



KAVIKULAGURU KALIDAS SANSKRIT UNIVERSITY, RAMTEK
ADMINISTRATIVE BUILDING, MAUDA ROAD, RAMTEK DIST. NAGPUR

**KAVIKULAGURU KALIDAS SANSKRIT
UNIVERSITY, RAMTEK**

**E-Tender for purchase of
Copier
2018**

TENDER NOTICE



KAVIKULAGURU KALIDAS SANSKRIT UNIVERSITY, RAMTEK

ADMINISTRATIVE BUILDING, MAUDA ROAD, RAMTEK DIST. NAGPUR

Tender for supply of Copier is hereby invited from the vendors by Kavikulaguru Kalidas Sanskrit University, **Ramtek** through the e-tendering process using the website <https://mahatenders.gov.in>. The tender documents can be downloaded from Website: <https://mahatenders.gov.in> The tenders have to be submitted as per Terms & Conditions mentioned in the tender document. The format of Technical Bid mentioned at **Annexure-‘B’**, & the format of financial bid mentioned at **Annexure-‘C’** and detailed specification, estimated quantity are mentioned at “**Annexure – D**”.

The tender document containing “Technical bid” and “financial bid”, complete in all respect should be uploaded on <https://mahatenders.gov.in> on or before **06/02/2018** which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor’s risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

The vendor must have valid digital signature to submit the bid. The interested vendors fulfilling the terms & conditions should quote their minimum rates along with earnest money deposit as mentioned in the tender document

Kavikulaguru Kalidas Sanskrit University, Ramtek (KKSU) reserves the right to reject all or any of the tenders without assigning any reason thereof. The Tender which is conditional/ incomplete/ belated/ without earnest money, processing fees, tender fees will not be entertained.

Controller of Examination
K. K. Sanskrit University,
Ramtek



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TENDER DOCUMENT

Sr. No.	Title	Particulars
1	kksu/e-tender /2018/Copier / 01	Dt. 16 /01 /2018
2	Name and Address of the University	Kavikulaguru Kalidas Sanskrit University, Administrative Building, Mauda Road, Ramtek- 441 106
3	Tender Document for	Purchase Copier Machine
4	Earnest money	₹ 8,000/- (Rupees Eight Thousand only)
5	Cost of tender document	₹ 500/- (Rupees Five Hundred only)
6	Last date for submission of e-tender	06/02/2018 at: 12.00 PM
7	Technical Bid to be opened on	07/02/2018 at: 12.00 PM
8	Financial Bid to be opened on	08/02/2018 at: 4.00 PM



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Annexure "A"

TERMS AND CONDITIONS

1	Tender documents should be downloaded from website https://mahatenders.gov.in as per the dates mentioned in the Tender Document.
2	The vendor should use the electronic mode of tendering using the website https://mahatenders.gov.in to submit his best possible quotes for the items given therein.
3	Late submission will not be entertained and will not be permitted by the e-Tendering System.
4	Last minute submission should be avoided. As such KKSU, Ramtek will not be responsible for any failures in submission of bids.
5	Incomplete or conditional bids will be summarily rejected.
6	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
7	Tender shall be uploaded separately through the e-Tendering System under Two Bid System i.e. Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
8	The tender fees shall not be refunded even if the bid is not submitted.
9	The tender should be uploaded on or before dt. 06/02/2018 at 12:00 PM.
10	The Technical Bid and the Financial bid as per Annexure –B and Annexure-C to be strictly uploaded to the e-tendering website mentioned.
11	If any vendor does not qualify in technical evaluation, the financial bid of the vendor shall not be opened.
12	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
13	The technical bid and financial bid may be opened on two different dates.
14	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
15	Technical Documents to be scanned and uploaded to the e-tendering website.
16	The vendor shall submit bank guarantee equal to 10% of the total cost of hardware. KKSU, Ramtek shall be at liberty to enforce such bank guarantee in case the vendor fails to provide warranty of supplied hardware during warranty period or any other defaults in the execution of the order.
17	The successful vendor shall supply the prescribed hardware within 15 days from the issue of supply letter.
18	The EMD of successful vendor will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful vendors will be returned after completion of tender process.
19	The payment will be released after 30 days on installation of complete supply of material based on duly certified installation reports after installations are done.
20	If the tenders opening day happens to be holiday, the same will be opened on the next working day.
21	The make / brand of the quoted hardware must be mentioned.
22	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money.
23	The attempt on the part of the vendor, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make vendor liable for exclusion from the consideration of his/her tender.
24	KKSU, Ramtek reserves the right to reject all or any tender without assigning any reason.
25	The approximate quantity to be purchased along with minimum hardware configuration/ specifications required have been mentioned at Annexure “D”. However, KKSU, Ramtek reserves the right to modify the quantity as per requirements.
26	The warranty shall cover the following: ❖ If any parts need to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.



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	❖ In case of failure of Operating System the same shall be reinstalled with in 48 Hrs..						
27	<p>Penalty User of the Copier may make a complaint about the Desktop and other peripherals/ accessories and software /service. Vendor shall provide contact numbers/ e-mail IDs clearly on stickers to be displayed on the Desktop and other peripherals. On receiving complaint, the Vendor shall respond/ repair/ resolve or provide required services within the period as stated below.</p> <table border="1"><thead><tr><th>Location</th><th>Response Period</th><th>Resolution period</th></tr></thead><tbody><tr><td>Ramtek/Nagpur</td><td>12 hrs</td><td>48 hrs</td></tr></tbody></table> <p>Public holidays shall be excluded from above down time calculation. Penalty shall be applicable if the call is not responded within 12 hours. If any parts need to be replaced, then the same shall be done within 48 hours including data transfer and completion of complaints in totality.</p>	Location	Response Period	Resolution period	Ramtek/Nagpur	12 hrs	48 hrs
Location	Response Period	Resolution period					
Ramtek/Nagpur	12 hrs	48 hrs					
28	<p>In case Vendor fails to maintain the above standard of maintenance penalty shall be imposed upon Vendor per day after resolution period subject to a maximum of 10 % of total contract cost including taxes as specified below.</p> <table border="1"><thead><tr><th>Items</th><th>Amount</th></tr></thead><tbody><tr><td>Copier</td><td>@1% of equipment value</td></tr></tbody></table> <p>In case the equipment is not repaired/ replaced within 48 hours the penalty shall be charged at 3 times as the penalty shown above.</p>	Items	Amount	Copier	@1% of equipment value		
Items	Amount						
Copier	@1% of equipment value						
29	Any dispute, arising out of this contract will be under the jurisdiction of Courts in Ramtek only.						
30	ARBITRATION : If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Kavikulaguru Kalidas Sanskrit University, Ramtek. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference						

SCOPE OF WORK

- Supply and Installation of Copier:** The vendor has to supply the Copier at Ramtek /Nagpur as per the locations provided by KKSU, Ramtek after finalizing the tender and ensure installation of the same along with related drivers.
- Maintenance of Copier:** The vendor has to maintain all the Copier supplied. Requisite technical support engineers have to be stationed to meet the required uptime. All calls for faults and repairs of the Copier have to be attended and resolved immediately as per uptime requirements mentioned in terms and conditions of this document.
- Replacement of Parts:** The vendor has to ensure rectification of the faulty Copier providing replacement for the same as per uptime requirements mentioned in Annexure-A of this document.
- Warranty:** The successful vendor shall extend onsite warranty for the peripherals as Mentioned at “Annexure –D”.



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ANNEXURE 'B'
TECHNICAL BID

Name of the Contractor: _____

Full Postal Address: _____

Telephone No & Fax No: _____

E-mail id: _____

Contact person name: _____

Name of work: Procurement of copier.

Sl. No	Description	Contractor's Remark
01	The vendor should submit the tender payments in the e-Payment mode towards Cost of the Tender Document & EMD: To be paid online through e-payment mode debit card/credit card facility/net banking in favour of The Registrar, Kavikulaguru Kalidas Sanskrit University, Ramtek. a. Rs. 8000/- (Rupees Eight Thousand only) towards Earnest Money Deposit (EMD). b. Rs. 500/- (Rupees Five Hundred only) towards Cost of tender document.	
02	The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. <u>Letter of Authority to be attached</u>	
03	Proof of Income Tax, Sales Tax and GST Registration number (As applicable) Certificate of Registration of Shop Act. : Self attested copies to be attached	
04	The product profile of the company along with last 3 years' turnover, Audited Balance Sheet and Profit & Loss account (amount in Rupees) for last three years should be submitted	
05	The vendor shall be Original Equipment Manufacturer (OEM) of Copier Machine or the Authorised System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Copier Machine from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Copier Machine offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.	
06	The vendor should have a local presence, fully functional service/ support centre in Nagpur Maharashtra with minimum 5 qualified support staff to provide quality service support. Undertaking mentioning office address and No. of Employees with qualification to be enclosed	
07	The vendor should have successfully supplied copier machines amounting to Rs. 5 Lac to at least one customer in Government Department or Public Undertaking in Maharashtra in the last 2 years. <u>Purchase Order and proof of satisfactory service from the customer shall be attached</u>	



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08	The company/firm should be in existence and should have been in operation for a period of at least 2 years. The company/firm has to produce Certificate of Incorporation/ Registration with Shops and Establishments/GST Registration.	
09	PAN No. of the company/firm, TIN No. (As applicable): Self attested copies to be attached.	
10	The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government/PSU/BFSI/Private Sector. (Affidavit duly notarized on Rs100 stamp paper to be submitted)	



FINANCIAL BID FORMAT

QUOTATIONS FOR PURCHASE OF Copier Machine

S.No.	Items	Make/Brand (Mandatorily)	Qty	Rates per unit inclusive of GST & All taxes	Total Amount
1	Copier Onsite Warranty: 3 yrs.		01		
Total Amount ₹					
Total Amount in words ₹					

Note: - University reserves the rights to increase or decrease the quantity as per University requirement and expenditure incurred.

Financial Terms and conditions:

1	The vendors must use only the format provided in the e-tender website for submitting the financials. Any other formats/ forms will not be accepted and such tenders will be rejected.
2	The vendor must provide the Commercial Proposal strictly in e-tender mode only. Hardcopies of the Commercial proposals are not to be submitted.
3	The rates should be quoted in figures as well as in words, on the form attached at Annexure-‘C’ and duly signed and stamped by the authorized person.
4	Rates mentioned above are inclusive of all taxes, F.O.R. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
5	KKSU, Ramtek reserves the rights to alter the quantity of the Copier.



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**CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH THE
TECHNICAL BID.**

S.No	Name of the document	Whether enclosed (Yes/NO)
01	Tender specific authorization letter from OEM (In case of authorized dealer).	
02	List of clients/customers with complete name, address and contract number	
03	Documentary proof of experience in sale of Photocopier	
04	Audited Balance Sheet and Profit and Loss Account for last three years	
05	Documentary proof of Sales Tax/VAT Registration	
06	Documentary proof of quoted copier conforming to the ISO Standards.	
07	Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions	
08	Cost of processing the tender form, i.e. Rs.500 in the form of DD/Cash	
09	list of clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the copier of the type under reference supplied by them for information of the Organisation	
10	Minimum Three years of experience in the sales of copier (Documents required)	
11	Technical compliance	

ANNEXURE-'D'



SPECIFICATIONS AND CONFIGURATIONS

1. Copier

- Function:- Print ,Copy, Scan, Mobile scan & Print, Secure Print
- First Copy Out Put Time :-3.8 Sec or Less.
- Size of Paper :-A3, A4, A5, B4
- Memory :- 3GB
- On Demand Fixing.
- Print Description Language UFR II for Windows.
- Processor:- Dual custom processor
- Duplexing : -Built- in Duplex (Automatic Duplex)
- Resolution :- 1200 x 1200 dpi or better
- Speed :- 45 ppm
- Connectivity :- USB, Ethernet network (TCP/IP (IPv4, IPv6) (Standard: IP/Mac Address Filtering, IPSEC, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP)
- Paper cassettes :- 2x 550 papers
- Stack Bypass :- 100 sheet capacity
- Document Feeder :- Yes(ADF)
- Enlarge and Reduction: -25% to 400% or better
- Compatible to OS :- Win 10,Win 8.1,Server 2003, Vista, Server 2008, 7, Server 2012.
- HDD: Minimum 250 GB and expandable to 1 TB. Additional Features : Job Time , Image over Lay