



IIM NAGPUR

INDIAN INSTITUTE OF MANAGEMENT NAGPUR

VNIT CAMPUS SOUTH AMBAZARI ROAD, NAGPUR-440010

Ref no: IIMN/2018-19/IT/027

Dated 07-03-19

Notice Inviting Tender (NIT) for supply, installation, testing and commissioning of Black & White Printer with three years Warranty and onsite support

For any query related to technical and financial bid please contact itoffice@iimnagpur.ac.in/
7127102344.





NOTICE INVITING TENDERS:

Tender quotation in sealed envelope with cover note as **"Supply, installation, testing and commissioning of Black & White Printer with three years Warranty and onsite support"** in two-bid system (Techno-commercial bid) should be submitted in the enclosed Proforma duly filled in and signed. No price should be mentioned in the Technical bid. Mark the two envelopes as "Envelope A (Technical bid- Supply, installation, testing and commissioning of server and software licenses with three years onsite support)" and "Envelope B (Price bid- Supply, installation, testing and commissioning of server and software licenses with three years onsite support)". Both envelopes should be placed in another sealed envelope addressed to

IT office, IIM Nagpur, VNIT Campus, South Ambazari Road, Nagpur, 440010

Envelope A: Technical bid – supply, installation, testing and commissioning of Black & White Printer with three years Warranty and onsite support

It will include the following,

1. tender document with duly signed and stamped in each page.
2. Technical Bid statement
3. copy of the PAN, GST registration
4. DD for EMD and tender fee

And any other documents mentioned in the tender

Envelope B: Price bid – supply, installation, testing and commissioning of Black & White Printer with three years Warranty and onsite support

It will include only price bid containing authorized signatures on all the pages

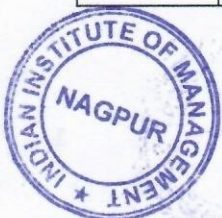
Tender submission cost

Rs. 3,000/- plus 18% GST = Rs3,540/- (Rs. Three Thousand five hundred forty only) through DD. The fee is non-refundable. MSME & NSIC registered bidders are exempted from Fee. Please upload the relevant document for the same.

Attention of the Bidder is invited to the attached "Instructions to the Bidder" which will be binding. Incomplete quotations/ conditional quotation/late quotation or those not as per enclosed forms are liable to be summarily rejected without any further reference. Quotations sent by Telegram/Telex/Fax/email will not be accepted.

Timeline:

Date	Time	Event
07-03-19	11.00AM	Tender uploaded on IIMN Website https://www.iimnagpur.ac.in/tenders/
22-03-19	3.00PM	Bids must be submitted/reached by hand or post/currier latest by 3 P. M. on, 22 nd March 2019 in the IT office, IIM Nagpur, VNIT Campus, South Ambazari Road Nagpur, 440010, Maharashtra.
22-03-19	3:30PM	Technical Bid Opening at IIMN
26-03-19	3:00PM	Financial/Price Bid Opening at IIMN





Technical Bid statement:

Annex I

1	Name of the firm, Address and Telephone Number		Page No.																																
2	Name of the Contact Person, Telephone/Mobile Number																																		
3	Name of the bank (With full address)																																		
4	Bank Account Number																																		
5	PAN No. (photocopy of PAN Card is to be enclosed)																																		
6	Affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co) to be enclosed																																		
7	Date/year of commencement of business.																																		
8	Authorization certificate from OEM																																		
9	Particulars of DD/Banker’s Cheque towards EMD of Rs.25000/-																																		
10	<p>Details of work orders executed during last 3 years on the similar work of supply, installation and commissioning of B/W Printer Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features. Vendor should have an experience of installation and maintenance of specified Printer for minimum one site/company/Institute. attested copy of latest at-least One supply order to be enclosed of similar work.</p> <table border="1"> <thead> <tr> <th rowspan="2">Sl. No</th> <th rowspan="2">Details of client (address telephone and fax No.)</th> <th rowspan="2">Value of annual contract</th> <th colspan="2">Duration</th> </tr> <tr> <th>from</th> <th>to</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Sl. No	Details of client (address telephone and fax No.)	Value of annual contract	Duration		from	to																									
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			from	to																															
11	The tenderer should also mention in the tender the list of their service centres, nearest location of their principal’s support centre and details of customer support establishment.																																		
12	Bidder should have service engineer on their payroll. (Declaration in company letter head to be submitted)																																		
13	Bidder should have an annual turnover of at least Rs.1 crore for each of the last 2 (two) financial years 2016-17, 2017-18 (Audited balance sheet for financial years 2016-17, 2017-18 to be provided)																																		
14	Bidder should not be blacklisted / debarred / denied bidding facilities by any Government Department / Public Sector Undertaking / Educational Institute in last 3 (three) financial years. (Declaration in company letter head to be submitted)																																		





Price Bid Statement:

Annex II

This summary should be enclosed with price bid only (Fill in INR) (including all taxes and other charges) for supply, installation, testing and commissioning of Black & White Printer with three years Warranty and onsite support

SN	Name of Item	Qty	Unit price	GST/Taxes	Total Price
1	supply, installation, testing and commissioning of B/W Printer Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features. The technical details are given as Annex A	01			
Grand Total					
In words:					

Certified that the above rates are inclusive of statutory taxes as may be applicable

Certified that I agree to all the terms & conditions of the tender document

Name of the Bidder:	
Address of the Bidder:	
Landline Telephone Number	
Mobile Number	
Email:	
Signature	Designation
Date	Company Seal





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भारतीय प्रबंधन संस्थान नागपुर
Indian Institute of Management Nagpur

ICT Department, IIM Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010

Phone No. : 7127102344

Email id: itoffice@iimnagpur.ac.in

Annex III

Technical Specifications:

Supply, Installation, testing and commissioning of Black & White Printer Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features

Quantity Required: 01 No.

Technical Details: Canon IR ADV 6555i with Canon Booklet Finisher V1 and voltage stabilizer or in HP with equivalent features

A3 Size basic digital copier, network printer, network scanner machine, scan to email, scan to usb feature, Direct USB print feature, Speed: 55CPM/PPM A4, Min 32 cpm /ppm A3, memory 3GB RAM, Hard disk 250 GB, std TFT LCD WSVGA colour touch panel, paper capacity:4200 sheets (2x1500 sheets, 2x550 sheets, 1x100 sheets by pass tray) Printer Resolution 1200x1200dpi

Enlargement Reduction :25%-400% Duplex: Printing, SPDADF: Single Pass Duplex Automatic Document Feeder (For both Side automatic Scanning & Copying), Network Feature: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)
Toner Life: MIN 55000 prints A4 size @ 6% coverage,

Booklet Finisher: Collating, grouping, Stapling (Corner/Double/Booklet), and saddle folding options, ECO-Stapler, Stapler on demand.

Voltage stabilizer: 2KVA

If any issue persists in the system it should be resolved within 1-2 hours otherwise alternate machine with same features to be provided so that work should not suffer.





Instructions to the Bidder:

CONDITIONS OF TENDER:

If the Bidder does not abide by the following terms & conditions, the Institute reserves the right to initiate appropriate action (including legal) as deemed necessary unless otherwise.

1. TERMS AND CONDITIONS

- The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
- Bids will be opened in the presence of bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
- Sealed bid can be sent either by post or by Hand. The responsibility of delivery of bid lies entirely with the bidder.
- 100% Payment will be released only on satisfactory delivery and installation of the item within time period.
- Tax Deduction at source: TDS as applicable will be deducted from the bills
- In the event of dispute, Director IIMN shall be the sole arbitrator and his decision shall be final and binding on both the parties.
- IIMN does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- DELIVERY SCHEDULE & INSTALLATION: The Supply and installation of B/W printer must be made within Eight weeks from the date of issue of supply order with one-week grace period.
- In case the bidder is not able to execute the Work as per terms, EMD/PBG shall be forfeited.
- The bidder should be Original Equipment Manufacturer (OEM) or authorized service provider of the OEM (attach documentary proof). The authorization issued by the OEM must be valid and enclosed.
- Bidder should provide details of its support, certification to this effect from the OEM.
- The Institute reserves the right not to disclose names and rates of successful bidder.
- Ambiguity must be avoided in filling tenders. All entries in the tender form must be typewritten or in ink. The quotation must be entered both in figures and in words. All pages of the Techno-commercial bid should be numbered with a running serial number and signed with office stamp by the bidder. This page number should be used in the compliance sheet.
- Tender Form and Schedule to Tender: The bidders are required to fill in the tender form and each page of the tender form must be stamped and signed by the person authorized by the Firm. Full address of the Bidder must be mentioned on the tender forms.

2. Earnest Money Deposit (EMD) and performance Bank guarantee (PBG):

Bidder shall submit EMD of Rs 25000/- in the form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favour of "Director, IIM Nagpur" payable at Nagpur. The EMD to be submitted in techno commercial envelope with Vendor / Firm's name & address on back side of DD with stamp. Bid received without EMD will be summarily rejected. Firms / Vendors registered with the NSIC or MSME or SSI are having exemption from submission of EMD. Firms / Vendors registration certificate in above respect will be essential to claim exemption.
Note:

- The proof of payment including name of the bank, amount of EMD, date of transfer, UTR No. shall be attached with Technical bid





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Phone No. : 7127102344

Email id: itoffice@iimnagpur.ac.in

- The EMD shall be forfeited if the Bidder withdraws from the Bid/refuses/delays in commencing work/stops work abruptly.
 - Bids without requisite EMD will be summarily rejected.
 - EMD is compulsory for all the Bidders including State Government/Statutory Bodies/Enterprises/Undertakings etc. Bidders may note the fact that their registrations with any other authority do not entitle them for exemption from payment of EMD. MSME & NSIC bidders are exempted from EMD.
 - No interest will be paid on this deposit. Any Bid not accompanied by an acceptable EMD and not secured in the prescribed payment mode as indicated herein shall be rejected by IIMN on grounds of being non-responsive.
 - Forfeiture of EMD: EMD may be forfeited if the Bidder withdraws its Bid after Bid opening during the period of Bid validity.
 - **Furnish the required performance Bank guarantee (PBG) @10%** of the total cost of the contract shall be furnished by the successful bidder within the period of one Month from the acceptance of the offer. Work shall not be commenced unless the **PBG** is furnished by the contractor and failing which the EMD amount will be forfeited.
 - No interest is payable on the PBG.
 - Return of EMD: Unsuccessful Bidders: EMD will be returned to the unsuccessful Bidders through RTGS/NEFT after the issue of Work Order to the successful Bidder.
 - Successful Bidder: EMD is returned after submission of **performance Bank guarantee (PBG)** by the successful bidder.
2. **Sub-Contracting:** Consortium/sub-contracting of the B/W Printer relegated support work is not allowed in this Bid.
3. **Income Tax PAN:**
- Copy of the PAN issued by the Govt. of India should accompany the tender. The PAN should be in the name of the firm quoting for the work.
4. **GST Registration Certificate:**
- Bidder must submit copy of GST registration certificate.
5. **Jurisdiction:**
- All questions, disputes and/or differences arising under and out of, or in connection with the contract, if concluded, shall be referred to the High Court of Nagpur
6. **Force Majeure:**
- Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:
- Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics, Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes Terrorist attacks, public unrest in work area Restriction, Freight Embargo provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

