



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/DR(S&P)/077/2017

Date : 17th May 2017


TENDER NOTICE

Sealed quotations are invited under **Two Bid Systems** (Technical & Financial) for the purchase of **Photocopier Machines** for the Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**.

Tender document may be downloaded from the Institute website www.iiita.ac.in and submitted along with Rs.1000/- (One Thousand only) of tender processing fee in form of DD in favour of "Indian Institute of Information Technology, Allahabad payable at Allahabad".

The "Technical and Commercial Bids" in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Deputy Registrar (S&P), IIIT-Allahabad upto **08/06/2017 at 12:00 noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **08/06/2017 at 04:00 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately.


(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

- Hon'ble Director for kind information.

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Annexure-I

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm :-
2. Address of the firm :-.....
.....
3. Phone Number (With Code):-
4. Proprietor's name: -
5. Address of Proprietor: -
6. Email ID: -
7. Proprietor's Phone No. :-
8. Details of the firm:-
 - (a) Date from which the firm is operating: -
 - (b) Turnover of the firm during: - FY 2014-15 (₹).....
FY 2015-16 (₹).....
(Please attach documentary evidence)
 - (c) PAN No. :-
 - (d) TIN No. :-

9. Tender Processing Fee: An amount of Rs.1,000/- (One Thousand Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

10.E.M.D. : The tenders should be accompanied in a form of a Demand Draft/FDR/ Bank Guarantee in favour of **Indian Institute of Information Technology Allahabad payable at Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the **successful bidders have to submit bank guarantee of 10% of total value, valid beyond 2 months of warranty period.**

Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Purchase of Photocopier Machines	₹30,000	

Technical Compliance
(To be attached with technical bid)

Photocopier Machine (Qty. 06)

Make/Model offered by the vendor :

TECHNICAL SPECIFICATION

Sl. No.	Specification	Compliance	Deviation
1.	Function	Print, Copy, Scan	
2.	First copy output time	5.4 seconds or less	
3.	Memory	Standard 256 MB Maximum 512 MB	
4.	Network Interface	Ethernet(100 Base -TX/10Base-t) USB2.0	
5.	Multiple copies	1-999	
6.	Magnification	25% to 400% (1% increment)	
7.	Maximum Original Size	Max. A3/11" x 17"	
8.	Copy/Print speed	30ppm	
9.	Resolution Reading	600 x 600 dpi	
10.	Resolution Writing:	Writing: 1200 x 1200 dpi	
11.	Duplex	Standard	
12.	Print Specification	PDL Standard: UFR II LT	
13.	Network OS	Windows 2000/XP/Server2003/ Vista/Server2008/Win7/Linux, Mac OSX (10.4.9 or later)	
14.	Network Scan Gear Specification	Windows 2000/XP/Server 2003/Vista/Server 2008/Win7	
15.	Scan Resolution	Up to 600 x 600 dpi	
16.	Scan Format	TIF/JPEG	
17.	Paper Capacity	Standard 250+550 sheets paper capacity, bypass : 100 sheets	
18.	Toner	Mono component Toner	
19.	Consumables	Toner & Drum only (Developer Less)	
20.	Paper Sizes	A4, A3, A5R, A4R, B5, B5R	
21.	Warm up Time	30secs or less	
22.	Toner Yield	Approx. 14,600 sheets (A4)	
23.	Drum Yield	Approx .1,32,000 sheets (A4)	

Signature of the tenderer

Seal of the firm

Terms and Conditions:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to the firm, if Manufacture/Sole distributor.
3. **It is mandatory to complete the Compliance sheet (Annexure-I) with complete details of Photocopier, make/model, catalog etc and attached with Technical Bid.**
4. Quoted rate should be valid at least for 60 days.
5. **Annual Turnover of the firm should be 30 lakh and above for the last two financial years separately (documentary evidence should be enclosed).**
6. The vendor should have supplied minimum order of 15 lakh or above for the supply of photocopier last financial year (**enclosed documentary evidence**).
7. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.
8. **SECURITY DEPOSIT:** Security deposit in the form of Bank Guarantee/ Demand Draft form Nationalized Bank to the value of 10% of the contract value shall be submitted by the (L1) bidder. Above amount shall be taken as security deposit valid beyond 2 months of warranty period. EMD will be released after receiving of Bank Guarantee/Demand Draft.
9. Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier if, required.
10. Enquiry/tender must be quoted in prescribe format on the company/firm letter head.
11. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties, validity, transportation charges.
12. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
13. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
14. Payment will be made within fifteen days after delivery and installation and satisfactory report.
15. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051**.
16. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
17. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
18. The lowest rate will not be the basis of claim to get the order.
19. Supply within 5-6 weeks from the receipt of the Purchase order. If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
20. Conditional tenders will not be considered in any case & summarily rejected.
21. All disputes are subject to jurisdiction of Courts at Allahabad.
22. Director, IIIT-Allahabad reserves the right to reject or accept any tender.
23. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation may be rejected.

(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

➤ Hon'ble Director for kind information.

SUPPLY OF PHOTOCOPIER MACHINE
Financial Bid

(To be quoted on the company letter head with the below prescribed proforma only)
(Sealed separate envelop)

Sl. No.	Items Specification	Qty.	Unit rate in Rs.	Total Rs.
01	Function First copy output time Memory Network Interface Multiple copies Magnification Maximum Original Size Copy/Print speed Resolution Reading Resolution Writing: Duplex : Print Specification Network OS Network Scan Gear Specification Scan Resolution Scan Format Paper Capacity Toner Consumables Paper Sizes Warm up Time Toner Yield Drum Yield	06		
	Total Amount-			
	Taxes (if any)-			
	Grand Total			

Note: Financial Bid must be given in this format only.

Signature of the tenderer

Seal of the firm