



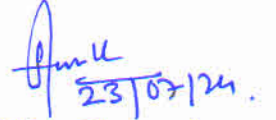
भारतीय प्रबन्ध संस्थान लखनऊ
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

CORRIGENDUM-1

With reference to Notice Inviting Tender (NIT) NIT NO. – IIML/PUR/PGP-PHOTOCOPY/8/24-25 dated 11/07/2024 regarding hiring of 4 (four) photocopy machines on rental basis, the following change has been approved by the Competent Authority:

1. 'Paper Handling Capacity 60-300 GSM ' mentioned at sr. no. 5 of the Annexure-A may be read as 'Paper Handling Capacity 60-250 GSM'.
2. The successful Bidder will be required to submit to Performance Security Deposit of Rs.60,000/- (Rupees Sixty Thousand only) in form of PBG/FDR in favour of "Director, Indian Institute of Management Lucknow" with a validity of 38 months from the date of the contract (starting operations).

This issues with approval of the Competent Authority.


23/07/24

(Shiv Kumar)

AO – Purchase & Stores

For circulation through eProcure portal and IIM Lucknow website.

Encl: 1. Updated NIT



भारतीय प्रबन्ध संस्थान लखनऊ
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013

E-Tender Notice

NOTICE INVITING TENDER (NIT) FOR HIRING OF PHOTOCOPY MACHINES

NIT NO. – IIML/PUR/PGP-PHOTOCOPY/8/24-25

DATED 11/07/2024

Indian Institute of Management Lucknow invited online bids from vendors/agencies in a two-bid system (Technical & Financial bid/Price bid) for hiring of Photocopy machines on a rental basis (charges per copy). A free view of NIT is available on Govt. E-Procure portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user ID and password using Digital Signature. The tender document comprises of technical and financial bids. It is requested to download the tender on acceptance of terms & conditions. The technical and financial bid duly filled may be uploaded on eProcure Portal i.e. <http://eprocure.gov.in> using Digital Signature before the last date and time of submission as mentioned in the tender notice. The credentials as listed below shall be uploaded online.

Pre-Bid Meeting Date, Time Venue	18th July 2024 at 11:00 AM Meeting Room, Samadhan Building, IIM Lucknow The prospective bidders must submit their queries at 48 hours prior to the date & time of the pre-bid meeting to purchase@iiml.ac.in with the subject line “Pre-bid meeting queries on NIT for hiring of Photocopy machines”
Last date of submission of online bids	01/08/2024 at 10:00 AM
Date, Time and Venue for the opening of Technical Bids	02/08/2024 - 11:00 AM Venue: Samadhan Meeting Room, IIM Lucknow
Date, Time and Venue for opening of Financial Bid of the Technically Qualified Bidders	Will be intimated through the eProcure portal.
Validity of bid	120 Days from the date of opening
Estimated Bid Value (three years)	Rs.30,00,000/- (Rupees Thirty Lakhs only)
Earnest Money Deposit (EMD) (Through NEFT/ Bank Account Transfer)	Rs. 60,000/- (Rupees Sixty Thousand only)
Method for submission of bids	The tender should be uploaded on the e-procure portal (only) with the necessary enclosures. Physical bids will not be accepted.

A. IMPORTANT INSTRUCTIONS FOR BIDDERS

1. Indian Institute of Management Lucknow invites offers in prescribed BOQ from reputed vendors/agencies for hiring of Photocopy machines on a rental basis (charges per copy) in Indian Institute of Management Lucknow.
2. The technical specifications of Photocopy machines, to be complied with by the bidder, are detailed in the BOQ.
3. All filled bids are to be uploaded on the above mentioned website on or before the last date & time mentioned above.
4. The Director of the Institute reserves the right to reject any of the offers without assigning any reasons thereof.
5. Bidders are required to deposit an amount of Rs. 60,000/- (Rupees Fifty Thousand only) towards Earnest Money Deposit (EMD) to the below-mentioned bank account of the Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at an appropriate place. Those who are exempted from the deposit of EMD shall upload the valid certificate in this regard.

Bank Account No.	07231450000294
IFSC Code	HDFC0000723
Name of Bank & Type of Account	HDFC/Savings

EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Security Deposit. In case, the bidders provide false or misleading information or make changes in the downloaded document or provide forged document or hide facts relevant to tender / bidder, EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e. during or after process.

B. SCOPE OF WORK:

1. The Indian Institute of Management Lucknow wishes to hire 4 (four) Photocopy Machines for a period of three (03) years, which may further be extendable for another 02 years (on a yearly basis) on mutual consent. The successful bidder will be required to provide 04 brand new photocopy machines (refurnished machines are not acceptable) to IIM Lucknow on a rental charges basis (per photocopy charges) initially for a period of 3 years, extendable for another 2 years (yearly basis) on the same terms & conditions, subject to satisfactory performance of the successful bidder and on the mutual consent of both the parties. The photocopy machines shall be provided on a hiring basis, which will include maintenance (Services) and consumables (all expenses except paper and electricity)..
2. The Technical Specifications of the required photocopy machines are enclosed at **Annexure-A**.
3. The Institute (IIM Lucknow) will ensure a minimum billing of 18,00,000 copies (18 lakh copies) for all machines per year. The Institute will pay to the Service Provider on per copy basis for the total quantity of copies delivered as per the indent system supported by machine copy counter reading. Each double-sided A4 size print and single sided A3 size print will be counted as 2 copies for purpose of minimum assured copies and in similarly double-sided A3 printouts will be counted as 4 copies for each print out.. In case, the Institute decides to reduce the number of machine(s), the minimum assured copies will be reduced on pro-rata basis.
4. The offered photocopy machine shall meet the technical specifications mentioned at **Annexure-A** and it should be of reputed make.
5. The above machines shall be provided at Indian Institute of Management Lucknow with minimum 75 Copy per Minute.

6. The Photocopy Machines must be brand new machines at the time of installation and the same shall not more than 5 years old at any point of time during the contract period.
7. Only mono printing is required.

C. ELIGIBILITY CRITERIA:

The bidder must submit:

1. GST Registration Number of the bidder's firm (Upload scan copy of GST Registration)
2. PAN number (Upload scan copy of PAN card)
3. Vendor should enclose OEM distributorship/dealership certificate of the offered make of Photocopy Machine.
4. Experience of at least three years in providing similar services or sale or services of photocopy machines or providing printing solutions to Govt. Institutions/reputed colleges.

D. DISQUALIFICATION:

The proposal is liable to be disqualified in the following cases:

- i. Proposal not submitted in accordance with this document
- ii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- iii. Proposal is received in incomplete form.
- iv. Proposal is received after due date and time.
- v. Proposal is not accompanied by all requisite documents.
- vi. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- vii. If quotation is received without EMD or valid certificate for exemption (NISC/MSME).
- viii. If price is mentioned in the Technical bid

E. OTHER TERMS AND CONDITIONS

1. **Pricing:**
 - i. Quote the price for each of the components and also the total amount as per the tender document.
 - ii. The prices are to be quoted on individual item Exclusive of taxes rather than the total package.
 - iii. Quote only for the products specified in the tender. No changes in the configuration or deviation from the tender document will be permitted.
 - iv. Need not suggest any alternative product or different configuration in the same product.
2. **Payment Terms:** Payments will be made on quarterly basis on the submission of invoices with necessary enclosures including satisfactory/ inspection report from user department. In case of photocopies are more than guaranteed copies, payment for extra copies based on the quoted rate (per copy charges) will be made at the end of each year of the contract.
3. **Procurement Rights:** IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the document.
4. GST, as applicable, will be extra by the Institute. No other taxes / charges will be paid by the Institute.
5. All statutory compliance will be the responsibility of the service provider.
6. On installation of the machine, the starting meter reading must be verified by the user department and the vendor should obtain acknowledgement for the same.
7. The Agency/Firm should deliver and install the machine within 30 days from the date of issue of the work order.

8. No electricity or rent will be charged from the vendor.
9. Institute's Operator will operate the machine. The successful bidder/ Agency/Firm will provide one week of training to our operators at our site. The cost of such training shall be borne by the successful bidder.
10. Validity of offer: Tenders submitted by tenderers shall remain valid for a minimum period of 120 days from the date of opening of tenders. The tenderers shall not be entitled during the said period, without consent in writing from IIM Lucknow, to revoke or cancel their tenders or to change the submitted bid or any term thereof. In case of tenderers revoking or canceling their bids or varying any terms in regard thereof without consent of IIM Lucknow in writing, the earnest money deposited by them with their offers will be forfeited
11. **Evaluation of the Technical Bid:** Bidder meeting minimum technical qualification with all pre requisite including all supporting document will be consider as technically qualified for opening of the financial bid.
12. **Evaluation of the Financial Bid:** Financial proposals of only technically qualified bidders shall be open on the date & time communicated on CPP portal, and in the presence of the Bidders' representatives who choose to attend.
13. **Risk Purchase:** In case of the successful bidder's failure to provide satisfactory service towards as per the scope of work, IIM Lucknow reserves the right to go for Photocopier services from other sources and in that event additional cost incurred by IIM Lucknow for actual executing the job, if any, with an appropriate penalty will be recovered from the successful bidder/tenderer.
14. **PRE BID MEETING:** The interested bidders may attend the pre-bid meeting. The time, date and venue is given above. In case, the bidder needs any clarification on the tender document, the same shall be submitted 48 hours prior to the scheduled pre-bid meeting to purchase@iiml.ac.in. After the pre-bid meeting, no query or clarification regarding tender may be entertained.

15. Bid submission process

- i. Tender quotation should be uploaded on the online tender site in two-bid system (Techno-commercial bid and Price bid) in the enclosed Performa duly filled in and signed.
 - ii. No price should be mentioned in the Techno-Commercial bid. Disclosure of rates in the technical bid will result in disqualification.
 - iii. Technical Bid should include the following:
 - All documents in support of the eligibility criteria mentioned in this tender document.
 - EMD or relevant and valid MSME/NISC Certificate
16. **Termination: Either party can terminate the contract with written notice (including email) of not less than 3 months. However,** if the services quality fails to meet the need /unsatisfactory or necessary service quality degrades over time, IIM Lucknow will reserves the right to terminate the contractor with one month notice without assigning any reasons and contractor will withdraw their service from IIM Lucknow premises within a month. However, in case the contractor wishes to terminate the contract, he will be required to give a notice of 3 months
17. **Force Majeure:** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities

quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements.

The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations/liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days notice.

18. **Penalty Clause:**

- (a) In case of any delay in attending to the breakdown on its reporting beyond the stipulated period (4 hrs), a penalty of 500 photocopies may be deducted from the running bill of the month.
- (b) In case the Agency/Firm is not attending to the problem and the situation compels, IIM Lucknow may to get the work done through some other agency, the incurred cost (over and above the quoted rates) plus appropriate penalty thus incurred shall be recovered from payment due or shall be adjusted against invoice or any dues payable to the successful bidder / Agency/Firm.

19. **Disclaimer Clause:** IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow**

20. **Dispute Settlement & Appointment Of Arbitrator:** "All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Lucknow".

NIT NO. _____ dated _____

Technical Specification of the required photocopy machines

<u>S. No.</u>	<u>Technical Specification</u>	<u>Mention the Specifications of the offered model</u>
1	Copy / Print Size: A3/A3	
2	Copy Speed: 75 CPM or more in A4	
3	Print Speed: 75 PPM or more in A4	
4	RAM- 3 GB or more	
5	Paper Handling Capacity 60- 300 GSM 250 GSM	
6	Paper Size upto A3	
7	Duplex Copying & Printing	
8	Copy Resolution 600 x 600	
9	Print Resolution 600 x 600 dpi, 2400 x 600 dpi, 1200 x 1200 or equivalent	
10	Paper Capacity Standard : 2 x 500 Sheets Universal Cassette, 2 x 500 Sheets Tandem tray	
11	100-150 Sheets Stack feed by pass	
12	Zoom-25-400%	
13	Warm-up time – 20 Sec	
17	Scan through Feeder -100 Sheets or more	
18	Network Interface 10/100/1000 Base-E	
19	Scan Speed : Duplex : 120 IPM, Simplex 60 IPM	
20	Scan Format: PDF, TIFF, JPEG	
21	Scan Feature: File, email, USB, Local HDD	
22	Copy Print Selection : 1-9999	
23	Display : 5" or more LCD Panel	
24	Security Features Self-Encryption HDD, Private Print Encrypted PDF, User Authentication, Role Based Access Control, IP/MAC Address Filtering, SNMPv3, SSL.	
25	Wi-Fi	

Date: _____

Signature of the Bidder _____

TECHNICAL BID
To BE FILLED BY THE BIDDER

The bidder are required to provide the following details in the prescribed format and also enclose self-attested copy in support of the information provided, wherever applicable:

NIT NO. _____

1.	Name of the Bidder (Firm)	:	
2.	Address of the Bidder/ Firm	:	
3.	Contact Phone number(s) of the bidder: Email ID:	: : :	
4.	Year of Establishment	:	
5.	GSTIN & PAN No. (Enclose GST Registration certificate and PAN)	:	GSTN NO. _____ PAN No. _____
6.	Experience of last three year in similar field. (Enclose work orders/ completion certificate)	:	
7.	Details of EMD (Enclose screen-shot showing the details of transactions/ exemption certificate)	:	UTR / Transaction No. _____ Date: _____ & Amount of EMD: Rs. _____ In case, the bidder is exempted from deposit of EMD, please state the name of certificate uploaded: _____
8.	Whether the offered make/ model meet the technical specification mentioned in Annexure-A.	:	Yes / No If yes, attached signed copy of Annexure-A.

It is certified that the undersigned is duly authorized to submit this bid on behalf of M/s
_____.

This is to certify that I have understood the terms & conditions of the tender document (NIT) that all the information provided above is true to the best of my knowledge and belief and that the enclosed documents in support of the provided information are genuine. I understand that in case, the information provided by the undersigned is found to be false/incomplete/misleading, my tender/bid will be technically disqualified and my EMD will be forfeited and our firm may be blacklisted for two years.

Signature of the Bidder _____

Date: _____

FINANCIAL-BID

(DON'T QUOTE RATE IN THIS. THE RATES ARE TO BE FILLED IN AN EXCEL SHEET PROVIDED ON THE EPROCURE PORTAL). DON'T DISCLOSE THE RATE IN THE TECHNICAL BID. DISCLOSING RATE IN TECHNICAL BID WILL RESULT IN TECHNICAL DISQUALIFICATION)

NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Weightage	RATE (excluding GST in INR) In Figures To be entered by the Bidder in Rs. P	Weightage (Column 'B' x 'C') for deciding the lowest Bidder	TOTAL AMOUNT In Words
1	A	B	C	D	E
1	Paper size for Photocopy: A4				
1.01	Per photocopy charges for single side A4 size output (Up to minimum assured quantity)	90.00		0.00	INR Zero Only
1.02	Per photocopy charges for A4 size double-side output (Up to minimum assured quantity)	90.00		0.00	INR Zero Only
1.03	Per photocopy charges for A4 size single-side output (Beyond minimum assured copies)	90.00		0.00	INR Zero Only
1.04	Per photocopy charges for A4 size double side output (Beyond minimum assured copies)	90.00		0.00	INR Zero Only
2	Paper size for Photocopy: A3				
2.01	Per photocopy charges for single side A3 size output (Up to minimum assured quantity)	10.00		0.00	INR Zero Only
2.02	Per photocopy charges for A3 size double-side output (Up to minimum assured quantity)	10.00		0.00	INR Zero Only
2.03	Per photocopy charges for A3 size single-side output (Beyond minimum assured copies)	10.00		0.00	INR Zero Only
2.04	Per photocopy charges for A3 size double side output (Beyond minimum assured copies)	10.00		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only			

NOTE: Column D will be filled automatically by multiplication of columns (B) & (C). The totaling will also be done automatically. The total of column-(D) will be compared to find the Lowest Bidder, to whom the contract will be awarded subject to the reasonability of the quoted rates and approval of the Competent Authority.

The printout of paper size less than A4 size will be treated as A4 for billing and sizes B4, Letter size and Legal will also be treated as A4 size.