

**ODISHA ELECTRICITY REGULATORY COMMISSION  
PLOT NO. 4, CHUNOKOLI, SAILASHREE VIHAR,  
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**No.Adm/13(A)/2018/927**

**Date: 09.07.2018**

**NOTICE INVITING TENDER**

OERC invites sealed tenders from reputed firms for supply and installation of one Photocopier Machine at its office and buy-back of two old photocopier machines existing in its office. Details of the tender are available on OERC's website [www.orierc.org](http://www.orierc.org). The last date of submission is 1400 hrs on 25.07.2018 at office of OERC.

Sd/-  
**SECRETARY**

## NOTICE INVITING TENDER

Secretary, Odisha Electricity Regulatory Commission (OERC) invites sealed tenders from the reputed firms for supply and installation of a Photocopier Machine in its office and buy-back of two old Photocopier Machines existing in its office at Sailashree Vihar, Bhubaneswar. Details of tender are as under:

a	Name of the work	Supply and installation of a Photocopier Machine at OERC and buy-back of two old Photocopier Machines from OERC office at Sailashree Vihar, Bhubaneswar.
b.	Time allowed for completion	15 days from the date of work order.
c.	Earnest money deposit (Refundable)	1,000 /-(One Thousand only) in form of Demand draft from a nationalized bank drawn in favour of "OERC FUND" payable at Bhubaneswar
d.	Last date & time of receipt of tender	Dt – 25/07/2018 at 14.00 Hrs.
e.	Address at which the tenders are to be submitted:	Secretary OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Chandrasekharpur, Bhubaneswar – 751021
f.	Date & time of opening tenders:	Dt- 25/07/2018 at 15.30 Hrs
g.	Place of opening tenders:	OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Chandrasekharpur, Bhubaneswar
h.	Defect liability period.:-	12(Twelve) months from the date of completion.
i.	Validity of offer.	2 (Two ) months from the opening of price bid.
j.	Liquidated Damages	0.5% per week to a maximum of 5% of the contract value.

**Eligibility of the bidder** :- The firm should be a reputed one having presence in Odisha for the last 3 years. The party should have executed one such project (preferably, more than one) in the last 3 years. The party should provide a comprehensive warranty of 2 years on the Photocopier Machine. The supplier is required to enclose copy of registration certificate under Goods & Service Tax Act, PAN and clearance certificate i.e VAT-612 along with the tender documents.

In case the date of opening of tenders is declared as a holiday , the tenders will be opened on the next working day at the same time. Odisha Electricity Regulatory Commission has the right to accept/ reject any / all tenders without assigning any reason thereof.

SECRETARY,  
OERC, Bhubaneswar

## **Terms & Conditions**

1. Interested Firms / Tenderers willing to participate in the "Supply and installation of Photocopier Machine at OERC and buy-back of two old Photocopier Machines from OERC office at Sailashree Vihar, Bhubaneswar." are requested to visit the site & make themselves acquainted and clear about the work after discussion with the Secretary before quoting the rate.
2. The Party is requested to quote the rates in figures & words (inclusive of all) in the original tender documents with seal & signature on each paper. No overwriting will be accepted.
3. Basing on our requirement, the quantity of items ordered may vary from the one mentioned in the tender document.
4. The following documents in support of the expertise / experience in executing similar work in the last three years, may be attached.  
Name of the organization and cost of the project(s) with whom worked along with documentary evidence.
5. Payment Terms  
After supply and installation of Photocopier Machine, 90% of the order amount (cost of the photocopier machine – buy-back price of the two old machines) will be paid to the selected party. The rest 10% will be paid after the defect liability period of one year from the date of installation.
6. If the EMD (earnest money deposit is not found as prescribed, the tender shall be summarily rejected.
7. The party should provide a comprehensive warranty of 3 years on the Photocopier Machine.
8. Copies of the registration certificate under Goods & Service Tax Act, PAN and clearance certificate i.e VAT-612 are to be attached.
9. The undersigned has right to accept / reject the offer without assigning any reasons.
10. Appropriate Court at Bhubaneswar under the control of Odisha High court shall have exclusive jurisdiction over all matters related to this contract in case of dispute.

## Supply and Installation of Photocopier Machine at OERC Office

Sl. No.	Description	Unit	Qty	Unit Price (in Rs.)	Total Price (in Rs.)
1	<p>Specifications for Photocopier Machine:</p> <ol style="list-style-type: none"> <li>1. Copy process: Twin laser beam scanning &amp; electro photographic printing.</li> <li>2. Copy speed: 20-25 copies per minute or more</li> <li>3. Resolution: 600 dpi or more</li> <li>4. Multi copy: Up to 99 copies</li> <li>5. First copy speed: Less than 6.5 seconds.</li> <li>6. Warm up time: less than 15 seconds.</li> <li>7. Zoom: 50-200% (in 1% steps)</li> <li>8. Paper capacity: 1x250 sheets paper tray 100 sheets multi bypass tray.</li> <li>9. Paper Size: Standard 60-90 gsm (A5-A3)</li> <li>10. Power Source: 220 – 240 V, 50/60 Hz</li> <li>11. Memory: 80 MB or more</li> <li>12. Duplex Facility: Yes</li> <li>13. Interface: USB Host, Ethernet (10/100/1000 Base-TX)</li> <li>14. Network Protocol: TCP/IP (IP – V4, IP – V6)</li> <li>15. Supported Environment: Windows</li> <li>16. Warranty: 2 Years</li> </ol>	<b>No</b>	<b>1</b>		

## Buy-back of Old Photocopier Machines at OERC Office

Sl. No.	Description	Unit	Qty	Buy-Back Price (in Rs.)
1	RICOH Model No.AFICIO MP 2000L	<b>No</b>	<b>1</b>	
2	RICOH Model No.MP 2510	<b>No</b>	<b>1</b>	

Total Buy-back Price (in Rs.) =