



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

E-Tender Notice

NOTICE INVITING TENDER FOR HIRING OF PHOTOCOPY MACHINES

NIT NO. -IIML/PURCHASE/PHOTOCOPIER/01/2020-21 DATED 01/04/2020

IMPORTANT DATES

1. Last date and time for submission of tender : 24th April 2020 - 3:00 pm.
2. Date and time for Opening of Technical bid : 30th April 2020 - 3:00 pm on date mentioned above
3. Date of opening of financial bid will be intimated to eligible vendors through the portal.

E-tenders are invited from vendors / agencies in two-bid system (Technical & Financial bid/Price bid) for hiring of Photocopy machines on rental basis (charges per copy). A free view NIT is available on Govt. E-Procurement 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 documents comprises of technical and financial bid. It is requested to download the tender on acceptance of terms & conditions. The technical and financial bid duly filled may be uploaded on E-Portal of Govt. site 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.

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 rental basis (charges per copy) 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. 1.0 Lac/- (Rupees One Lac only) towards Earnest Money Deposit (EMD) to below mentioned bank account of 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 appropriate place. Those who are exempted from 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

The Indian Institute of Management Lucknow wishes to hire 2 Photocopy Machines for a period of three (03) years, which may further be extendable for another 02 years (on yearly basis) on mutual consent.

Scope of Work:

1. The successful bidder will be required to provide 2 photocopy machines with 2 standby machines to IIM Lucknow on rental charges basis (charges per photo copy) 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.
2. The Technical Specifications of the photocopy machine required at enclosed at Annexure-A.
3. Minimum Assured use of Photocopy Machine proposed to be hired would be 10,00,000 copies (10 lakh copies) per year.
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 standby photocopy machine of minimum 40-50 CPM.
6. The Photocopy Machines must be brand new machine at the time of installation and the same shall not more than 4 years old at any point of time during the contract period.

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 similar fields in Govt. Institutions/reputed colleges etc.

The bidder must ensure:

A) Pricing:

- i. Quote 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.

B) Payment Terms: Payments will be made on quarterly basis on submission of bill and satisfactory report from user department. In case of photocopies are more than guaranteed copies per machine, extra payment will be made based on rate quoted per copy.

C) Procurement Rights: IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the document.

Terms and Conditions

Photocopying services will be provided at IIM Lucknow on the following terms & conditions:

1. The photocopy machines shall be provided on hiring basis, which will include maintenance (Services) and consumables (all expenses except paper and electricity). The Agency/Firm should provide maintenance services and all consumables free of cost.

2. The Agency/Firm should provide 02 new machines along with 02 standby machines. Standby machine should be working properly.
3. The Agency/Firm should provide technical service support of OEM in Lucknow.
4. 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.
5. GST, as applicable, will be extra by the Institute. No other taxes / charges will be paid by the Institute.
6. All statutory compliance will be the responsibility of the service provider.
7. In the event of unsatisfactory services, the services may be terminated with a notice of one month by Institute. However, in case the contractor wishes to terminate the contract, he will be required to give a notice of 3 months.
8. On installation of the machine, the starting meter reading must be verified by the user department.
9. The Agency/Firm should deliver and install the machine within 30 days of issue of the work order.
10. No electricity or rent will be charged from the vendor.
11. Institute's Operator will operate the machine. The successful bidder / Agency/Firm will provide one week training to our operators at our site. The cost of such training shall be borne by the successful bidder.
12. Payment Terms: The payments for photocopying service will be made on monthly basis within 30 working days after submission of the Invoice.
13. All disputes shall be subject to jurisdiction of Lucknow Courts only.
14. Validity of the bid: 90 days.
15. **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 situation compels, IIM Lucknow may get the work done through some other agency, the cost thus incurred shall be recovered from payment due or shall be adjusted against invoice or any dues payable to the successful bidder / Agency/Firm.
16. **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**
17. **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".

- 18. 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 without EMD received.
 - viii.** If quotation is sent by not super scribing enquiry no. and date.
 - ix.** If quotation is not addressed to Officer on Special Duty (OSD).

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Technical Specification**Photocopy machines with 85 or more CPM**

<u>S.No.</u>	<u>Technical Specification</u>	<u>Offered Model Meeting the Specification (YES)</u>
1	Copy / Print Size : A3/A3	
2	Copy Speed: 85 CPM or more in A4	
3	Print Speed : 85 PPM or more in A4	
4	RAM-8192 MB	
5	Paper Handling Capacity 60-300 GSM	
6	Paper Size upto 13" x 47"	
7	Duplex Copying & Printing	
8	Copy Resolution 600 x 600	
9	Print Resolution 600 x 600 dpi, 2400 x 600 dpi (with soothing), 1200 x 1200 (PS only)	
10	Paper Capacity Standard : 2 x 550 Sheets Universal Cassette, 2 x 1160 Sheets Tandem tray	
11	120 Sheets Stack feed by pass	
12	Zoom-25-400%	
13	Warm up time – 20 Sec	
14	Toner Yield – 1,06,000	
15	Drum Yield more than 7 lakhs	
16	Duty Cycle 7 Lakhs or more	
17	HDD- 320 GB self encrypted (Wipe technology)	
18	DSDF (Dual Scan Document Feeder)-300 Sheets	
19	Network Interface 10/100/1000 Base-E	
20	Scan Speed : Duplex : 240 IPM, Simplex 120 IPM	
21	Scan Format: PDF, TIFF, XPS, JPEG, Slim PDF, PDF/A	
22	Scan Feature : File, email, USB, e-filing Box, TWAIN, Local HDD	
23	Copy Print Selection : 1-9999	
24	Display : 10.1" LCD Panel	
25	Security Features Self-Encryption HDD, Private Print Encrypted PDF, User Authentication, Role Based Access Control, IP/MAC Address Filtering, SNMPv3, SSL.	

Signature of the Bidder _____

Date: _____

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:

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/ emption certificate)	:	Amount of EMD: Rs. _____ UTR / Transaction No. _____ Transaction Date: _____ 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. If yes, attached signed copy of Annexure-A.	:	

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Signature of the Bidder _____

Date: _____

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Bill of Quantity**(To be filled on Letter Head of the Agency/Firm)**

S. No.	Description Output Type	Flat Charge for single side output	Flat Charge for single side output	Please indicate the rate of GST
A	<u>CPM : 85 or more (For first 10,00,000 Copies / Annum)</u>			
1	Size : A4			
2	Size : B4			
3	Size : A3			
B	<u>CPM : 85 or more (For copies beyond 10,00,000 copies in a year)</u>			
1	Size : A4			
2	Size : B4			
3	Size : A3			

Note:

1. In case standby machine is used, the charges would be paid as per the rate quoted.
2. Lowest bidder will be decided based on average of rate quoted at A1, A2, A3, B1, B2 & B3.
3. GST, as applicable, would be extra.

DATE:**SIGNATURE OF BIDDER WITH STAMP**