in prior, the payment will be made via bank transfer to the nominated bank details provided by the bidder.

5. **Bid Submission:** The bids in sealed envelope(s) should be submitted to the tender issuing authority **Head of Chancery, Consulate General of India, Sydney, Level 1, 265 Castlereagh Street, Sydney NSW 2000** latest by 1500 pm on **17th September 2021**. Tenders received after the deadline will not be considered. Tender will be opened on **20th September 2021** at 1500hrs.



(Sanjay Muluka)

Head of Chancery

Tel. No. +612-9223 2793

E-mail: icc1.sydney@mea.gov.in