



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/PUR/PGP/PHOTOCOPIER/27/2020-21 DATED 28/01/2021

IMPORTANT DATES

1. Last date and time for submission of tender : 19/02/2021 - 3:00 PM.
2. Pre bid meeting : 05/02/2021 - 11:00 AM.
3. Date and time for Opening of Technical bid : 22/02/2021 - 4:00 PM
4. 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. 50,000/- (Rupees Fifty Thousand 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 (two) 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. 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 technical service support of OEM in Lucknow.
2. The Technical Specifications of the photocopy machine required at enclosed at Annexure-A.
3. Minimum Assured use of Photocopy Machines proposed to be hired would be 18,00,000 copies (18 lakh copies) for both machines per year. For both machines (including both stand by machines) the assured quantity is 18,00,000 photocopies (no assurance for individual machine). 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 print will be counted as 2 copies for purpose of minimum assured copies. In case, the Institute decides to hire only one machine, 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 standby photocopy machine of minimum 40-50 CPM.
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. The Agency/Firm should provide 02 new machines along with 02 standby machines. Standby machine should be working properly.
7. Only mono printing is required

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.

Other Terms and Conditions

1. 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.

2. **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.
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.
7. The Agency/Firm should deliver and install the machine within 30 days 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 training to our operators at our site. The cost of such training shall be borne by the successful bidder.
10. **Payment Terms:** The payments for photocopying service will be made on monthly basis within 30 working days after submission of the Invoice.
11. **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
12. **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 financial bid.
13. **Evaluation of the Financial Bid:** Financial proposals of only those companies who are technically qualified shall be open on the date & time communicated on CPP portal, and in the presence of the Bidders' representatives who choose to attend.
14. **Risk Purchase:** In case of the tenderer's failure to provide satisfactory service toward the scope of work, IIM Lucknow reserves the right to go for Photocopier service from other sources by fresh tendering and in that event additional cost incurred by IIM Lucknow for actual final executing the job if any, will be recovered from the tenderer.
15. **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 will be entertained.

16. 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.
- iii. Technical Bid should include following:
 - All documents in support of the eligibility criteria mentioned in this tender document.
 - EMD or MSME/NISC Certificate

17. **Termination:** If the service 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
18. **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.
19. **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 to 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.
20. **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**
21. **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”.

- 22. 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

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

S.No.	Technical Specification	Offered Model Meet the Specifications (YES / NO)
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- 4 GB or more	
5	Paper Handling Capacity 60-300 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 1000 Sheets Tandem tray	
11	100-150 Sheets Stack feed by pass	
12	Zoom-25-400%	
13	Warm up time – 20 Sec	
14	Drum Yield more than 4 lakhs	
15	Duty Cycle 5 Lakhs or more	
16	HDD- 320 GB self-encrypted (Wipe technology)	
17	DSDF (Dual Scan Document Feeder)/ SPDF (Single Path Dual Scan Feeder) -150 Sheets or more	
18	Network Interface 10/100/1000 Base-E	
19	Scan Speed : Duplex : 240 IPM, Simplex 120 IPM	
20	Scan Format: PDF, TIFF, XPS, JPEG, Slim PDF, PDF/A	
21	Scan Feature : File, email, USB, e-filing Box, TWAIN, Local HDD	
22	Copy Print Selection : 1-9999	
23	Display : 9.2" 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 (Optional)	

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 / Financial-Bid**(to be filled in Excel sheet, downloadable from the eProcurement portal)**

S. No.	Description Output Type	Per photocopy charges for single side output (Up to 18,00,000 copies-for both machines)	Per photocopy charges for double side output (Up to 18,00,000 copies for both machines)	Per photocopy charges for single side output Beyond 18,00,000 copies	Per photocopy charges for double side output Beyond 18,00,000 copies	Average Rate (B)+(C)+(D)+(E) (Auto filled)	Weighted Rate Per Copy for deciding the Lowest Bidder (Auto filled)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Size : A4	B1	C1	D1	E1	F1	G1
2	Size : B4	B2	C2	D2	E2	F2	G2
3	Size : A3	B3	C3	D3	E3	F3	G3

Note:

1. In case standby machine is used, the charges would be paid as per the rate quoted.
2. Minimum assured 18,00,000 copies are both machines. No minimum assurance for individual machine.
3. GST, as applicable, would be extra.
4. $F1=B1+C1+D1+E1$; $F2=B2+C2+D2+E2$; & $F3=B3+C3+D3+E3$
5. $G1= F1 \times 0.8$; $G2=F2 \times 0.1$; & $G3=F3 \times 0.1$
6. Lowest bidder (L1) will be award the work. L1 will be decided based on total of Column G i.e. $G1+G2+G3$. The Lowest Bidder will be awarded the contract with the rate quoted in column-B, C, D and E.

DATE:

SIGNATURE OF BIDDER WITH STAMP