



Indian Institute of Technology, Kharagpur  
Kharagpur 721 302, WB, India

**Sub: PROCUREMENT OF Photo Copier on buyback basis.**

**Ref: Tender Notice No. IIT/VGSoM/ Copier/2017-18/50**

**Date: 28.03.2017**

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from reputed **Original Equipment Manufacturers (OEMs) OR their Authorized System Integrators** who have adequate credential for supplying, installing and maintaining similar products for procurement of one copier with **one year** comprehensive onsite warranty. **Pl also quote Buy Back rate for existing one Toshiba e Studio 206 copier.**

Interested vendors are requested to send their sealed bids under a **two cover system** as per requirement mentioned in tender document, and the quantity as specified in tender document.

Details are also mentioned in the Institute website **www.iitkgp.ac.in** [link: tenders ].

The proposal has to be sent in a sealed packet, containing **two separate sealed envelopes (Technical Bid and Price Bid)** duly superscripted with Reference Number (Tender Notice No. IIT/VGSoM/ Copier/2017-18/50 Date : 28.03.2017), to the Office of the **Dean(Actg.), Vinod Gupta School of Management, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 on or before 2nd May , 2017 3:00 PM .**

The **technical bids (should also contain detailed un-priced bill of material) which will be opened on 2nd May , 2017 3:30 PM** in the presence of the vendors and their authorized representatives and price bids will be opened (to be notified separately), only of those firms, who will be found technically qualified/shortlisted, after evaluation of their technical bids.

**Dean(Actg.),  
Vinod Gupta School of Management**

**Copy to:**

- 1. Institute website**
- 2. Notice Board**

## **Terms and Conditions:**

1. The bidder must be an ISO-9000 certified organization.
2. The bidder should be Original Equipment Manufacturer (OEM) or authorized distributor of the OEM (attach documentary proof). The authorization letter issued by the OEM (specifically against this tender) should be enclosed.
3. Both the bidder and the OEM must have sales and support service centers in India. Any service request must be attended to within the next business day. Bidder should provide details of its support structure and the escalation matrix. If the OEM will provide first level support, certification to this effect from the OEM must be provided for this.
4. Exact model no. of copier to be supplied and its detailed technical specifications must be provided.
5. The bidder should provide a signed compliance statement specifically against each item mention in the technical specification below. Any deviation from the technical specification must be pointed out clearly in the compliance statement.
6. IIT may purchase one or two copier depending on fund availability.
7. Installation charges, if any, to be mentioned in the quote.
8. **Lowest Bid will be on the basis of all the rates i.e. rate for new copier, buy back rate for existing one Toshiba e Studio 206 copier and installation charges.**

The specification for copier is mentioned in the next page.

## Specification for copier

### Features

- Duplexing facility
- Easy ID card copying
- Simple, easy-to-operate copy functionality
- Convenient & efficient rotate sorting
- Flexible configuration
- Supports the Energy Star international environmental standard to provide excellent energy-saving performance

### Specifications:

#### General

<b>Copying Process</b>	Indirect electrostatic photographic method
<b>Copy Speed</b>	23/28cpm
<b>Warm-up Time</b>	max 20 seconds
<b>Paper Size &amp; Weight</b>	Drawer: A3/A5-R (64 - 80gsm) Stack Feed Bypass: A3/A5-R (52 - 216gsm)
<b>Paper Capacity</b>	Drawer: 250 sheets Stack Feed Bypass: 50 sheets or more
<b>Max. Paper Capacity</b>	1500 sheets or more
<b>Paper Exit</b>	Face down/Inner exit (100 sheets)
<b>Memory</b>	512MB
<b>Power Consumption</b>	1.5kW (220-240V)
<b>Operation Noise</b>	64.75dB[A]
<b>Special Features</b>	Auto Sleep Mode, Auto Energy Saver
<b>Copy</b>	
<b>Max. Original Size</b>	A3
<b>Resolution</b>	2400dpi x 600dpi (with smoothing)
<b>Multiple Copy Qty</b>	1-999/10 key input
<b>First Copy</b>	Less than 6.4 seconds (A4 size from standard cassette, 100%)
<b>Zoom</b>	25% to 400% (1% Increment)
<b>Copy Mode</b>	Text, Text/Photo(Default), Photo, Background Erase
<b>Image Density Control</b>	Automatic/Manual (9 Steps)

## General Terms and Conditions

1. Vendor/Manufacturer/Indian Agents of OEM should submit two-parts bid, Technical and Commercial bid in separate sealed envelopes. The technical bid should have a copy of commercial bid with prices masked. Prices must be given in Indian Rupees. The main equipment as well as the sub items should have comprehensive onsite warranty of **one year (01 year)**.
2. Only those vendors are eligible to quote who have adequate credential for supplying, installing and maintaining similar products in India in the past five years. The bids must accompany copies of POs or authentic user's certificates on successful installations in India for at least three customers in the past three years. IIT Kharagpur reserves the right to verify confidentially the information in this regard from the users.
3. While submitting the technical bid, the vendor must undertake to ensure continued availability of adequate number of service personnel for the items during the period of supply, installation and throughout the warranty period.
4. **Period of validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of Price bids.
5. **Delivery of stores:** The store items must be supplied within 45 days from the date of receipt of the Purchase Order.
6. **Price:** Price should be quoted in Indian Rupees for delivery at IIT Kharagpur. **The unit price without tax and the tax breakups should be shown separately.** Excise Duty Exemption/Custom Duty Exemption Certificate/Way Bill/Service Tax Exemption Certificate will be issued to the bidder and address as mentioned in the Purchase Order as per applicable institute rules.
7. **Transit Insurance:** IIT Kharagpur will not pay separately for transit insurance.
8. **Payment Terms and Performance Guarantee:** 90% payment will be made on successful installation and commissioning duly certified by Dean(Actg.), Vinod Gupta School of Management. A sum of 10% of the invoice value shall be retained as **Security Deposit towards Performance Guarantee.** The security deposit so retained may be refunded on submission of Bank Guarantee towards Performance Guarantee for the equivalent value of security Deposit valid for **01 (One) years warranty period plus ninety days** drawn on any commercial bank. No advance payment will be made.
9. Conditional offers will not be accepted.

10. **Late Tenders:** Tender received after the due date and time of submission as mentioned below shall not be accepted.
11. Bidders or are to enclose the following documents:
  - a. Current Sales Tax clearance certificates and PAN No.
  - b. Banker's Solvency Certificate.
  - c. Summary of Audited statement of Accounts for the last three years.
  - d. A certificate stating that they are not currently debarred or blacklisted at present in IIT Kharagpur or in any national organization or educational institute/university for any supplies, products or services.
12. All Tenders are to be submitted to the office of the  
**Dean(Actg.), Vinod Gupta School of Management**  
**Indian Institute of Technology, Kharagpur-721 302**  
**Phone: 03222- 282295**
13. The person attending the bid opening session should have adequate authorization from the Company.
14. Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.
15. A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in future tendering process.
16. Canvassing in any form not only invites disqualification in this tender but may also result in debarring the vendor from participation in the future tendering process.
17. The vendor may be required to give presentation. Demonstration on the systems offered where vendor has installed and integrated similar solution may need to be arranged by the vendor at their own cost.
18. The installation and commissioning must be completed free of cost within 30 days from the date of receipt of the stores by this institute. The presence of Engineer from the Department/Centre/Section/School at the time of installation is essential.
19. The Company must ensure the Institute about the 95% uptime during the operational period at the Institute with suitable spares at IIT Kharagpur. However, IIT Kharagpur may permit maximum of 05 working days from the date of lodging of complain for replacement of faulty parts. A penalty of Rs. 5000/- (five thousand rupees only) per day may be imposed for delay beyond 5 days. Similar penalty may be applicable for installation delay beyond 30 days from the receipt of the items at site.

20. **Last Date of Submission of Sealed Bids: 2nd May , 2017 by 3:00 pm** (In the Office of the Dean(Actg.), Vinod Gupta School of Management, Indian Institute of Technology Kharagpur).
21. **Date of opening of the Technical Bids: 2nd May , 2017 at 3.30 pm** (In the Office of the Dean(Actg.), Vinod Gupta School of Management, Indian Institute of Technology Kharagpur).
22. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself 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.
23. In case of any dispute, the decision of the Registrar of this Institute shall be final and binding on the Bidders.

**N.B.: In case the due date for submission of opening tender happens to be a holiday, the same will be submit/opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturdays, Sundays, and holidays.**

**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 lead 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.

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Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----