

SIC/Admin.-II/CRS/1 (5)/98-10

Dated: - 03.01.2011

To,

M/s. _____

**Sub: - Supply and installation of Digital Franking Machine at NSIC H.O.
Okhla, N. D.**

Dear Sir,

Sealed quotations are invited from the experience/reputed suppliers / traders/agencies for the supply and installation of Digital Franking Machine for the dispatch of official letters at NSIC,HO, Okhla, New Delhi – 110020. In this regard you are requested to send in your lowest best price offer with discount (if any). The following terms and conditions shall be applicable in this regard:

1. Tenderer shall submit their offers in sealed covers, super scribed as **“Quotation for Supply and installation of Digital Franking Machine” Enquiry No and Due Date**, addressed to the **Chief Manager (Admin)** should reach this office on or before 14.01.2011 up to 3.00 P.M. The offers will be opened on same day at 3.30 PM. Quotations received after due date will not be considered
2. Materials of approved quality / make as specified in the schedule shall only be accepted. The tenderer along with their offer should submit earnest money of Rs. 5, 000/- in the form of Demand draft in favour of **“NATIONAL SMALL INDUSTRIES Corporation” payable at New Delhi**. No Cheque is acceptable. Tenders without EMD will be summarily rejected.
3. The dealer shall take into account basic price, cost of labour, T & P, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained.
4. The validity of quotation should be 30 days from the last date of submission of tender.

5. Earnest money of unsuccessful bidder (Other than the lowest bidder) shall be returned after opening of tender and earnest money of successful tenderer shall be retained as security deposit for one year as warranty period from the date of completion of above work.
6. The security deposit should be released after successful completion of warranty period and during this period all defects/items shall be rectified free of cost with 24 hours.
7. The work has to be completed within 15 days from the date of acceptance of the order. Liquidated Damages @ 2% of the value of work order shall be levied on the agency for each day of delay in completion of the work subject to a maximum of 10% of the value of work order.
8. The Corporation reserves the right to accept or reject any or all the quotations without assigning any reason.
9. The payment shall be released by cheque after satisfactory supply, installation, testing and commissioning of Digital Franking Machine.
10. All the statutory deductions as applicable shall be made from the payable amount.
11. The tenderer may inspect the site before submitting their quotations during office hours on any working day.
12. The dealer should provide the after sales service within 24 hours and the dealer/organization should have its own service and sales office in Delhi (documentary proof in this regard shall have to be given).
13. The details specification required in Digital Franking Machine are given in enclosed Performa at Annexure "A".
14. In case of any dispute / disagreement between NSIC and the supplier the same shall be within the jurisdiction of Delhi courts only.
15. Proper training of NSIC staff shall be undertaken by the supplier / manufacturer.
16. The manufacturer / supplier shall give an undertaking that in case the DGS&D rates of above Digital machine approved by the Government is less than the quoted price of the supplier / manufacturer; the excess amount shall be refunded to NSIC.
17. The party should also mention the cost of new cartage & charges of AMC.

The machine must have the following specifications:-

1. Capacity of Digital Franking machine should have dispatching of 250 to 300 letters per day.
2. Minimum weight capacity 5 kgs.
3. Head replacement if required in the machine (if yes the cost of the same has to be mentioned)
4. Facility of printing of mailing address with logo.
5. On line refilling facility.
6. Maximum passage for articles to be mentioned. Minimum requirement is 9 mm.
7. Auto dating.
8. Automatic label dispenser for printing of label.
9. Ink cartridge capacity for impression in numbers
10. Digital Franking Machine for dispatch of official letters and parcels (minimum 250-300 letters per day).

Thanking you,

Yours Truly,

M.P Singh,
Chief Manager (Admin.)