



# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

PIT Building, Inside Govt. Polytechnic Campus;  
Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105  
Phone No. 0183- 2820034

## **TENDER FOR SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND INTEGRATION OF A3 MULTIFUNCTION PRINTER ALONG WITH PRINTING MANAGEMENT SOLUTIONS IN IIM AMRITSAR.**

### **COMMERCIAL/PRICE BID**

Issued to: -----  
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<b>Tender Reference No.</b>	IIMASR/NIT/192/2020
<b>Date of Issue of Tender</b>	01.09.2020
<b>Last date of receipt of Tender</b>	23-09-2020 by 12.00 pm
<b>Pre Bid Meeting / Inspection before bidding</b>	07-09-2020
<b>Last date of receipt of queries.</b>	07-09-2020 by 05.00 pm
<b>Mode of Participation</b>	Online Only
<b>Date &amp; Time for Opening of Technical</b>	23-09-2020 at 12.30 pm
<b>Date for Opening of Price Bid</b>	Will be Intimated Later
<b>Tender Fee</b>	Rs. 1120
<b>Earnest money Deposit (EMD)</b>	Rs. 1,35,000/-
<b>Performance security/Bank Guarantee</b>	10 % of the Total Order Value

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## **CHAPTER 1 - INSTRUCTIONS TO BIDDERS**

Indian Institute of Management Amritsar is one of the six IIMs set up by the Ministry of Human Resources Development, Government of India, in the Union Budget of 2014. As per the directive of the union ministry of Human Resources Development. IIM Amritsar is currently located within the transit campus of Government Polytechnic, Amritsar until it moves to its permanent campus (of approx.61 acres).

The Director invites online tenders, Indian Institute of Management, Amritsar for supply, installation, testing, commissioning and integration of A3 multifunction printers along with printing management solutions in IIM Amritsar.

### **1.1. GENERAL GUIDELINES**

- 1.1.1. Please read the Terms & Conditions carefully before filling up the Document. Incomplete Tender will be rejected. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the Terms and Conditions of this Tender.
- 1.1.2. IIM Amritsar reserves the right to obtain feedback from the previous/ present clients of the tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the services provided by the tenderer.
- 1.1.3. Conditional proposal will not be accepted and will be rejected outright.
- 1.1.4. The IIM Amritsar reserves the right to reject any or all the tenders without assigning any reason.
- 1.1.5. Before submitting the Tender Document to the IIM Amritsar, the bidders may seek clarification(s), if any, during the pre-bid meeting/inspection/through an email as per the mentioned date/time.
- 1.1.6. Canvassing in any form will make the Tender liable to rejection.
- 1.1.7. If the date of opening of the Tender is declared a holiday, the Tender will be opened on the next working day at the same time.
- 1.1.8. **Site visit:** The Tenderers/Bidders should visit the site and design the solution based on the scope of work given in the tender Document. Items and their respective specifications mentioned in the BoQ are tentative/indicative, and if any additional item is required to meet the requirements, please include the same in your proposed BoQ. It is advised that bidder should visit the site before submitting the Tender to understand the actual site conditions.
- 1.1.9. Equipment supplied shall be completed in every respect with all mountings, power supply, fittings, fixtures, Trolley and standard accessories normally provided with such equipment and/or needed for erection, completion and safe operation of the equipment.
- 1.1.10. The prices quoted shall be with an onsite warranty for a period of three years. The successful bidder shall have to submit a declaration as per Form-1, which will become part of the Agreement as per Form-2.
- 1.1.11. The conditional proposal will not be accepted and will be rejected outright.
- 1.1.12. **Submission of Bids:** The tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The file of Part – I should be super-scribed as “Part – I Technical Bid” and File of Part – II should be super-scribed as “Part – II Financial Bid”. The technical bid and financial bid, along with all necessary

documents as stipulated, is to be submitted online through the eTender Portal on IIM Amritsar's Official website ([www.iimamritsar.ac.in](http://www.iimamritsar.ac.in)) only. Bids submitted by mail, Offline will not be accepted in any circumstances

- 1.1.13. **Tender Fee & Earnest Money Deposit (EMD):** The Tenderers/ Bidders shall be required to submit a non-refundable tender fee of an amount of **Rs. 1120/-** (Rupees Eleven Hundred Twenty only) and a refundable EMD of an amount of **Rs.1,35,000/-** (Rs. One Lakh Thirty-Five Thousand only) along with the Tender.
- The EMD will be returned to the unsuccessful Tenderers/Bidders by 30<sup>th</sup> day after the award of the contract.
  - The EMD will be returned to the successful tenderers/bidders only on furnishing the Performance Guarantee/Bank Guarantee, if applicable.
  - The EMD shall not bear any interest.
  - MSME/NSIC firm will get EMD exemption as per Govt. of India notification subject to the submission of valid registration certificate towards the same.
  - Tender fee and EMD should be deposited online using the payment link (<https://iimamritsar.ac.in/payment/>)
- 1.1.14. **Authorized signatory:** If the Bid is made by or on behalf of a company, incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf.

## **1.2. PROCESSING OF TENDER**

### **1.2.1. Technical Evaluation (Technical bid) Eligibility Criteria**

- 1.2.1.1. Applications received within the stipulated deadline containing EMD, Tender fee, and the tender documents, along with all the required enclosures, only will be taken for consideration.
- 1.2.1.2. Any sole proprietor/ partnership firm/cooperative society/company can apply.
- 1.2.1.3. Applicant must have a valid PAN Number in the name of the company/agency.
- 1.2.1.4. Applicant must be having valid GST registration in the name of the company/agency.
- 1.2.1.5. **Financial Statement:** The company/agency should be operational for the last three years and a profit-making company. In the last three years, tenderer should have provided services/product of Rs. 30 Lakhs, and at least have provided 2 Nos of such services/provided for value at least Rs. 5 Lakhs (proof to be attached).
- Should be a profit-making company and must have solvency of Rs. 10 lakhs certified by the bankers of the applicant (attach certificate).
  - Copy of ITRs for the last three financial years should be enclosed.
  - Should not have incurred any loss in more than two years during the last five years ending 31.3.2020. Copy of audited statements of accounts for the previous five financial years should be enclosed.
- 1.2.1.6 The contract has to be completed by the single vendor, who will be entirely responsible for the execution of the contract as a single point solution provider and will be the sole prime contractor for the entire contract.
- 1.2.1.7. **Experience:** The bidder should have successfully executed at least three similar

- projects in Government and/or Private sector costing not less than Rs. 3 Lakhs each or two similar projects requiring not less than Rs. 5 Lakhs each or one similar project costing not less than Rs. 12 Lakhs during the last five years out of which one should have been executed during the last two financial years.
- 1.2.1.8. The Tenderer/Bidder should be a system integrator with proven skills and experience in designing, setting up, operating and maintaining similar facilities.
  - 1.2.1.9. The applicant should have satisfied all the statutory requirements.
  - 1.2.1.10. The Tenderer/Bidder or any of its Directors/Board Members should not have been blacklisted by any Government/Semi-Government Organization / Statutory Body during the last three years.
  - 1.2.1.11. Tenderer / Bidders should furnish OEMs' Authorization for each of the product / equipment quoted authorizing Tenderer / Bidder for participating in the Tender on behalf of the OEMs concerned.
  - 1.2.1.12. Bidder shall have a registered office in Punjab having OEM trained & certified manpower Locally.
  - 1.2.1.13. Tenderers/Bidders are required to furnish along with the Technical Bid, the OEM's Authorization and Warranty Letter, as per the format attached, in support of the OEM's warranty for the equipment quoted.
  - 1.2.1.14. **Pre-Qualification Criteria (FOR OEM):**
    - a. OEM should have experience in installation of print management solution with access to the facility using PIN / password/access card in India/across globe (Provide names, addresses, contacts and details of at least 3 clients India/globally wherein print management solution implemented).
    - b. Offered products should be in existence for a minimum period of 12 months.
  - 1.2.1.15. List of other documents to be submitted with Technical Bid: (In Serial Order and Put Page numbers also)
    - a. Tender Fee and EMD – **Form-3**
    - b. Covering letter addressed to the Director, giving a brief company profile including turnover details and brief technical description of the service quoted **Form-4**
    - c. Certificate of Declaration of Blacklist / Not Blacklist of Company – **Form-5**
    - d. Certified copies of audited turn over documents and Income Tax Return (ITR) for the last three years. **Form-6**
    - e. OEM letter of authorization. **Form -7**
    - f. OEM letter of Warranty, and support for Three years. **Form - 8**
    - g. Details of services provided/completed during the last Three years. **Form-9**
    - h. General Condition Compliance Form – **FORM-10**
    - i. Letter of the authorized signatory for tender/Letter of transmittal. **Form-11**
    - j. Certificate for tender download-**Form12**
    - k. Tender Pages and Documents duly stamped & signed.
    - l. List of support locations

- m. Detail Specification sheet of each item quoted.
- n. Technical Compliance sheet with the brand, Make, Model & OEM part number including deviation/remarks.
- o. List of Consumable Items of machines.
- p. Solvency certificate of Rs.10 Lakh should be certified by the bank.
- q. Self-attested copies of the following:
  - r. Certificate of Incorporation
  - s. Article/Memorandum of Association or Partnership Deed or an affidavit stating that it is a proprietary concern, as the case may be, of the Company /Firm /Agency.
  - t. PAN/GIR card of the Company/Firm/Agency
  - u. Experience Certificates, work orders etc.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- b. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

**The bidders who qualify in this stage will be considered for the financial bid; other bidders who have been found technically unqualified will not be considered for further process.**

#### **1.2.2. Financial Evaluation (Financial bid)**

The Financial Bid (Tender) should be submitted strictly in the prescribed format for "FINANCIAL BID" and should remain **valid for a minimum of three months**. Financial bids which are not submitted in the prescribed form will be summarily rejected.

The Financial Bid (Tender) of the applicants who have not been qualified in the Technical Bid shall not be considered. Financial bids of only technically qualified tenders will be opened on the date and time to be intimated, in the presence of the technically qualified tenderers or their authorized representatives (with authority letter) who may be present.

The decision of the Director of IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders.

#### **1.3. SUMMARY OF REJECTION OF BIDS/TENDER**

- 1.3.1. Any bid not accompanied by required EMD and Tender fee.
- 1.3.2. Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
- 1.3.3. If any bidder has filled more than one bid.
- 1.3.4. If unclear, poorly scanned copies are uploaded and received

#### **1.4. QUERIES & RESPONSES**

Queries related to the stated above should be submitted at [purchase@iimamritsar.ac.in](mailto:purchase@iimamritsar.ac.in) **only**

**till 07-09-2020, 05:00 pm.** Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

## **CHAPTER-2 CONDITIONS OF CONTRACT**

### **2.1. PERFORMANCE SECURITY/BANK GUARANTEE**

The successful Tenderer/ Bidder will be required to furnish performance security/bank guarantee @10% of the total cost of work for a total contract period of 03 years in the name of IIM Amritsar payable at Amritsar at the time of signing the Agreement.

- a. It must remain valid for 60 days beyond the date of completion of all contractual completion.
- b. The Performance security shall not bear any interest.
- c. It shall be returned within a month after the expiry/termination of the contract only after the discharge of all obligations under the contract and adjustments of outstanding dues against the agency of any nature against the bills submitted by the agency or otherwise.

### **2.2. GENERAL CONDITIONS**

- 2.2.1. The personnel who will install and maintain the solution should be well experienced and trained adequately.
- 2.2.2. Bidder should give detailed information about proposed solution.
- 2.2.3. Bidder should give details about proposed software's licenses.
- 2.2.4. Bidder should clearly mention the hardware for installation of print management software, network and other infrastructure requirements for successful implementation of the solution.
- 2.2.5. Offered solution should work with all popular smart card systems. Please specify minimum hardware /software requirements for this integration.
- 2.2.6. The vendor should be able to demonstrate the capability of the solution quoted at his/her own cost, if required.
- 2.2.7. After successful implementation bidder has to give training on administration and troubleshooting of the print management system to IIM Amritsar team.
- 2.2.8. After successful implementation bidder has to give a demo/presentation to all the users.
- 2.2.9. Tenderers/Bidders are required to furnish along with the Technical Bid, the OEM's Authorization and Warranty Letter, as per the format attached, in support of the OEM's warranty for the equipment quoted.
- 2.2.10. The vendor shall impart operation & maintenance Training, consisting of on-site group and individual training, to all the staff members of IIM Amritsar who are associated with the project.

### **2.3. Special Conditions**

- 2.3.1. The Contractor should execute an agreement in the non-judicial stamp-paper of Rs.100/- (Rupees One Hundred Only) incorporating all terms and conditions of the Tender. Required Affidavit (stamp paper) will be purchased by the contractor for Agreement.
- 2.3.2. The Contractor should have a local Supervisor/ Manager in Amritsar.



- 2.3.3. The Supervisor should have a minimum experience of 02 years of supervising such services. Necessary supervising certificates from OEM must be attached.
- 2.3.4. The higher authority of IIM Amritsar reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the same, without assigning any reason thereof.
- 2.3.5. **Payment conditions:** Normal payment terms acceptable to the Institute shall be 90% payment within 30 days of satisfactory installation, testing, commissioning & integration of the equipment and the rest balance 10 % of the total order value will be retained with institute in the form of Bank Guarantee and will be release at the end of the warranty period.

## **2.4. Award Criteria:**

- 2.4.1. The contract may be awarded to the Tenderer/ Bidder whose technical proposal is responsive, cost-effective, and meeting all the requirements of IIM Amritsar and whose price bid has been determined to be lowest. After the opening of the price bids of the short-listed Bidders, if there is a discrepancy between words and figures, the amount indicated in words will prevail. However, the Institute reserves the right to accept or reject any offer without assigning any particular reason whatsoever, and no communication will be entertained in this regard. IIM Amritsar also reserves the right to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the Tender and the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
- 2.4.2. An undertaking on the bidder's letter head should be given describing the List of Consumable Parts of the machine. Only parts which are on this list will be treated as consumables and rest all of part(s) which go faulty during the Warranty/AMC will be treated as Spares & will be covered under warranty. No payment for the spares will be made by the IIM Amritsar to the bidder during the Concurrency of Warranty/AMC.

List of the Consumable Items will have to be provided by the bidder as per undertaking as defined above and the cost of consumables for 30 Lakh copies should be given as per below format:

For Example,					
Sr.	Name of the consumable Item	Rated Life of the Item	No. of Items reqd. For 30 Lakh Copies/Prints	Rate	Amount
1	Toner	20,000 copies	150	A	150xA
2	Drum Unit	3,00,000 Copies	9	B	9xB
3	Developer	1,25,000 Copies	23	C	23XC
4	Fusing Unit	5,00,000 Copies	5	D	5XD
Total Cost for 30 Lakh Copies = (1+2+3+4)=					Y

#### 2.4.3. Criteria to decide L1 Bidder

L1 Bidder will be decided on the Basis of following formula

Sr.	Description	Rate	Amount
1	Cost of machine with Booklet finisher		X
2	Cost of Consumables for 30 Lakh Copies/Prints		Y
	<b>Total COST = X+Y</b>		

Only Genuine Original Parts will have to be quoted no compatible or duplicate parts will have to be supplied/used in Consumables as well as Spares during the concurrency of the warranty. If a bidder is found in doing so will be blacklisted.

Quoted cost of consumables should include GST.

2.4.4. Post qualification, the Contractor will sign the Agreement with all terms & conditions of this Tender with IIM Amritsar and will provide the services from the date as will be mentioned in the work order/agreement.

#### 2.5. Delivery Schedule and Penalty for Delay

The delivery/completion period shall be within 30 (Thirty) days from the date of issue of Order/Letter of Intent. Delivery schedule shall clearly be indicated in the Tender submitted by the supplier. Penalty at the rate of 2.5% or part thereof of the order value per week, subject to a maximum of 10 % will be imposed for delayed delivery and installation.

- 2.6. Contact Details:** Contact details of the person for all services related queries/support.

**Name & Designation:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

- 2.7. Name on the contract:** The Tender submitted shall clearly mention the name of the agency/person in whose favor the contract is to be made. Any request made after submitting the Tender for changing the name of the firm in whose favor the contract is to be placed shall not ordinarily be entertained.

- 2.8. Income Tax:** Every Tenderer/Bidder shall furnish along with the Tender the last three years Income Tax Return / audited financial accounts or GST return for the last 6 months without which his/her Tender is liable to be rejected. The Institute will deduct the amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules/ GST rules from all payments made to the supplier/contractor if any.

- 2.9. Warranty:** - The solutions installations (including equipments commissioned and integrated by the vendor) shall carry three-year comprehensive on-site warranty. Deviation in warranty terms, if any, shall clearly be mentioned in the offer. During the warranty period, the vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of the Printing equipment commissioned and integrated at the project. During the warranty period, the vendor shall be responsible for attending to all the reported problems of printing equipment at no extra cost. Tenderers/Bidders are required to furnish along with the Price Bid, the OEM's Warranty Letter, as per the format attached, in support of the OEM's warranty for the equipment quoted.

- 2.10. Termination of Contract:** IIM Amritsar reserves its right to terminate the contract for any reason at its absolute discretion including, but not limited to the following:
- If the vendor is adjudicated insolvent by a Competent Court of Law or files for Insolvency or the Agency's Company is ordered to be wound up by a Competent Court. The vendor commits any material breach of the terms of this contract with IIM Amritsar or if found guilty of any malpractice in the performance of the contract.

- b. If any charge-sheet is filed by the Competent Authority of the Government against the vendor is convicted by a criminal court on the grounds of moral turpitude.

**2.11. Conciliation & Arbitration:**

- 2.11.1. Any dispute or difference whatsoever arising between the parties relating to or arising out of the contract shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Conciliation has failed.
- 2.11.2. In case of such dispute or difference, the matter would be referred to the Arbitrator whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will be appointed as Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar).

**2.12. Jurisdiction**

This contract shall be operated within the jurisdiction of courts in Amritsar.

- 2.13. Operation and Management (O & M):** The Vendor will be required to provide trouble free performance, service and manage to run the facilities for a period of 3 (three) years from the date of testing, commissioning and integration of all the Printing Equipment and no extra charges will be paid during this period.

**2.14. Buy Back:**

**The selected vendor should have to buy back 01 Nos Canon IR 2220L MF Printer at the price given by them in their price bid for the same.** Institute reserve the right to negotiate the buyback price as per the recommendation of the committee with L1 Bidder.

GST will apply on the value of Buyback and separate invoice is to be prepared by the Government Buyer for buyback items.

Input GST Credit consideration by seller – Seller shall offer the prices in the bid by the total amount of new goods including GST – total amount of old goods by the firm excluding GST. This is because GST charged by buyer on buy-back value will be available for full ITC (Input tax credit) on the hands of bidders. Therefore, for the purpose of quoting in the bid and evaluation, value as quoted by the bidder (Excluding and GST on buy back) will be considered.

The bidder will be entirely responsible for the safe disposal of old items without affecting the environment in any manner as per prevailing statutory rule and Act/ law of the land. The bidder should provide the certificate to the institute for the same after receiving the goods.

The successful bidder shall remove the old goods from the premise of the institute at the time of the supply, installation and commissioning and after supplying the fresh goods in terms of contract.

**2.15. Any Other Condition:**

- a) IIM Amritsar reserves the right to alter/revise the list of items including the quantities thereof at any point of time.
- b) wherever the term “Commercial Bid” is mentioned, it shall be construed to mean “Price Bid” and vice versa.

**Proof of executing at least three similar orders during the last two years to be provided. Agency is to abide by all the Terms and Conditions stated in the Tender Document, and authorized signatory should sign all tender pages and documents. In case these terms and conditions are not acceptable to any Tenderer/ Bidder, he/she should clearly specify the deviations in his/her Tender. IIM Amritsar reserves the right to accept or to reject them. In case of any dispute, the decision of the Director of the Institute shall be final and binding on all the parties.**

## **CHAPTER-3 SCHEDULE OF REQUIREMENTS**

### **3.1. Nature and Scope of Work**

The scope of work for implementing print management solution includes supply, install, configure, test and commission the Print management software, Mono/ Colour multifunction printers and other required components including but not limited to the following:

- Supply, installation and configuration of Print management software according to IIM Amritsar requirements outlined in the tender Document.
- Supply, installation and configuration of Mono/Colour Multifunction printers outlined in the tender Document.
- Integration of print management software with supplied Multifunctional printers.
- Integration of print management software with the user authentication system being used at IIM Amritsar (Active Directory/Open LDAP).
- Training to the IIM Amritsar team on administration and troubleshooting of the print management system.
- Training to IIM Amritsar team on generating the printing reports user wise, batch wise etc and as per the requirements of IIM Amritsar.

### **3.2. Print management solution requirements:** The Print Management solution should be:

- a. Tested, reliable system that keeps track of output from all connected printers and copiers.
- b. Provide Confidential & secure printing to students in the campus.
- c. Powerful network authentication (implemented with swipe cards or user ID/password or PIN through Active Directory/Open LDAP)
- d. Enable users to collect print jobs from any printer on the network which is connected to print management solution.
- e. Eliminate unnecessary printing by allowing users to delete jobs sent in error.
- f. Hold documents in a secure server and print them only when users authenticate at the device of their choice via PIN code or password or swipe card.
- g. Users should be able to see their printing costs, and other related details.
- h. Enable accurate billing to students, faculty, administrators, staff and guests.
- i. Integrate with the most popular smart card systems.
- j. Solution proposed should be scalable.
- k. Should Prevent Unauthorized Usage of the machine.
- l. Should Support Centralized Administration & management.
- m. Should Provide Copy, Print & Scan Reporting with filtration of DATA & usage Analytics.
- n. Should have a dashboard for quick information at a glance.
- o. Report Categories segmented by User, Device & Department.
- p. Complete & detailed Monthly CSV Report.

### 3.3. Specifications and allied Technical Details:

Sr. No.	Name of the Item	Quantity	Location of Supply and Installation	Technical Specifications
1.	A3 Mono Multifunction Printers with Booklet finisher with three-year support / maintenance.	2 Nos.	02 Nos at Transit Campus	ANNEXURE A
2	A3 Mono Multifunction Printers with three-year support / maintenance.	1 Nos.	01 Nos at Hostel	ANNEXURE A (Without Finisher)
3.	Print management software (with three-year support / maintenance).	As per requirement	For All Machines 02 Nos at Transit Campus	ANNEXURE B

Items mentioned in the BoQ are tentative and if any additional item is required to meet the Institute requirements, please include the same in your proposed BoQ.

## **Chapter-4:- Bid Format**

### **FORMAT FOR SUBMITTING TECHNICAL BID**

#### **4.1 Technical Bid/Details of Items/equipment to be quoted:**

<b>Sr. No.</b>	<b>Name of the Item</b>	<b>Technical Specifications of the Item</b>	<b>Brand Quoted</b>	<b>Model Quoted</b>	<b>Quantity (Nos.)</b>	<b>Compliance with Tendered Specifications</b>	<b>Deviations in technical specifications, if any</b>
1	A3 Mono Multifunction Printers with Booklet finisher with three year support / maintenance.				2 No	YES/NO	
2	A3 Mono Multifunction Printers with three year support / maintenance.				1 No	YES/NO	
3	Print management software (with three year support / maintenance )				For All 3 Machines	YES/NO	



## FORMAT FOR COMMERCIAL/ PRICE BID

### Print management solution (Including Tax)

#### 4.2 Cost for Components

Sr. No.	Type of the Item	Brief Technical Specifications of the Item	Brand Quoted	Model Quoted	Qty. (Nos.)	Unit Cost (in Rs)	GST @	Total Cost (in Rs.)
1	A3 Mono Multifunction Printers with Booklet finisher with three-year support / maintenance.				2 Nos.			
2	A3 Mono Multifunction Printers with three-year support / maintenance.				1 Nos.			
<b>Total (A)</b>								
3	Print management software (with three-year support / maintenance)				For All 3 Machines			
<b>Total (B)</b>								

#### 4.3 Cost for Consumables (For Evaluation Only)

Sr.	Name of the consumable Item	Rated Life of the Item Copies	No. of Items reqd. For 30 Lakh Copies/Prints	Rate	Amount
1					
2					
3					
4					
<b>Total Cost for 30 Lakh Copies (C)</b>					

#### 4.4 Evaluation of Bids

Sr.	Description	Amount
1	Cost of machines <b>Total (A)</b>	
2	Cost of Consumables for 30 Lakh Copies/Prints <b>Total (C)</b>	
	<b>Total COST (D) = (A+C)</b>	

#### 4.5 Format for Cost of Buy Back Items:

Sr. No.	Item Description	UoM	Estimated Quantity	Unit Rate	GST @	Total Amount
1	Canon IR 2220L MF Printer	Nos	01 Nos			
<b>Total (E)</b>						

#### 4.6 Final Cost:

Sr. No.	Description	Amount (Rs)
1.	<b>Cost of machines (D + B)</b>	
	<b>TOTAL COST (F)</b>	
2.	<b>Cost of Buy Back Items (Excluding GST)</b>	
	<b>Final Cost {F-E}</b>	

Supplier Signature and Seal

## **CHAPTER-5-UNDERTAKING AND AGREEMENT FORM**

### **DECLARATION**

**Form 1**

I..... sole proprietor/Director/Partner), the authorized signatory of **M/S**..... having its registered office/principal office at.....do hereby solemnly affirm and declare as under: -

That I/We also undertake to execute the Agreement as presented by the Institute (IIM Amritsar) and abide by the terms and conditions of the Tender which have been perused and understood by me/us. I/We have gone through the terms and conditions of the Tender and agree and undertake to abide by the same during the term of the contract.

Supplier Signature and Seal

### **AGREEMENT**

**Form 2**

This agreement is made on this << **Date on which the agreement is done** >> between IIM Amritsar (herein after called "first party") of the one part and \_\_\_\_\_ (As per Document Signing Authorization Letter submitted by M/s \_\_\_\_\_ of M/s \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

Whereas FIRST PARTY is desirous that the Contractor Supply, Installation, Testing, Commissioning and Integration of Printing Management solution in IIM Amritsar vide "TENDER NOTICE No: - FIRST PARTY/IIMASR/NIT/--2020" dated \_\_\_\_\_. FIRST PARTY has accepted the Tender by the CONTRACTOR for the execution and completion of such Works of quality and specifications as detailed in the Standard Bid Documents, Specifications, at a negotiated contract price of INR \_\_\_\_\_ (Rupees \_\_\_\_\_)

NOW THIS AGREEMENT WITNESSED as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract herein after referred to.
2. In consideration of the payments to be made by the FIRST PARTY to the Contractor as the price money quoted hereinafter mentioned, the Contractor hereby covenants with FIRST PARTY to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. As mentioned in the LOI the security deposit bank guarantee has been issued by M/s \_\_\_\_\_ in time based on that the Agreement is signed on the above-mentioned date.

4. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- I. Letter of Acceptance (LOA);
- II. Authorization Letter for signing, amending and executing the Agreement and other documents incidental to complete the contract.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. The Contractor shall be paid an amount of INR \_\_\_\_\_ (Rupees \_\_\_\_\_) by the FIRST PARTY in accordance with the Schedule specified hereinafter.
2. Payment Terms:  
FIRST PARTY's payment terms are: 90% on final commissioning and handover of the solution after acceptance of FIRST PARTY. -10% (Bank Guarantee) on completion of warranty period.
3. The Contractor shall complete the work in 30 days from the date of Agreement. In case of delay in completion of contract, a penalty equal to 2.5 % of the contract price per week beyond the days of grace subject to a maximum of 10 % of the contract value will be imposed and shall be recovered from the performance guarantee.
4. Apart from the printing management solution of the units as per the specifications laid down the Contractor shall provide handholding support and maintenance of the solution subjected under the contract for Three years from the date of commissioning of and handover of the solution after acceptance of First Party.
5. The Computer Centre, FIRST PARTY, will monitor the progress of works including the quality and specifications as per SBD from time to time. It is the obligation of the contractor to complete the work as per the given schedule below by observing the terms and conditions of the Agreement. If Director / Chief Administrative Officer / Computer Center, FIRST PARTY, notices that the work is not progressing as per the schedule and there are violations of the terms and conditions of the Agreement, he has every right to give stop memo and terminate the contract without prior notice. This is not prejudice to his any right as per the Agreement.
6. Contractor will provide maintenance support for 3 years from the date of acceptance by first party.
7. The Director on the recommendations of the PURCHASE Committee of FIRST PARTY will approve the settlement of the final bill after successful completion of the work as per the tender contract.
8. All direct and indirect taxes arising in connection with the execution of works and the cost of all seen and unseen expenditure relating to the works shall be borne exclusively by the Contractor.
9. The contractor has submitted Security deposit via Bank Guarantee of 10 % of the Order value as per clause mentioned in letter of acceptance valid up to the warranty period plus 60 days.
10. All the term and conditions mentioned in the tender Document will be applied on the supplier on execution on the contract.
11. That under the circumstances given below, the Institute shall have the right to terminate the contract without notice, in addition to other remedies as available under the law.

- i. For committing a breach of any of the terms and conditions of this Agreement by the Contractor, he will further be liable to pay the damages as assessed by the arbitrator.
- ii. Contractor shall in no case lease, transfer, sublet, assign/pledge or sub-contract its rights and liabilities under this contract to any other agency.
- iii. The Contractor being declared insolvent by a competent court of law.
12. **Arbitration:** In the event of any question or dispute or difference arising under this Agreement or in connection therewith, the same **would be referred to the Arbitrator whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will be appointed as Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar).**
13. The arbitrator may from time to time with the consent of all the parties extend the time for giving and publishing the award.
14. Subject to the aforesaid provisions, the Arbitration and Conciliation Act, 1996 and the rules made thereunder and any modification/amendments (2015,2019) thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
15. All disputes and arbitration under this Agreement shall be subject to the jurisdiction of the Court of Law (Amritsar, Punjab).

IN WITNESS WHEREOF we set our hands on

FOR & ON BEHALF OF THE PROPRIETOR

FOR & ON BEHALF OF THE INDIAN  
INSTITUTE MANAGEMENT,  
AMRITSAR

**(CONTRACTOR)**

**(Authorized Signatory)**

Witness

1.

2.

Witness

1.

2.

Address:

## **CHAPTER 6 – OTHER STANDARD FORMS**

**FORM-3**

Ref: -

Dear Sir,

The following UTR of transactions made to IIM Amritsar are enclosed herewith towards Tender Fee & EMD

<b>Detail of DD</b>	<b>Amount</b>	<b>Transaction No. &amp; Date</b>	<b>Bank Name</b>
Tender Fee (Including Tax)	Rs.		
EMD	Rs.		

**Details of the Company**

Tender No.: \_\_\_\_\_

Sl. No	Clarification sought	Details to be furnished	
1.	<ul style="list-style-type: none"> <li>Name of the authorized signatory</li> <li>Contact Address</li> <li>Email Address</li> <li>Telephone No.</li> <li>Mobile No.</li> <li>Fax No.</li> </ul>		
2.	Type of company/organization (please tick)	<input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Others (specify)	
3.	Year of Incorporation:		
4.	Has the company/organization ever been blacklisted by Govt. of India, <b>if No</b> , please attach a self-deceleration		
5.	Annual turnover during the last 3 financial years:	<b>Year</b>	<b>Amount (in lakhs)</b>
6.	Total number of similar projects executed during the last 3 financial years and the total value of these services	No. of services:  Value :	

*[Note: Please attach documentary proof in support of the information furnished above, wherever necessary, duly signed by the authorized signatory]*

Date:

(Signature of Authorized Signatory)

**CERTIFICATE**  
**(To be provided on the letterhead of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/ Public Undertaking/Institute nor is any criminal case registered/ pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Authorized Signatory**

**Date:**

**Name: Place:**

**Designation:**

**Contact No.:**

**Seal**



**Annual Turnover & Income Tax Return Details:**

	Financial Year	Turnover in Rs.	Net Taxable Income	-
Bidder's Annual turnover for last three Financial years & Income Tax Returns for the last three financial years				Supporting Documents are to be attached along with the Annexure- <i>(Balance Sheet approved by the CA and the IT clearance certificate, profit loss account)</i>

**Date:****Authorized signatory**

**ORIGINAL EQUIPMENT MANUFACTURER'S AUTHORIZATION LETTER**

(in Original Letter Head of OEM)

To

Date:

**The Director,  
 Indian Institute of Management, Amritsar  
 Punjab Institute of Technology Building,  
 Inside Government Polytechnic Campus,  
 Polytechnic Road, PO: Chheharta, G.T. Road  
 Amritsar - 143105**

Dear Sir,

Subject: Direct Manufacturers Authorization

**Tender Ref No:**

We .....an established and reputable manufacturer of professional .....  
 system ..... (Product) having factories ..... and offices at.....do  
 hereby authorize M/S ....., to submit an above requirement and subsequently negotiate and  
 sign the contract with you for the supply of goods manufactured by us.

We would like to bring to your kind notice that M/S \_\_\_\_\_ has a full-fledged team  
 bases out at \_\_\_\_\_ who can provide the best local implementation & after sales support and their  
 local Engineers are trained and certified by our team. I take the privilege to inform you that their local  
 engineers can integrate and program the system as per to the design requirements and can provide the  
 best support.

Yours faithfully,

for .....

**Signature of Officer Authorized to sign this Document on behalf of the OEM.**

**ORIGINAL EQUIPMENT MANUFACTURER'S WARRANTY LETTER**

(in Original Letter Head of OEM)

To

Date:

**The Director,  
Indian Institute of Management, Amritsar  
Punjab Institute of Technology Building,  
Inside Government Polytechnic Campus,  
Polytechnic Road, PO: Chheharta, G.T. Road  
Amritsar - 143105**

Dear Sir,

Subject: Direct Manufacturers Authorization

**Tender Ref No:**

We .....an established and reputable manufacturer of professional.....system  
..... (Product) having factories ..... and offices at ..... do hereby  
authorize M/S....., to provide the warranty support for the supply of goods manufactured  
by us.

We hereby confirm and extend our full warranty of 3 years as per the Tender for the products offered by  
the above firm against and duly authorize the said firm to act on our behalf in fulfilling any or all installation,  
technical support and maintenance obligation as required by the contract.

Yours faithfully,

for .....

**Signature of Officer Authorized to sign this Document on behalf of the OEM.**

**Bidder's work Order Details:**

S. No.	Evaluation Criteria	Name of the Client with Order No. & date
List of major clients where the similar type of Work executed by you during the last 3 financial years.		
1	Projects details executed during last 3 financial years and the total value of these projects	

Date:

Authorized Signatory

**GENERAL CONDITION COMPLIANCE FORM****FORM 10**

<b>SL No</b>	<b>Item</b>	<b>Technical Specifications of the Item</b>	<b>Brand / Model Quoted</b>	<b>Compliance (Yes/No)</b>	<b>Deviations in technical specifications, if any</b>
1	A3 Mono Multifunction Printers with Booklet finisher and three year support / maintenance.				
2	A3 Mono Multifunction Printers with three year support / maintenance.				
3	Print management software (with three year support / maintenance)				

Authorized Signatory

**LETTER OF TRANSMITTAL**

Date:

To:

**The Director,  
Indian Institute of Management, Amritsar  
Punjab Institute of Technology Building,  
Inside Government Polytechnic Campus,  
Polytechnic Road, PO: Chheharta, G.T. Road  
Amritsar - 143105**

**Sub: Supply of A3 Printers with Printing Management Solution for the Transit Campus of IIM Amritsar**

Sir,

Having examined the details given in notice inviting Tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the Tender (Financial Bid) for the work duly filed.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite solvency certificate and authorize the Director IIM Amritsar or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director, IIM Amritsar or his representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

**Certificate for Tender Documents Downloaded from  
Indian Institute of Management Amritsar Website**

In case the tender document is downloaded from the website, a declaration in the following Performa has to be furnished.

"I..... (Authorized Signatory) hereby declare that the Tender Document submitted has been downloaded from the website <http://www.iimamritsar.ac.in> and no addition/deletion/correction has been made in the Tender Form (Tender No.....) downloaded. I also declare that I have enclosed a DD/Bankers Cheque No. ....dated ..... for `..... towards the cost of Tender Form along with Tender document".

In case at any stage, it is found that the information given above is false / incorrect, IIMK shall have the absolute right to take any action as deemed fit/without any prior intimation.

**Signature of the Tenderer with Seal**

**ANNEXURE – A****SPECIFICATIONS OF MONOCHROME LASER MULTIFUNCTION**

<b>S.no</b>	<b>Description</b>	<b>Specifications</b>
1	Type of Machine	A3 MONOCHROME LASER MULTIFUNCTION
2	Print Technology	LASER
3	Cartridge Technology	MONO COMPONENT
4	Type of Printing	LASER
5	Platen/Flatbed Size	A3/A3
6	Paper Size (Original/Image)	A3
7	RAM size (MB)	Minimum 2.0 GB RAM
8	Hard Disk Capacity(GB)	Minimum 250 GB
9	Minimum Speed per Minute in A4 Size-Mono (PPM)	Minimum 75 or Higher
10	Minimum Speed per Minute in A3 Size-Mono (PPM)	Minimum 37
11	IN BUILT Wi Fi & Interface	YES IEEE 802.11 b/g/n
12	Internet Fax	YES
13	Duplexing Feature Availability	YES
14	Networking Feature Availability	YES
15	If yes, Network Interface	1000 Base T/200 Base-TX/10 Base-T
16	Document Feeder Capacity (Number)	300 sheets
17	Wi-Fi Capability	yes
18	Number of Main Tray(Number)	4
19	Total Main Tray Capacity	4000 sheets



20	Bypass Facility	yes
21	Bypass Tray Capacity	100 sheets
22	USB to Scan & Print	Yes
23	Document Feeder Type	Single Pass DADF
24	Resolution	1200x1200
25	Mobile/Cloud Print	Yes

Sr. No	Booklet Finisher	Yes
1	Booklet Finisher Capacity	3200 sheets
2	Should support Corner & Double Stapling up to 50 sheets	
3	Should support Booklet making up to 20 sheets	
4	Should support Saddle Folding up to 3 sheets	
5	Should Support ECO Staple and Staple on demand	
6	Should be capable of doing Z fold & C fold	

**Machine should be capable of supporting Print Management Software**

***Note: Above configuration is the bare minimum configuration for the A3 mono Multifunctional printer. If the print management software proposed by the vendor requires a different/higher configuration for integration, vendor should quote for the same.***

## **ANNEXURE - B**

### **Technical specification for Print management software**

- Be a 'one solution' that keeps track of output from all connected multi-functional printers. Internal cost charging/monitoring/reporting available at various levels: Department, section or individual user.
- The print management software must be completely web based and should be able to control minimum 50 MFPs
- The server software should be accessible from anywhere in the campus and Hostel.
- All the MFPs should work from a single driver and each MFP should not have individual drivers configured.
- Available options should be able to manage by the System Administrator. Devices will print mono and duplex as the default settings. Selected options can be locked down by a System Administrator if required
- The administrator should have privilege to set the printer access to the students.
- The administrator should be able to control the job retention for all the users
- Restrict colour printing: should allow administrator to restrict colour printing to specific users.
- The billing for students should happen using pre-paid mechanism or post-paid as desired by the management at the time of deployment.
- Up to 3 years, historical reports should be provided by the software
- For post-paid, monthly/quartly invoice to be generated by the administrator for each user.
- The administrator should be able to set the cost profile for the user from a central server.
- Option to set up page quotas for students, faculty, staff and visitors.
- The students should be able to print from anywhere in the campus through LAN and release the print from any MFP.
- Powerful network authentication (implemented with swipe cards or user ID /password through active directory / LDAP)
- Direct integration and sync with the Active Directory of the institute.
- Any PC to any Printer: Allow users to print from any PC in the institute
- Allow users to send files for print from one location — then pick them up across campus.
- Hold documents in a secure server and prints them only when users authenticate at the

device of their choice via PIN code or password or swipe card.

- Software license should be perpetual.
- If any third party software required by the Server Software, the same should be included in the cost of the Server Software.

**Price quote should include support/maintenance charge of print management software for three years.**