



GATE-JAM OFFICE
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302, INDIA

Tender Notice No IIT/GATE-JAM/ENQ/XEROX MACHINE/2018-19

Dated : 20.09.2018

Last date for submission :
12.10.2018 by 03.30 PM

Time and date for opening :
12.10.2018 at 05.00 PM

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from reputed manufacturers or their authorized Distributors/Dealers (foreign firms or their Indian Representative Company) for supply of the item as per Annexure – I for the GATE-JAM Office, IIT Kharagpur, India.

Interested parties may submit their sealed bids under two-cover system, Technical Bid and Price Bid.


The tender be sent in a sealed packet containing two separate sealed envelopes (one each for Technical Bid and Price Bid) duly superscripted with Tender Notice No. IIT/GATE-JAM/ENQ/XEROX MACHINE/2018-19, Dated 20.09.2018, to the Office of the Chairman, GATE-JAM Office, Indian Institute of Technology, Kharagpur – 721 302, West Bengal (Ph. No. 03222-282091/282095).

The Technical Bids will be evaluated first and Price Bids will be opened only in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical Bids.

01. The sealed envelope of Technical Bid should contain :

- i. Copy of Certificate of Registration/Trade License.
- ii. Copy of PAN Card, GST registration papers.
- iii. IT Returns of last three years.
- iv. Copy of product literature, technical leaflet, wherever applicable for which the prices have been quoted should invariably be enclosed.
- v. Technical Compliance Sheet as per Annexure – I.
- vi. Signed copy of the tender documents with company seal, agreeing to the terms and conditions, Technical Bid Document (Annexure – IV) duly filled in and Declaration (Annexure – V) which is also duly filled in.

02. The sealed envelope of Price Bid should contain only the price of the commodities as per enclosed format (Annexure – VI).


Chairman
GATE-JAM Office
For Director, IIT Kharagpur

Copy to :

1. Institute Website
2. Notice Board
3. CPP

DETAILED DESCRIPTION AND TECHNICAL SPECIFICATION OF STORES

Sl. No.	Description of Item	Qty
01	<p><u>45 CPM COPIER WITH NETWORK PRINTER, SCANNER, DUPLEX & DADF</u></p> <p>First copy time: Not above 4 sec Std paper capacity: 550/550 sheets System memory: 3GB RAM (minimum), 250GB Hard Disc (minimum) Document Feeder: Opt RADF & DSPF Document Feeder Capacity: 100 orig, 150 orig (skip blank page) Security: Department ID management, user authentication & picture login Control Panel: Keypad and 256mm color touch screen Consumable Toner Yield: Black toner; Yield: 42,000 Consumable Drum Yield: Black drum; Yield: 2,80,000 USB Interface: Std 2.0, std 2.0 (host), std 3.0 (host) Network Interface: Std Ethernet, Std wireless Processor: Dual custom processor/1.75 GHz Document storage: Store upto 30,000 document Technology/Scan Speed: Proprietary image sensor/50 ipm color, 70 ipm black or 80 ipm color, 80 ipm black</p>	01

GENERAL TERMS AND CONDITIONS

1. **Period of Validity** : Bid shall remain valid for a **period of 120 days**.
2. **Warranty** : One year.
3. Conditional Offer will not be accepted.
4. **Late Tender** : Tender received after the due date shall not be accepted.
5. A bid submitted with false information will not only be rejected but also the vendor be debarred from participation in future tendering process.
6. Canvassing in any form will invite disqualification.
7. Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.
8. The Company must be able to provide an all-inclusive Comprehensive Annual Maintenance Contract for the equipment/stores beyond the Warranty Period.
9. The installation must be completed within 15 days from the date of receipt of the stores by the GATE-JAM Office, IIT Kharagpur.
10. While submitting the company must undertake to ensure continued availability of adequate number of technically qualified Service Engineers..
11. Only one person on behalf of each Company will be allowed to participate/attend the Bid opening session with proper Authorization Certificate on Company Letterhead.
12. In case of break-down of the equipment during the operational period, a penalty **(Rs. 5000/- per day)** may be imposed for delay in supplying the spares and consumable**(beyond 48 hrs for consumable and beyond 5 days for other items)** after lodging a complain.
13. **Penalty may be imposed (Rs. 5000/- per day)** for delay in installation of the equipment beyond 15 days after receipt of stores.
14. Price may be quoted in foreign currency for imported items. Only those manufacturer/their Indian Agents are eligible to quote who have supplied and installed such equipment in India during the past ten years. In that case, authentic user certificate on successful installation in India must be enclosed with the Technical Bid.
15. (a) Name and address, phone and e-mail address of minimum five clients out of which at least one should be in India to whom such similar equipment have been supplied during the past two years should be mentioned. (b) Customer satisfaction certificate from one such organization is to be attached with the Technical Bid.
16. Documents to be furnished by the concerned Indian Agents :
 - (a) Foreign Principal's proforma invoice indicating the commission payable to the Indian agent and nature of after sales service to be rendered by the Indian agent.
 - (b) Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.
17. If any corrigendum/extension of date etc. will be issued then it will published in the Institute website and CPP only.

INSTRUCTIONS & SPECIAL CONDITIONS
(To be returned by Tenderer along with the Tender duly signed and sealed)

1. Payment : (a) Payment for indigenous items quoted in Indian Rupees will be made after completion of supply, installation and commissioning.

(b) In case of imported items and the payment is desired to be made to their foreign Principals directly, the same will be made against irrevocable letter of credit(LC).

2. Guarantee : The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

3. Interested vendors must be able to supply adequate spares and consumable during one year warranty.

4. Price :

a) For imported items both F.O.B. & C.I.F. Kolkata price by Air to be quoted.

b) The price should be without Customs Duty and Excise Duty since IIT Kharagpur is exempted from payment of Customs & Excise Duties.

c) Agency Commission, if any will be paid to in Indian Rupee.

d) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.

e) Prices quoted should be for supply, installation and commissioning at IIT Kharagpur.

f) Discount if any should be indicated separately.

g) Offers should normally be on fixed and firm price basis. Any clause making price variation will not be acceptable.

h) Where tenderer intends to quote in Indian rupees, for imported items, the price should be quoted "FOR Destination" basis. 5.

5. Performance Bank Guarantee :

On behalf of the Principal Indian Agent must be able to provide Performance Bank Guarantee of the amount equivalent to the 10% of the cost of equipment from any Nationalized Bank. The Performance Bank Guarantee is required for the entire period of Warranty. Performance Bank Guarantee must remain valid for a period sixty days beyond the expiry of the Warranty Period.

6. Jurisdiction :

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of **KOLKATA HIGH COURT**. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

7. Acknowledgement :

It is hereby acknowledged that we have gone through all the points listed above and we agree to abide by them.

**SIGNATURE OF TENDERER
ALONG WITH SEAL OF THE COMPANY
WITH DATE**

Note : In case of import :

1. One agent cannot represent two suppliers or quote on their behalf at one time.
2. After opening of L/C. No amendment of L/C will be entertained.
3. The cost of items that may be supplied from indigenous resources and also installation part if installation is done by Indian Agents should be stated in Indian Rupees.
4. No Ex-works pricing is considered.

Important :

1. The institute may accept or reject any or all the bids or in full without assigning any reason and does not bind him to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
2. In case of any dispute, the decision of the DIRECTOR of this Institute shall be final and binding on the Bidders.
3. For any query pertaining to this Bid document correspondence may be addressed to :

Chairman, GATE-JAM Office, IIT Kharagpur – 721 302 ,(Ph. No282091 /282095)

N.B. In case the due date for opening tender, happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday and Sunday.

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS/INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/REPRESENTING DEALERS/REGIONAL AGENCIES, SUBMITTING TENDER FOR SUPPLY OF _____ FOR IIT KHARAGPUR .

1. Name of the Tenderer :
2. Status of the Tenderer(attach documents, if Registered company/partnership/proprietorship) :
3. Whether OEM/representing foreign principle (attach copy of certificate/authorization) :
4. Details of key top official/authorized official (attach details) :
5. Details of tie-ups for supply/services, if any (attach details, agreements, escalation matrix) :
6. Income Tax returns of previous three assessment year(attach copy) :
7. Financial status of bidder and/or his associates Including Annual Report & Balance Sheet/ Statement of Accounts of past three years with Registration of Companies(ROC) receipts duly Authenticated by Chartered Accountant.
8. Current list/address of clients where similar Material has been supplied and successfully Working. :
9. Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients :
10. Income Tax Permanent A/c. No. (attach copy) :
11. Name and address of Vendor's bankers and Attach a Solvency Certificate from the Bank for a minimum amount of Rs. 10 Lakhs. :
12. Details of EMD/Bank Draft No. , Issuing Branch, date etc. :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the Authorized person of OEM/Vendor.

DECLARATION

1. I, _____ Son/Daughter of
Shri _____
_____ Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.
_____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/we/am are well aware of the fact that furnishing of any false information/fabricated document would to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date : _____

Full Name _____

Place : _____

Company Seal _____

FORMAT FOR PRICE BID

Sl. No.	Description of Items	Quantity	Rate Per Unit	Taxes /Duties	Total Cost
01					
Grand Total : Rs.					

Indian Rupees only.

(In case of any difference in word and digit then amount written in word will be considered.)

Signature of the Bidder
with seal