



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302138,39,45

Website: <http://ipu.ac.in>

### **NOTICE INVITING TENDER**

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD “[www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) from reputed OEM/Authorized Distributors/Dealers for supply, installation, testing and commissioning of **“Photocopier machines alongwith trolley on Rental Basis”** for the usage at Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. The tender document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

Name of Work	<b>“Supply of Photocopier machines alongwith trolley on Rental Basis”</b>
Tender Number	GGSIU/GA/Rental Photocopier/2021-22/
Estimated Cost of Work (Projected on the basis of estimated cost of the machine as on date)	Rs.25,20,000/- (Estimated for 05 Years)
Bid Validity days	120 days (From last date of opening of tender)
Period of the Contract	Initially for a period of two (02) year which is further extendable for maximum of another (03) three years on the basis of year to year extension subject to the satisfactory performance and mutual consent.
Bid Security Declaration in lieu of EMD	Annexure- ‘A’
Last date and time of submission of (Technical & Financial Bid)	<b>On 30/04/2021 up to 03:00 PM</b> and Technical bid shall be opened on the same day at 03:30 PM.
Performance Security	03 % of estimated cost of work
The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . <b>The Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a> (No documents need to be submitted in hard copy other than EMD, if in offline mode).</b>	
Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid at the date and time notified thereafter on e-tender website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>	
Address for Communication	<i>Dy. Registrar (General Administration) Room No. 36, Ground Floor, Administrative Block, GGSIU, Sector 16C, Dwarka, New Delhi 110078 Contact Nos. 011-25302138-39-45 Email: <a href="mailto:gabranh@ipu.ac.in">gabranh@ipu.ac.in</a></i>

**(REGISTRAR)**

## INFORMATION & INSTRUCTIONS TO BIDDERS

### 1. Introduction

The e-tender is invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD “[www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) from reputed OEM/Authorized Distributors/Dealers for supply, installation, testing and commissioning of “**Photocopier machines alongwith trolley on Rental Basis**” for the usage at Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. The tender document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

### 2. Scope of Work:-

Manufacturers/authorized distributors/dealers for supply, installation, testing and commissioning of following “**Photocopier machines alongwith trolley on Rental Basis**”. Average utilization of each machine in a month would be 3000 pages (approx).

Specification of the MFP Machine		Approximate no. required (*)	Remarks
Print Technology	Laser	15	<b>Rental Basis</b>
Type of Machine	Multifunction Machine		
Type of Printing	Mono		
CPM/PPM (A4)	20-25		
Scanning Feature Availability	Yes		
Duplexing Feature Availability	Yes		
Networking Feature Availability	Yes		
No. of Main Paper Tray	1 (250-300 Sheets Capacity)		
By-pass Facility	Yes (100 Sheets)		

*(\*) These are tentative requirements, the number of machines may increase or Decrease depending on requirement of GGSIP University Delhi.*

### 3. Earnest Money Deposit (BID SECURITY):-

- a) In lieu of EMD (Bid Security), Bidders are now only required to sign a Bid Security Declaration (Annexure ‘A’), accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids documents, they will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

- b) In case of unsuccessful bidders, the Bid Security Declaration, as furnished by bidder, will be treated as ‘Null and Void’.

4. **Bid Submission & Technical Bid Evaluation Criteria:-**

Following documents forming part of Technical Bid must be uploaded on Delhi Govt. e-procurement website by due date and time.

The bidder meeting the following “**Technical Eligibility Criteria**”, and upload the relevant document in this regard would be considered as technically qualified in technical evaluation.

1.	Bid Security	<b>Annexure-A</b>
2.	The bidder should upload unconditional <b>Letter of Transmittal</b>	<b>Annexure-B</b>
3.	The bidder should have <b>Income Tax Registration</b> (PAN card of firm/company/individual) & <b>GST Registration Certificate.</b>	Upload valid copy of document
4.	The bidder should upload Declaration of Fair Business	<b>Annexure-C</b>
5.	Should have minimum average turnover of 30% of estimated cost of work i.e. <b>Rs.09 Lakhs</b> or more in last 5 years ending at March 2020. <i>A certificate to this effect, issued and stamped by a Chartered Accountant and counter signed by bidder.</i>	Upload certificate issued by CA
6.	The bidder should have satisfactory completed at least 02 works in respect of supply of photocopier machine on rental basis in last 05 years in Central Govt./Ministries/Departments/PSU/ organizations/ Bhawans /Educational institute /MNC’s or establishment of Central or State Govt. located in Delhi/NCR. Copy of work award letter alongwith completion certificate for the relevant work to be uploaded.	Upload the relevant document
7.	In case if the Bidder is not a Manufacturer, the Bidder shall have to submit a copy of the OEM’s Certification authorizing the bidder as Authorized Dealer/Distributor for the supply, installation and after Sale Service/Maintenance of photocopier machines.	Upload valid copy of document

5. After the Technical Evaluation of the Bids, the University will open the ‘Financial Bids’ of the bidders who have qualified in the **Technical Eligibility Criteria**.

6. **Financial Bid Evaluation:**

- a) Rate for per page copy is **fixed i.e. Rs.0.38 (Thirty Eight Paise Only)**.
- b) Among all technically qualified bidders, the bidder, who will quote the lowest rent of photocopier machine alongwith trolley **with 2000 nos. of fixed free copies, will be selected as L1 bidder.**

7. **Award of Work:**

The work for supply, installation, testing and commissioning of **“Photocopier machines alongwith trolley on Rental Basis”** will be awarded to L1 bidder after the opening of financial bid with the approval of Competent Authority.

8. **General Terms & Conditions**

- a) The successful bidder will have to install brand new photocopier machines of latest make (with trolley) and relevant document has to be provided at the time of supply/installation.
- b) The bidder will provide necessary trainings to the end users in the concerned schools/department/branch where photocopier machine would be installed.
- c) Payment will be made on **quarterly basis** after satisfactory execution of the job, production of pre receipt bills, copy of all job cards (if any) and satisfactory performance reports from the user department of the machines. **No advance payment will be made in any case.**
- d) The selected Service Provider will undertake service/maintenance of the Photocopiers in the presence of the user at the location/site of the Machines and provide a copy of Call Report to the user after getting his/her Signature on it.
- e) The Bidder should have to provide one working landline telephone, one mobile no. with whatsapp facility & valid email ID to attend the complaints.
- f) The bidder should have to provide service to attend the complaint within 24 – 48 hours. In case, if any Photocopier Machine is not repaired within the given time of two (02) working days, the Firm shall provide standby Photocopier Machine immediately.
- g) For the regular and proper maintenance/upkeep of the machines and for instantaneously attending to the complaints received from this University, the Service Provider shall have to depute one well-qualified and experienced Service Engineer exclusively for the University.
- h) The Service Provider should have to ensure that all the complaints either received from user or the nodal branch i.e. GA Branch should be properly attended by the Service Engineer immediately.
- i) University may take services of Service Engineer of the Service Provider outside working hours including Saturday/Holidays. No additional payment will be made for this purpose.
- j) In no circumstances, the Firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order will be terminated and Performance Security Deposit will be forfeited immediately without any prior notice.
- k) The corrective maintenance, preventive maintenance and free replacement of all spares and consumable to make the machine workable would be the responsibility of the successful bidder. University will only provide space, paper, electricity and manpower for photocopy work.
- l) All the documents required to be uploaded by the bidder must be duly signed and stamped.

9. **Performance Security**

- a. The successful bidder shall be required to submit **Performance Security** in the form of FDR or Bank Guarantee (BG) of any scheduled bank in favour of “**Registrar, Guru Gobind Singh Indraprastha University**”, payable at New Delhi (Validity of FDR or BG should be 26 months) @ 03% of estimated cost of work as given in tender document within the 07 days after the award of work. No interest will be payable on this security deposit money. In case, if the successful bidder fails to submit Performance Guarantee within stipulated time, the contract will be stand cancelled.
- b. The Performance Security Deposit will be forfeited by order of the Competent Authority in the event of any kind of breach of commitment as per contract/negligence of work/unsatisfactory performance.

10. **Penalty:**

If the complaint is not executed within 48 hours or stand by machine is not provided thereafter, a penalty equivalent to 5% of billing amount of that machine will be imposed and deducted from the bill.

11. **Termination of Contract & Arbitration**

- a) If the contractor fails either to execute the tender after award of work or fulfil his obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to works and/ or services, University shall have the power to terminate the contract and in that case the Performance Security deposited by the contractor shall be forfeited and/or the right to debar the vendor for a period of five (5) years to participate in any tender of the University. The decision of Hon’ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and binding.
- b) In the case of dispute or differences arising out of or in a way concerning the agreement shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by Hon’ able Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
- c) The successful contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- d) Any dispute shall be subject to the Delhi jurisdiction.
- e) The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

**(Stamp, Name & Signature of Bidder/Service Provider)**

(Signing this document)

## Form of Bid Securing Declaration

Date:

Bid No.:

Alternative No.: [insert identification No if this is a Bid for an alternative]

To: Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka,

We, the undersigned, declare that:

We understand that, according to terms & conditions of the Tender Document, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Guru Gobind Singh Indraprastha University for the period of time of 3 years starting from the date of opening of financial bid, if we are in breach of our obligation(s) under the terms & conditions of the Tender Document, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the agency during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with terms & conditions of the Tender Document.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of

[insert legal capacity of person signing the Bid-Securing Declaration]

Name:

[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

[Insert date of signing]

Corporate Seal

(Where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

**(Stamp, Name & Signature of Bidder/Service Provider)**

(Signing this document)

**LETTER OF TRANSMITTAL**

From:

\_\_\_\_\_  
\_\_\_\_\_

To

**The Registrar**  
GGSIU University  
Sector 16C, Dwarka,  
New Delhi -110078

**Sub: Submission of Tender Document for “Supply of Photocopier machines alongwith Trolley on Rental Basis” at GGSIU Campus, Sector-16-C, Dwarka, New Delhi”.**

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorized the GGSIU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read and examined the NIT, all terms & conditions are acceptable to me as mentioned in the tender document.

**(Stamp, Name & Signature of Bidder/Service Provider)**  
(Signing this document)

**DECLARATION FOR FAIR BUSINESS BY THE CONTRACTOR/SERVICE PROVIDER**

(Affidavit on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary/Magistrate)

This is to certify that We, M/s \_\_\_\_\_ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Govt. Organization/PSUs/Institutions/Schools/Universities.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our business dealings will be banned.
- vii) We have not been punished/penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.
- ix) Neither any of our relative is presently working in the University nor I/We am/are engaged in this contract service within one year after the retirement from the post of gazette officer of any Govt. organizations.
- x) Will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University

**(Stamp, Name & Signature of Bidder/Service Provider)**  
(Signing this document)



**Financial Bid**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b><u>Rent Per Machine Per Month</u> with 2000 nos. of fixed free copies (In Rs.)</b>	<b><u>Rent Per Machine Per Month</u> with 2000 nos. of fixed free copies (In words)</b>
"Supply of Photocopier machines alongwith trolley on Rental Basis"	<b>1</b>	<b>Each</b>		

Note:-

1. The rate should be exclusive tax.
2. Only those Financial Bid will be considered for comparison which will quote their rate for rental **in complete rupees**.

(Stamp, Name & Signature of Bidder/Service Provider)  
(Signing this document)