

TENDER NO. : BSGUP-SHQ/NJ/PHC./2025-26/01

Tender for purchase of

➤ **PHOTOCOPIER**



BHARAT SCOUT AND GUIDE, UTTAR PRADESH

STATE HEADQUARTERS : MAHANAGAR, LUCKNOW

WEBSITE : www.bsgup.org

TENDER NOTICE FOR 19TH NATIONAL JAMBOREE

Tenders for supply of PHOTOCOPIER are hereby invited from the vendors by STATE SECRETARY, STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH through the tendering process using the website www.bsgup.org. The tender documents can be downloaded from the above mentioned website.

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-‘A’**. Format of Technical Bid mentioned at **Annexure-‘B’**, format of financial bid mentioned at **Annexure-‘C’** and detailed specification, estimated quantity are mentioned in scope of work section.

The tender document containing “Technical bid” and “Financial bid”, complete in all respect should reach the office at the below mentioned address on or before 31/07/2025 up to 11:00 AM which will be opened in the presence of the tenderer’s or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

STATE SECRETARY,
STATE HEADQUARTER,
BHARAT SCOUT AND GUIDE UTTAR PRADESH
GOLE MARKET MAHANAGAR,
LUCKNOW- 226006 (U.P.)

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor’s risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

STATE SECRETARY, STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/tender fees will not be entertained.

TENDER DOCUMENT

1. **Name and Address of the party** : STATE SECRETARY,
STATE HEADQUARTER,
BHARAT SCOUT AND GUIDE UTTAR PRADESH
GOLE MARKET MAHANAGAR,
LUCKNOW- 226006 (U.P.)
2. **Tender Document for** : Photocopier.
3. **Cost of Tender Document** : Rs. 1,000/- (DD In favour of State
Secretary, Uttar Pradesh Bharat Scout and
Guide payable at Luknow)
4. **Tender Issue Date** : 09.07.2025
5. **Last Date & Time for submission
of Tender** : 31/07/2025 up to 11:00 AM
6. **Technical & Financial bid to be opened on** : 31/07/2025 at 3:00 PM
7. **Place of submission of Tender** : STATE SECRETARY,
STATE HEADQUARTER,
BHARAT SCOUT AND GUIDE UTTAR PRADESH
GOLE MARKET MAHANAGAR,
LUCKNOW- 226006 (U.P.)

ANNEXURE-‘A’ – (TERMS AND CONDITIONS)

1.	Tender documents should be downloaded from website www.bsgup.org as per the dates mentioned in the tender
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided.
4.	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
5.	Tender shall be submitted under Two Bid System viz Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
6.	Incomplete or conditional bids will be summarily rejected.
7.	The tender fees shall not be refunded even if rejected.
8.	If any vendor does not qualify in technical evaluation, the financial Proposal of the vendor shall not be opened.
9.	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
10.	The technical bid and financial bid will be opened on Same dates.
11.	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required.
12.	The successful vendor shall supply the prescribed hardware within 10 days from the issue of supply letter.
13.	The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
14.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
15.	The make / brand of the quoted hardware must be mentioned.
16.	The warranty shall cover the following: <ul style="list-style-type: none">✓ If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.✓ In case of failure of operating System the same shall be reinstalled.

SCOPE OF WORK

1. **Supply of Equipments:** The vendor has to deliver the mentioned equipments as per the locations provided by STATE SECRETARY, STATE HEADQUARTERS, BHARAT SCOUT AND GUIDE UTTAR PRADESH after finalizing the tender and ensure installation of the same along with related drivers.
2. **Maintenance of Equipment's:** The vendor has to maintain all supplied Equipment which shall be comprehensively covered under warranty of 1yr/3yr.
3. **Replacement of Parts:** The vendor has to ensure rectification of the faulty equipment providing replacement for the same as per requirements.
4. **The required quantity may be increased/ decreased as per requirement.**
5. Vender should supply additional quantity as required by STATE SECRETARY, STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH, MAHANAGAR, LUCKNOW in near future. Rates should be valid for 3 months from the date of submission of tender.
6. If there is any condition laid down in this tender, then the standard conditions maintained on the GeM portal shall prevail in case of any confusion.
7. The firm has to certify that the rates mentioned in the financial bid are not higher than those mentioned on the GeM portal for the same specifications.
8. Tenders without a declaration form will not be accepted.
9. Payment will be made within 5 days of satisfactory completion of work, after the firm submits the bill following supply and installation within the stipulated time.

ANNEXURE 'B' (TECHNICAL BID FORMAT)

Sr.No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Agency	
2.	Detail about the Agency	
3.	Address:	
4.	Phone No.:	
5.	Email ID:	
6.	Website:	
7.	Contact Person:	
8.	Mobile No:	
9.	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd.Co./Public Ltd Co.)	
10.	Copy of registration certificate to be attached	
11.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial three years	
12.	PAN No. (copy will be attached)	
13.	GST No. (copy will be attached)	
14.	Detail of Tender Fees attached	

Signature & Seal of the Bidder

Date :

DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and STATE SECRETARY, STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH on the basis of the information given by me/us can be treated as invalid by the STATE SECRETARY, STATE STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of STATE SECRETARY, STATE STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us hear in above and/or in the accompanying sheets.

Note : If any firm is found to have made a false declaration, penal action will be taken as per the prevailing rules and conditions.

Place:

Date:

Signature:

Name & Designation

& seal of the company:

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments to be paid by DD mode:-
 - a. Rs. 1000 towards Cost of tender document.
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
3. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached.
4. The product profile of the company along with last 3 years' turnover, not less Than ` 50 lakh per year. Audited Balance Sheet and Profit and Loss account or CA Certificate for last three years should be submitted.
5. The vendor shall be Original Equipment Manufacturer (OEM) of Photocopier and peripherals or the Authorized System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Photocopier from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Photocopier and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
6. The vendor should have at Lucknow, fully functional service/ support centre in.
7. The vendor should have successfully supplied Hardware amounting to Rs. 25 Lac to at least one customer in Government Department or Public Undertaking in UP in the last 3 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
8. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration.
9. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Self attested certificate to be submitted)

On Company Letter Head

ANNEXURE-"C" (Financial Bid Format) FINANCIAL OFFER FOR SUPPLY OF PHOTOCOPIER

SPECIFICATION OF COLOUR MFP WITH SCANNER

FEATURE	SPECIFICATION	Qty. REQ.	AMT	GST	TOTAL AMOUNT IN FIGURE AND WORDS
FUNCTION	MULTIFUNCTION (COPIER/Printer/ Scanner)	01			
Paper size	A4, A5- required , A3				
Copy Speed	Colour 20 PPM or more				
ZOOM(REDUCTION/ ENLARGEMENT)	Variable Zoom from 25% to 400%				
Memory	4GB or Higher				
Copy Resolution	Upto 600 x 600 dpi				
Print Speed	Colour 20 PPM or more				
Print Resolution	1200 x 2400 dpi or more				
Document Feeder	Duplex Automatic Document Feeder - 130 sheets				
Automatic Two Sided Duplex	Standard				
Network Print/Scan	Yes				
Paper tray Capacity	520 sheets or higher				
Bypass Capacity	100 sheets or higher				
Paper wt	60-200 GSM or more				
Scanning Speed	80 ipm or higher				
Duty Cycle	80,000 copies of higher				

SPECIFICATION OF Black G White Heavy Duty MFP WITH SCANNER

FEATURE	SPECIFICATION	Qty. REQ.	AMT	GST	TOTAL AMOUNT IN FIGURE AND WORDS
FUNCTION	MULTIFUNCTION (COPIER/Printer/ Scanner)	01			
Paper size	A4, A5- required , A3				
Copy Speed	B&W 35 PPM or more				
ZOOM(REDUCTION/ ENLARGEMENT)	Variable Zoom from 25% to 400%				
Memory	4GB or Higher				
Copy Resolution	Upto 600 x 600 dpi				
Print Speed	Black & White 35 PPM or more				
Print Resolution	1200 x 1200 dpi or more				
Document Feeder	Duplex Automatic Document Feeder - 130 sheets				

Automatic Two Sided Duplex	Standard				
Network Print/Scan	Yes				
Paper tray Capacity	520 x 2 sheets or higher				
Bypass Capacity	100 sheets or higher				
Paper wt	60-200 GSM or more				
Scanning Speed	80 ipm or higher				
Monthly Duty Cycle	1,50,000 copies or higher				
Toner Yield	30,000 copies or higher				

Financial Terms and Conditions:

- 1 The vendor must provide the Commercial Proposal strictly in Hardcopies.
- 2 The rates should be quoted in figures as well as in words, on the form attached at Annexure-‘C’ and duly signed and stamped by the authorized person.
- 3 Rates mentioned above are inclusive of all taxes, F.O.R. Lucknow and Installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
- 4 STATE SECRETARY, STATE HEADQUARTER, BHARAT SCOUT AND GUIDE UTTAR PRADESH reserves the right to alter the quantity of the Photocopier and peripherals.
- 5 Successful vendor will have to ensure the installation & commissioning within a period of 10 days from the date of the purchase order.

**Authorized Signatory
Seal & Sign
State Secretary
Bharat Scouts & Guides, U.P.**