

**DR. SHAKUNTALA MISRA NATIONAL REHABILITATION UNIVERSITY**

Mohaam Road Lucknow-226017 (Uttar Pradesh) India, <http://dsmru.up.nic.in>

**GLOBAL TENDER NOTICE NO 68 DATE 01/07/2021**

**SUPPLY OF HEAVY DUTY AND HIGH SPEED  
COMPUTERISED BRAILLE EMBOSSE**

The Registrar, Dr. Shakuntala Misra National Rehabilitation University, Govt. of U.P., Mohaan Road, Lucknow-226017, U.P. (INDIA) invites e-tenders from the leading, manufacturers and authorized Suppliers for Supply of Heavy Duty and High Speed Computerized Braille Embosser & other Accessories as specified having minimum under mentioned features/specification:

"Minimum inter-point Braille (Six dots) embossing speed minimum 2000 ( $\pm 100$  pages) per hour on a A4 size page, 32 characters per line and thirty lines per page, capable of handling papers between 140 GSM to 180 GSM (Grams per square meters) in reel form, page and line size changing capacity, compatible with computers and Braille translation software, with USB port and one parallel port, workable at 220 volts and 50 Hz. Power supply, noise level below 80 db without extra fittings." and also with advance technique.

Interested firms can obtain tender documents with the papers governing terms & conditions from the e-procurement portal latest by 27/07/2021 by submitting tender fee in form of Bank Demand Draft for Rs. 18,880/- or cash or in US Dollar (Non-refundable) of said amount at existing Rate of that time, in favour of The Registrar, Dr. Shakuntala Misra National Rehabilitation University, (Govt. of U.P.) Mohaan Road, Lucknow-226017 U.P.

(INDIA) on any working day between 10.00 A.M. and 4.00 P.M. in person or by Post documents.

The date of opening of the tender is 27/07/2021 at 1:00 PM.

In case of further enquiry, the Tenderer may contact Registrar Office by e-mail on registrar@dsmnru.ac.in

Registrar

Fax:

Phone:

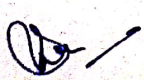
**DUE DATE**

No.

To,

M/s .....  
.....  
.....  
.....

**SUB: INVITATION OF TENDER FOR HEAVY DUTY AND HIGH SPEED  
COMPUTERISED EMBOSSER QTY.1 NO.  
(AS PER SPECIFICATION SHEET ATTACHED)**



1. The supplies/services noted in Schedule of requirement (Part 3) are required at the place stated in column 4 of the (Part 3). Please fill in columns 3 & 5 thereof showing the quantities and rates (in price bid only) at which you are prepared to supply any or all of them, and sign and submit the tender (Part 2) along with the general and special condition (Part 4) attached hereto as early as practicable. The supplies/services will be subject to the approval of the Vice-Chancellor or a Committee of Officers, before they finally accept a sound firm on receipt of orders to that effect, fail to make may supplies/services in accordance with the conditions noted in general Condition of contract and Acceptance of Tender. The Vice-Chancellor reserves to himself the right at his opinion either to obtain them elsewhere at your risk and expense as shown in the Schedule of Requirement (Part 3). The Vice-Chancellor also reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and firm shall supply the same at the rate quoted.
2. The copies of the General Condition and special condition (Part 4) governing the contract are enclosed. A copy of each of these conditions along with Part 2 of tender duly signed by firm in token of acceptance will be returned with this form.
3. The offer is required in 2 bids i.e. techno-commercial and financial bids.
4. The techno-commercial and financial bids should be sent to the Registrar, Dr. Shakuntala Misra National Rehabilitation University (Govt. of U.P.) Mohaan Road, Lucknow-226017 U.P.India in two separate sealed envelope distinctly marked accordingly and both envelope kept in a large sealed envelope.
5. All Tender documents should be put in a prescribed box for The Registrar, Dr. Shakuntala Misra National Rehabilitation University (Govt. of U.P.) Mohaan Road, Lucknow-226017 U.P.(India) on or before 27/07/2021 at 12:00 hours in a sealed envelope by registered post/speed only. Tender received after the due date and time as well as by hand shall not be considered.

6. Incomplete/conditional/telegraphically/fax/e-mail tenders will not be considered.
7. Each tender duly completed must be sent in favour of The Registrar, Dr. Shakuntala Misra National Rehabilitation University, (Govt. of U.P.) Mohaan Road, Lucknow-226017 U.P.,(India)

Thanking you

Yours sincerely,

PART 2

TENDER

To,

Sir,

I/We agree to furnish if required supplies/services as detailed in the Schedule of Requirements or such portions thereof as you may specify in the Acceptance of Tender at the prices given in the said schedule in accordance with the above conditions and the General and Special Conditions governing the contract enclosed hereto on receipt of order for the same.

I/We agree to supply and commission/erect the equipment and complete the whole of the work and handover to the purchaser within the period of 90 days from the date of receipt of an intimation form you regarding acceptance of this tender.

Signature of Tenderer  
With of office stamp

Address:

Station:

Station:

Signature of witness:

Address:

Date:

### PART 3

1. Schedule of Tenders No.
2. Name of Tender
3. Time & date of opening of tender at hours as scheduled.
4. The tender shall remain valid for acceptance for a minimum of 90 days.

| DESCRIPTION AND NATURE OF SUPPLIES                                              | SPECIFICATI ON                           | QUANTITY REQUIRED | PLACE AND DATE ON WHICH DELIVERY IS TO BE MADE | RATE WITH ALL TAXES |
|---------------------------------------------------------------------------------|------------------------------------------|-------------------|------------------------------------------------|---------------------|
| (1)                                                                             | (2)                                      | (3)               | (4)                                            | (5)                 |
| HEAVY DUTY & HIGH SPEED COMPUTERISED BRAILLE EMBOSSER (Along with installation) | SPECIFICATI ON SHEET ATTACHED AT PAGE 14 | 01                |                                                |                     |
| Charges for training, if any                                                    |                                          | 01                |                                                |                     |
| Total                                                                           |                                          |                   |                                                |                     |

Station:

Signature of Supplier  
with office Stamp

Address:

Fax/e-mail:

Telephone.

Telex No. :

## **PART 4**

### **(A) GENERAL CONDITIONS OF CONTRACT**

#### **(Invitation to tender and instruction to tenderers)**

#### **1. Preparation of Tender :**

- (i) The schedule of Tender form should be returned intact whether you are quoting for any item or Pages should not be detached but when items are not being tendered for the corresponding space should be defaced by mentioning "not quoting".
- (ii) In the event of space on the schedule form being insufficient for the required purpose, additional pages be may added. Each such additional page must be numbered consecutively, should bear the Tender no. and should be fully signed by you (The supplier). In such cases, reference to the additional pages must be made in the Tender Form.
- (iii) If any modification of the schedule is considered necessary, you (supplier) should communicate same by means of a separate letter sent with the Tender.

#### **2. Signing of Tender :**

- (a) The tender is liable to be ignored if complete information is not given therein regarding the particulars, data specification is not given therein regarding the particulars, data specification asked for in the schedule of requirements of the Tender (Part 3) and Tender schedule Tecno-commercial details and tender schedule financial bids are not fully filled in, specific attention must be paid to the delivery dates, technical specifications, and also the general conditions of contract.
- (b) Individual signing the tender or other documents connected with a contract must specify whether he signs as:
  - i) A 'sole proprietor' of the firm or constituted attorney of such sole proprietor.
  - ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
  - iii) Constituted attorney of the firm if it is a company.

(c) i) In case of (II) a copy of the partnership agreement or general owner of Attorney, in either case attested by a Notary Public should be furnished to this office, or affidavit or stampedare of all the partners admitting execution of the partnership agreement or the general power of attorney, should be furnished.

ii) In case of the partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every partner of the firm must sign the tender and all other related documents.

iii) A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he the contract on behalf of another shall be deemed to warranty that he signing has authority to bind such other and if, on enquiry, it appears that the persons so signing had no authority to do so the, purchaser may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.

iv) The tenderer, should sign all pages of the tender, schedule of tender and annexure, if any.

### **3. Delivery of Tender :**

Tender should be submitted in two bids i.e. Techno-commercial and price bid, sealed in two different envelopes and clearly marked on them tender number, type of bids and due date. The original copy of both the bids are to be enclosed in a double cover and clearly mark the name of tenderer, tender number and due date to The Registrar, Dr. Shakuntala Misra National Rehabilitation University, Govt. of U.P., Mohaan Road, Lucknow-226017 U.P., (India) who reserves the right to ignore the tender which fails to comply with the above instructions. All the tenderer have to upload the tender through E-tender as well as a hard

copy of that tender should be submitted in the Office of The Registrar, Dr. Shakuntala Misra National Rehabilitation University, Govt. of U.P., Mohaan Road, Lucknow-226017 U.P., (India). One tender should be included in one envelope, more than one tenders enclosed in one envelope are liable to be ignored.

#### **4. Latest Hour for receipt of Tender:**

Unless otherwise specified in the Schedule of Tender your tender must be uploaded in e-tender and also reach this office not later than 12.00 Noon on /07/2021

#### **5. Period for which the Office will remain open :**

- (i) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers from being considered, provided, however, the day up to which the offer is to remain open being declared closed holiday for Govt. Offices, the offer shall remain open for acceptance till the next working day.
- (ii) Tender qualified by such vague and indefinite expressions such as 'Subject to immediate acceptance'. Subject to prior sale' will not be considered.

#### **6. Opening of Tender :**

You are at liberty to be present or authorize a representative to be present at opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.

7.

**Price :**

- (i) The prices quoted must be as per cost including Insurance and Freight (CIF) for destination at Lucknow, U.P., (India) and must be clearly shown in figures and words.
- (ii) The price must be stated for each item separately.

**8. Terms of Delivery :**

The delivery of stores is required by dates specified in the Schedule of Tender. If however, it is not possible for you to effect delivery by the date (s), you should specify the date by which you can guarantee delivery in the prescribed schedule of Tender. In case of delayed supplies, liquidated damages @ ½ percent per week subject to a maximum of 5% of total value, as the limit prescribed under the rules, will be levied.

**9. Drawing & Literatures :**

Particulars drawing, literature, technical details and brochures with any other specification giving full information about the stores (equipment) to be sent together with the quotation in sufficient copies.

**10. Warranty & AMC:**

Period of warranty from the date installation should be specified in the Schedule of Tender and it should be mandatory for 5 years warranty period. The selected firm must provide AMC for 05 years.

**11. Earnest Money :**

Earnest money of Rs 80,500/- (INR) or US Dollars of said amount at existing Rate of that time in the form of Bank draft in the name

Registrar, Dr. Shakuntala Misra National Rehabilitation University, (Govt. of U.P.) Mohaan Road, Lucknow-226017, U.P., (India) should be attached along with the Tender.

**12. Payment Terms :**

The payment will be made on receipt of a confirmed irrevocable letter of credit from the supplier indicating of release payment on the basis of presentation of signed document to your bank of (to be specified by you.)

**13. Deduction of tax**

Deduction of income tax, service tax and other applicable taxes at source as per the existing law in force during the currency of the contract.

**14. Bank Guarantee :**

5% performance Bank Guarantee for warranty period is required on materialization of Supply Order.

**15. Transit Insurance :**

Sum to be insured for CIF value plus 10% additional upto the destination in India.

**16. F.O.R. Destination : Lucknow, Uttar Pradesh**

**17. Inspection agency:** A committee constituted by Vice-Chancellor Dr. Shakuntala Misra National Rehabilitation University, (Govt. of U.P.) Mohaan Road, Lucknow-226017, U.P., (India)

**18. Mode of dispatch : Air**

**19. Delivery period:** Within six weeks from the date of supply order.

**20. Requirement of installation/commissioning, if applicable.**

To be completed within two weeks from the date of delivery of the machine.

**21. Right of acceptance:**

This office does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted. You are at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from you.

**22. Communication of Acceptance :**

Acceptance by the purchaser will be communicated by fax, express letter of acceptance or formal Acceptance of Tender. In case where acceptance is communicated by fax or Express letter, the formal Acceptance of Tender will be forwarded to you as soon as possible but the instructions contained in the Fax or Express letter should be acted upon immediately.

**23. Office stamps of tenderers must be affixed below their signatures.**

**24. Any other.**

Station:  
Dated:  
Witness:

Signature of Tender:  
Name in Block Letters:  
Full Address:

Name:  
Address:

Fax/Telex No:

### TENDER SCHEDULE TECHNO-COMMERCIAL DETAILS

1. The manufacturer should have at least five years experience in manufacturing of the quoted machines:
2. Furnish the list of installation of the past five years of the machines worldwide and also in India.
3. The list of spare parts that will be supplied along with the machine free of cost.
4. Duration of warranty and guarantee.
5. Details of after sales service facilities provided.
6. Destination of the machine will be Registrar, Dr. Shakuntala Misra National Rehabilitation University, (Govt. of U.P.), Mohaan Road, Lucknow-226017 U.P. (India)
7. All terms and conditions for supply of the embosser should be mentioned clearly.
8. Technical manual of the machine including mechanical and electrical detail should be enclosed.
9. All Indian firms should submit their income tax clearance and GST/ PAN/Trade tax registration number.
10. The technical requirements called are as per minimum requirement of the University.

### MINIMUM REQUIREMENT OF BRAILLE EMBOSSESSER AND SPECIFICATIONS

| Description of Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Quantity<br>In<br>Numbers | Date and time<br>of opening<br>tender | Rates<br>validity |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------|-------------------|
| <b>Heavy Duty &amp; High Speed Braille Printer 2000 (<math>\pm 100</math>)<br/>pages/hour</b> <ul style="list-style-type: none"><li>• Minimum inter-point Braille (six dots) embossing speed minimum 2000 (<math>\pm 100</math> pages) per hour on a A4 size page</li><li>• 32 character per line</li><li>• 30 lines minimum per page</li><li>• Capable of handling paper between 140 GSM to 180 GSM</li><li>• Page and line size changing capacity</li><li>• Compatible with PC Windows and Apple operating system USB, ethernet builtin</li><li>• Workable at 220 Volts and 50 Hz power supply</li><li>• Noise level below 80 db maximum without extra fittings.</li><li>• with inbuilt cutter and stacker.</li></ul> <b>Charges for training, if any</b> |                           |                                       |                   |

Station:  
With Office Stamp

Signature of supplier:

Address:  
Fax/Telex No:  
Telephone No:

Telex No.:

## **TENDER SCHEDULE FINANCIAL BIDS**

1. The unit price should be in net under CIF.
  - A) The unit price should be in net under CIF.
  - B) Charges for installation should be indicated separately
  - C) Charges for training should be indicated separately.

| Items                                                                                                                                    | Amount<br>with Taxes |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Unit price of the Braille Embosser (with specification/2000 ( $\pm 100$ ) pages/hour and above) in net under CIF along with installation |                      |
| Charges for training, if any                                                                                                             |                      |

The rates should be valid for minimum ninety days from the date of opening of tenders.

Station:  
With Office Stamp

Signature of supplier:

Address:

Fax/e-mail:

Telephone/Mobile No:

Telex No: