



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI – 110078**

Phone No. 011-25302149

011-25302150

14<sup>th</sup> May, 2013

F.13.2 (12)/IPU/PUR/Computer/Exam/2013-14/269

To,

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**NOTICE INVITING QUOTATION**

You are requested to submit your offer in **sealed cover** for the Supply & Installation of Multifunctional Photocopier Machines on buy-back basis

Name of Work	Supply & Installation of Multifunctional Photocopier Machines on Buy - Back basis at Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi - 110078
Last date, time and venue for collection of quotation document	30.05.2013 (Thursday) at 02.30 P.M. from the office of In-Charge (Purchase), Room No. L010, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi - 110078
Last date, time and venue for submission of quotation	30.05.2013 (Thursday) at 03.00 P.M. in the office of In-Charge (Purchase), Room No. L010, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi - 110078
Date and time for opening of quotation in presence of the authorized representatives of bidders, if any.	30.05.2013 (Thursday) at 04:00 P.M.
Earnest Money Deposit	Rs. 40,000/- (Rupees Forty Thousand only) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi

This enquiry has also been posted on **University website**. Please **superscribe the sealed envelope containing quotation with reference no. of the quotation and quotation for supply and installation of Multifunctional Photocopier Machines on Buy-Back basis.**

**The bid shall be submitted in two stages viz. (i) Technical Bid (ii) Financial Bid.**

Eligibility:-

- Tenderer must produce latest OEMs Authorization Certificate with blue ink signature.*
- Undertaking by the agency in its Letterhead that:-*
  - that it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU.*
  - that it will ensure fair trade practice.*
  - that the proprietor/partners of the agency have any relative employed with GGSIP University.*
- Should have valid registration with DVAT Deptt. of Govt. of Delhi*
- That the item(s) supplied under this contract shall have on-site and comprehensive warranty for 12 months from the date of supply.*

5. *Average financial turnover of Rs. 50 Lacs during the immediate last three consecutive financial years ending March 2012, duly audited, signed & stamped by a Chartered Accountant.*
6. *The Manufacturer/Authorized Dealer should have an authorized service centre in Delhi NCR only.*
7. *Tenderer should also have the authorization of full support of maintenance and spares as detailed in this tender document from OEMs*

**Terms & Conditions:-**

- (1) *The bidder shall place his bids in two separate envelopes marked "Technical Bid" and "Financial bid". All documents in support of eligibility as well as another envelop containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid". The offered rates shall be placed in the envelop marked "Financial bid". Both these bids should be superscribed with name of work and shall be placed in a third envelop which shall be superscribed "Quotation for Supply & Installation of Multifunctional Photocopier Machines on Buy – Back basis.*
- (2) *Bids without EMD will be summarily rejected.*
- (3) *Conditional Bids will be summarily rejected.*
- (4) *Bids received after due date & time shall be summarily rejected.*
- (5) *The "Financial bid" of those bidders whose technical bids have qualified will only be opened.*
- (6) *Rate must be quoted in the schedule of quantities attached to this NIQ only in Indian Rupees only net in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc.*
- (7) *Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi*
- (8) *University will provide the custom duty exemption certificate.*
- (9) *Delivery period: 10 (Ten) days from the date of supply order.*
- (10) *The EMD of unsuccessful bidders shall be refunded immediately.*
- (11) *The successful bidder have to submit a Performance Security Deposit @ 5% of the quoted value in the form of Demand Draft/Pay order drawn in favour of Registrar, GGSIPU, Delhi within 7(seven) days of the communication accepting the bid. EMD shall be adjusted toward Performance Security Deposit. The Performance Security Deposit shall be refunded without interest after completion of the guarantee period of 12 months.*
- (12) *In case the successful bidder fails to deposit the Performance Security within the stipulated 7 (seven) days of the communication accepting the bid, the EMD shall be forfeited to GGSIP University absolutely.*
- (13) *In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.*
- (14) *The payment will be made after delivery and satisfactory installation of the equipment.*
- (15) *Taxes etc., if any, leviable shall be deducted at source.*
- (16) *The validity of the bid will be 120 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited to GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotationing process.*
- (17) *The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.*

- (18) *University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.*
- (19) *Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.*
- (20) *The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.*
- (21) *In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.*
- (22) *In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University.*
- (23) *The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.*
- (24) *The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.*
- (25) *It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.*
- (26) *Force Majeure.*  
*For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.*  
*If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.*

This NIT has also been uploaded on University website ([www.ipu.ac.in](http://www.ipu.ac.in))

## Schedule of Quantity

**Table - 1**

The detailed specification of New Multifunctional Photocopier Machines requirement as under:

S. No.	Name of Items	Qty	Unit Cost In Rs.	Amount in Rs. (inclusive taxes)
1.	<p><b><u>GENERAL</u></b></p> <ul style="list-style-type: none"> <li>• Print &amp; Copy Speed: 45ppm (A4), 25ppm (A3)</li> <li>• Warm-Up Time: Approx. 20 second</li> <li>• Paper Size, Weight &amp; Cassettes: A5R-A3, 64-105g/m<sup>2</sup>, Large Capacity Feeder*- A4, 64-105g/m<sup>2</sup> &amp; Bypass- A5R-A3, 52-209g/m<sup>2</sup></li> <li>• Paper Capacity: 2x550 sheets (Cassettes), 100 sheets (Bypass) Maximum: 3,200 sheets</li> <li>• Automatic Duplex: A5R-A3, 64-105g/m<sup>2</sup>, Inner</li> <li>• Output Tray: 250 sheet capacity with offset function</li> <li>• Controller Type: Tilttable control panel with 8.5" colour touch panel LCD</li> <li>• Memory: 60GB HDD/1GB RAM</li> <li>• Interface:10/100 Base T (incl. IPv6), High Speed USB 2.0, WLAN (IEEE802.11b/g)</li> <li>• Dimensions &amp; Weight: 575x586x756mm (WxDxH), ~63kg</li> </ul> <p><b><u>PRINT</u></b></p> <ul style="list-style-type: none"> <li>• Resolution: Max. 2,400x600dpi with smoothing</li> <li>• Page Description Languages: XPS, PCL6 and Post Script 3 compatible</li> <li>• Supported Systems: Windows 7/Vista/XP/Server 2008/Server 2003 (32/64 bit), Windows Server 2008 R2 (64 bit), Mac OS X, Linux/Unix, Novell Net Ware (NDPS), Citrix, SAP, AS/400</li> <li>• Print Functions: Universal Driver, Driver templates, Driver plug-ins, Hold print, Print from USB, Tandem printing</li> </ul> <p><b><u>SCAN</u></b></p> <ul style="list-style-type: none"> <li>• Resolution: Max. 600x600dpi, colour (8 Bit) or mono</li> <li>• Scan Speed: Up to 57/43 (mono/colour) spm (300 dpi)</li> <li>• Scan Modes: Auto-Colour (ACS), Colour, Grayscale, B&amp;W</li> <li>• File Formats: JPEG, Multi/Single Page TIFF/XPS/PDF, Slim PDF, Secure PDF</li> <li>• Scan Functions: Web Services Scan (pull/push), Scan to USB, Scan to E-Mail, Scan to File (SMB, FTP), Meta Scan*, Scan to Box (e-Filing), TWAIN1.7</li> </ul> <p><b><u>COPY</u></b></p> <ul style="list-style-type: none"> <li>• Resolution: Max. 2,400x600 dpi with smoothing</li> <li>• First Copy: Approx. 4.7 seconds</li> <li>• Zoom: 25-400% (platen glass), 25-200% (RADF*)</li> </ul>	03		

<ul style="list-style-type: none"> <li>Copy Modes: Text, Text/Photo, Photo, Colour Document, Custom</li> </ul> <p><b><u>SYSTEM &amp; SECURITY</u></b></p> <ul style="list-style-type: none"> <li>Device Management: Device management with remote administration</li> <li>System Features: 12,060 One-touch templates for storage of personalized settings or workflows, Print from USB</li> <li>Accounting &amp; Security: Role Based Access, LDAP support, 1,000 department codes &amp; 10,000 user codes, card reader support, private/hold print, standard data encryption, IP and MAC address filter, port filter, support of SSL and IP Sec protocol, IEEE802.1xsupport, Scan to Secure PDF</li> </ul>			
Total Amount in Rs.			

**Table - 2**

The detailed specifications of Photocopier Machines are as under for buy back (As-is-where-is-basis):

S. No.	Name of Items	Available with	Qty	Unit Cost In Rs.	Amount in Rs.
1.	Photocopier Machine Toshiba E-Studio Sl. No. CSF951432	General Administration	01		
2.	Photocopier Machine Sharp AR Sl. No. 83070055	Examination Branch	01		
3.	Photocopier Machine Work Centre Xerox Sl. No. EKB - 1 CE0682	Examination Branch	01		
Total Amount in Rs.					

Net rates (Table 1 - Table 2) are Rs. \_\_\_\_\_, in words ( \_\_\_\_\_ )

Note: All items must be quoted. The total order will be "**treated as a Package**" and lowest bid will be considered as an average of all items.

[Col. P.M. Bedekar]  
In-Charge [Purchase]