

Notice Inviting Quotation (E-Publishing mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated: 20/10/2020

Open Tender Notice No.IITD/ISPS(SP-14)/2020

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Outsourcing of branded nine (9 Nos.) new Photocopier machines for Administration on rental basis without paper and manpower support. Number of machines is tentative which may increase or decrease as per requirement.
Earnest Money Deposit to be submitted	Rs.20,000/-
Warranty	N/A
Performance security	EM/D

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/epublish/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/epublish/app> .The portal enrolment is free of cost. This is an offline tender process where bidders needs to submit physical bids at office of the indenter (Ref. Para 7 of Schedule, Next page).

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document offline on the website <http://eprocure.gov.in/epublish/app> as per the schedule given in the next page.

SCHEDULE

1.	Price of Tender Document EMD Amount (If applicable)	Rs.< NIL > (Rupees _____ only) Rs. 20,000/- (Rupees Twenty Thousand only) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the offline quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
2.	Issue of Tender Document	20/10/2020 AT 16:00 HRS
5.	Last Date and Time for receipts of Bids	26/10/2020 AT 15:00 HRS
6.	Opening of Technical Bid	26/10/2020 AT 15:30 HRS
7.	Place of Bid Submission & Opening of Bids	Stores Purchase Section Indian Institute of Technology, Hauz Khas, New Delhi - 110016
8.	Address of Communication	Stores Purchase Section Indian Institute of Technology, Hauz Khas, New Delhi - 110016
9.	Contact Phone Numbers	011-26591727, 26597154
10.	Fax Number	011-26597131
11.	E-mail Address	drstores@admin.iitd.ac.in

*Tender document can also be downloaded (from **20/10/2020** to **26/10/2020**) from IIT Delhi Website (www.iitd.ac.in/tenders).

Stores Purchase Section
Indian Institute of Technology
Hauz Khas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Dated: 20/10/2020

Subject : **Outsourcing of branded nine (9 Nos.) new Photocopier machines for Administration on rental basis without paper and manpower support**

Invitation for Tender Offers

Indian Institute of Technology Delhi invites offline Bids (Technical bid and Commercial bid) from eligible and experienced Authorized Dealer for Outsourcing of branded nine (9 Nos.) new Photocopier machines for Administration on rental basis without paper and manpower support as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/epublish/app> .

TECHNICAL SPECIFICATION:

Sl. No.	Technical Specifications
1	Speed – at least 25 ppm RAM – at least 256 MB Resolution (Print) – 600 x 600 dpi or above Tray – at least 250 sheets Inbuilt Network Compatible + USB (should be accessible through wi-fi) Paper Size – A3, A4, Legal
2	Fully Loaded with Duplex and DADF feature

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/epublish/app> . Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

Terms & Conditions Details

Sl. No.	Specification
1.	Pre-qualification criteria: (i) Firm should be registered within Delhi/NCR. (ii) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. (iii) Bidders must have similar ARC or order for similar job from any three (3) IITs or Govt. organizations. Copy of order needs to be enclosed.
2.	Due date: The tender must be submitted off-line before the due date. The offers received after the due date and time will not be considered.
3.	Methods of Submission of Quotations: Quotations should be sent in a sealed cover marked at the top “NIQ Ref. No. and Due Date” otherwise it may not be considered.
4.	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid.
5.	EMD (if applicable): The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 1 of this document) for its actual place of submission.
6.	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the validity of Contract.
7.	Opening of the tender: The offline bid will be opened by a committee duly constituted for this purpose. Offline bids (complete in all respect) received along with UTR info of EMD fund transfer (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened offline first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
8.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason. The discretion of increasing or decreasing the quantity is also lie with the Institute.
9.	Validity of Quotations: Quotation will be valid for three months from the last date of receipt of quotations unless otherwise stated.
10.	Sample: Sample whenever asked for, should invariable be made available and sent along with the quotations.
11.	Correspondence: No correspondence regarding acceptance/ rejection of quotation(s) will be entertained.
12.	Delivery and Documents: Delivery of the goods should be made within a maximum of seven working days from the date of placement of purchase order. Machines should be door delivered at IIT Delhi without any delivery charges.
13.	Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.

14.	Prices: The price quoted should be inclusive of all taxes and quoted both in figures and words.
15.	Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)
16.	Maintenance & replacement of Spare Parts: Service engineer will have to visit IITD every month on regular basis for servicing & spare parts replacement (if required). No additional charges for visiting, serving & spare parts will be paid by the Institute. Service engineer may also be called as and when required.
17.	Payment: Normally, payment will be made within 30 days against invoice on monthly basis. No advance payment will be made in any circumstances.
18.	Response Period: After registering complaint, service engineer of the service provider will visit and resolve the complaint within four working days from the date of complaint, failing which Institute has full right to get it repaired from outside on urgency basis and all the charges involved therein will be recovered from the service provider from the payment due to them. In such an event, the service provider will not have any argument/ grievance against the same.
19.	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> • For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. • If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
20.	Risk Purchase Clause: In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.
21.	<p>Right to Use Defective Goods</p> <p>If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.</p>
22.	Supplier Integrity: The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
23.	Training: The Supplier is required to provide training to the designated Purchaser's technical and end user personnel to enable them to effectively operate the total equipment.
24.	<p>Installation & Demonstration</p> <p>The supplier is required to do the installation and demonstration of the equipment within one month of the arrival of materials at the IITD site of installation, otherwise the penalty clause will be the same as per the supply of materials.</p> <p>In case of any mishappening/damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier must replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. IITD will not be liable to any type of losses in any form.</p>

25.	<p>Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
26.	<p>Notices</p> <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. • A notice shall be effective when delivered or on the notice's effective date, whichever is later.
27.	<p>Defective Equipment: If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The tenderer will arrange to replace the machine within 2 days. In case supplier fails to replace above item as per above terms & conditions, IIT Delhi may consider "Banning" the supplier and security money shall be liable to forfeited.</p>
28.	<p>Termination for Default The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <ol style="list-style-type: none"> i. If the Supplier fails to deliver any or all the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or ii If the Supplier fails to perform any other obligation(s) under the Contract. iii If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. <ul style="list-style-type: none"> • For the purpose of this Clause: <ol style="list-style-type: none"> i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;” • In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.
29.	<p>Training of Personnel: The supplier shall be required to undertake to provide the technical training to the personnel involved in the use of the equipment at the Institute premises, immediately after completing the installation of the equipment for a minimum period of one week at the supplier's cost.</p>
30.	<p>Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.</p>
31.	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is

<p>unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.</p> <ul style="list-style-type: none">• In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. <p>The venue of the arbitration shall be the place from where the order is issued.</p>

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Technical Specifications	Compliance Y/N
1.	Speed – at least 25 ppm RAM – at least 256 MB Resolution (Print) – 600 x 600 dpi or above Tray – at least 250 sheets Inbuilt Network Compatible + USB (should be accessible through wi-fi) Paper Size – A3, A4, Legal	
2.	Fully Loaded with Duplex and DADF feature	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization is providing same type of services in many other Govt. organizations (Copy attached). We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We further specifically certify that our organization has not been Blacklisted by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	Name & Address of the Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GST Number	
7 PAN Number	
8 UTR No. (In case of on-line payment of EMD)	

(Signature of the Tenderer)

Name:

Seal of the Company

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)

Name of the organization	Name of Contact Person	Contact No.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the contract period.

Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Bid Submission

Offline Bid Submission:

The Offline bids (complete in all respect) must be sealed in **two** Envelops as explained below:-

Envelope – 1 (Following documents to be provided)		
Sl. No.	Documents	Content
1.	Technical Bid	Compliance Sheet as per Annexure - I
2.		Organization Declaration Sheet as per Annexure - II
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)
Envelope – 2		
Sl. No.	TYPES	Content
1.	Financial Bid	Price should be quoted in figures and words as per Annexure - IV

Financial Bid

**Stores Purchase Section
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016**

Date: 20/10/2020

Subject: Outsourcing of branded nine (9 Nos.) new Photocopier machines (like Canon, HP, Ricoh, Toshiba, Sharp, Konica or any other brand) for Administration on rental basis without paper and manpower support

S. No.	Description of Item & Specification (a)	Make & Model of Machine (all the machines should be of same brand) (b)	Number of free copies offered per month/ per machine (c)	Charges for each additional (copy beyond the minimum quantity as quoted in Column 'c') Incl. of all taxes (d)	Unit Price (monthly rent for one machine) Incl. of all taxes (e)
1	Speed – at least 25 ppm RAM – at least 256 MB Resolution (Print) – 600 x 600 dpi or above Tray – at least 250 sheets Inbuilt Network Compatible + USB (should be accessible through wi-fi) Paper Size – A3, A4, Legal Fully Loaded with Duplex and DADF feature				