



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507

Website: [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)

**Limited Tender No:** IISERT/PUR/0594/19

**Date:** 24/12/2019

Indian Institute of Science Education and Research, Tirupati invites online bid (e-tender) in **single bid** (Technical + Financial) system for the following.

**Item Description:** Supply, Installation and Commissioning of Printer plus Paper Handling and Finisher Qty 01 Nos.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.

**Critical Dates of Tender**

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	24/12/2019	17:00 Hrs.
2	Bid Submission Start Date	24/12/2019	18:30 Hrs.
3	Bid Submission Close Date	08/01/2020	15:00 Hrs.
4	Opening of Bids	10/01/2020	15:30 Hrs.

**No manual bids will be accepted. All quotation should be submitted in the E-procurement portal only**

**Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, +91-8826246593.**

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## **CHAPTER-1. INVITATION FOR BIDS**

1. Indian Institute of Science Education and Research, Tirupati invites online bids (e-tender) in single bids systems for Supply, Installation and Commissioning of Printer plus Paper Handling and Finisher. The Technical specifications are given in **Chapter 4: Schedule of Specifications**.
2. **Contact for information:**  
Technical & Commercial contact:  
Assistant Registrar (Admin & Purchase)  
Indian Institute of Science Education and Research (IISER), Tirupati  
Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507  
Email: [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) Ph.: 0877 2500208  
Website: [www.iiserTirupati.ac.in](http://www.iiserTirupati.ac.in)
3. Supply means: "Supply, Installation & Commissioning".
4. **Submission of Bid:**  
  
Bid Submission Start Date: 24/12/2019 from 18:30Hrs.  
Bid Submission Close Date: 08/01/2020 up to 15:00Hrs.  
Opening of Bids: 10/01/2020 at 15:30 pm
5. No manual bids will be accepted. All quotation should be submitted in the E-procurement portal only
6. The Offer should comprise of the following:
  - (i) The offer should be complete to indicate that all products and services asked for are quoted.
  - (ii) The purpose of certain specific conditions is to get or procure best Equipment/service etc. for IISER, Tirupati. The decision of Purchase Committee shall be the guiding factor for selection of the responsive firms.
  - (iii) Duly filled in Bid with proper seal and signature on each page of the bid should be submitted online and the same should accompany with complete specifications, Manufacturer's name, address and relevant Technical Literature / Brochures with warranty Terms.
  - (iv) Agreements / Purchase Orders / Completion certificates if any, for similar works in other Institutes, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
  - (v) Copy of GST No. and PAN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration



number, purpose of registration and the validity period of registration and a copy of DGS&D registration wherever it is applicable should also be provided in bid.

- (vi) The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- (vii) Compliance sheet with any deviation with reference to the terms and specifications.
- (viii) The item should be supplied with manuals and the manuals including technical drawings should be complete in all respects to operate without any problem.
- (ix) Duly filled in checklist as per Chapter 6 should be submitted along with tender.
- (x) The Bidders are requested to quote for Educational Institutional Price for Equipment's, since we are eligible for the same

**Note : IISER , Tirupati is requesting only Single Bid (Technical Specification and Price together) the Bidders must be extremely careful about the requirement mentioned in the tender and submit their quotes accordingly. Any shortfalls found during the tender evaluation such bids will be rejected without seeking any further clarifications from the bidders. Since it is a single bid any further clarification will cause/draw objections from other bidders.**

**All the bidders should quote their offer as per "Chapter - 5 Price Schedule" for uniformity.**

#### **7. Purchase Committee**

The Purchase Committee will evaluate the tenders and may also nominate some external/expert members, in the interest of IISER, Tirupati.

#### **8. Terms of the Purchase Committee**

- (i) A committee duly constituted by the Director, IISER, Tirupati will go through the bids and recommend firms that are meeting all the specifications of the Tender. The recommendation/decision of the purchase committee is the final and binding on all the parties.
- (ii) Purchase Committee will proceed through Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Tirupati will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.



- (ii) The purchase committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Tirupati.

**9. Comparison of Responsive bids:**

- (i) After opening the bids, the responsive offers will be tabulated with reference to the specification.
  - (ii) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order subject to availability of funds.
10. No request for extension of due date will be considered under any circumstances.
11. No sub-contracting is allowed with regard to installation, warranty maintenance and after sales service.
12. The Director, IISER, TIRUPATI reserves the right to accept the offer in full or in parts or reject summarily or partly.
13. The relatives / near relatives of employees of the client are prohibited from participation in this bid.

The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their husband or wife.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

## **CHAPTER-2 : INSTRUCTIONS TO BIDDERS**

### **Delivery Period / Timeliness**

The deliveries & installation must be completed **within 15 days**, after placement of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as are tightly linked to IISER, TIRUPATI's plans of completing the project within the time frame.

### **Locations for the Supply / Services:**

Supply, Installation and Commissioning of Printer plus Paper Handling and Finisher covered by this document is required to be done at IISER, Tirupati.

#### **1. Eligible Bidders:**

- 1.1 IISER, TIRUPATI reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
- 1.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.3 Bidders should QUOTE strictly in accordance with the requirements.
- 1.4 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.5 Based on the list of installations provided by the bidder, IISER, TIRUPATI will have its option to obtain details of the installations, their performance, after sales services etc. for evaluation of the tender, directly from the concerned organizations
- 1.6 Firms which have already supplied to IISER, TIRUPATI and have not completed required installation/after sales service/warranty replacements etc. such firms offers will not be considered for further evaluation and no enquiries thereafter will be entertained.
- 1.7 Conditional Offers will not be considered.
- 1.8 IISER, TIRUPATI will not provide any accommodation/transportation for the engineers/ representatives for attending installation. It is the absolute responsibility of the supplier to make their own arrangements.
- 1.9 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.



## 2. **Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, IISER, TIRUPATI may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.

### **PREPARATION OF BIDS**

#### 3. **Period of validity of bids**

- 3.1. Bids shall be valid for a period of **90 days** from the date of opening the bid.
- 3.2. IISER, TIRUPATI may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

### **AWARD OF CONTRACT**

#### 4. **Award Criteria**

- 4.1 IISER, TIRUPATI shall award the contract to the technically eligible lowest bidder.
- 4.2 If more than one bidder happens to quote the same lowest price, IISER, TIRUPATI reserves the right to award the contract to more than one bidder or any bidder.

#### 5. **Purchaser's Right to vary Quantities at the time of Award**

IISER, TIRUPATI reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.

#### 6. **Corrupt or Fraudulent Practices**

IISER, TIRUPATI requires that the bidders who wish to bid for this project have highest standards of ethics.

- 6.1. IISER, TIRUPATI will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 6.2. IISER, TIRUPATI may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract



7. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, TIRUPATI's interpretation of the clauses shall be final and binding on all parties**

## CHAPTER - 3 : CONDITIONS OF CONTRACT

### 1. **Price**

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted.
- 1.2. The price criteria should be on F.O.R., IISER TIRUPATI. Govt. Levies like GST. If any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, GST, if any.
- 1.3. The rate of GST applicable to IISER Tirupati is 5% for the items procured for Research purpose as per Notification No. 45/2017-Central Tax (Rate) New Delhi, 14th November, 2017 and Notification No. 47/2017-Integrated Tax (Rate) New Delhi, 14th November, 2017

### 2. **Services**

- 2.1. Details of services rendered as well as after-sales services offered by you are to be made clear in the tender.

### 3. **Delivery Schedule**

- 3.1. The bidders may please note that the delivery of the system should be strictly **within 15 days from the date of placement of firm order.**
- 3.2. Goods should not be dispatched until the Vendor receives a firm order.

### 4. **Warranty / Support**

- 4.1. The items covered by the schedule of requirement shall carry Minimum **Three years of comprehensive warranty** from the date of acceptance of the equipment by IISER, TIRUPATI. Warranty shall include free maintenance of the whole equipment supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 7 working days. The comprehensive warranty includes onsite warranty with parts.
- 4.2. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, octroi, local taxes if any should be borne by the beneficiary . A clear confirmation should be given for this item.
- 4.3. The warranty on the associated software should cover providing of upgraded version/s, if any, released during the warranty period free of cost.



4.4. The vendor will have to arrange for all the testing equipment & tools required for installation, testing & maintenance etc.

5. **Indemnity**

The vendor shall indemnify, protect and save IISER, TIRUPATI against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment supplied by him.

6. **Freight & Insurance**

The equipment's to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IISER, TIRUPATI site.

7. **Payment**

7.1. No advance payments are allowed under any circumstances.

7.2. Payment will be made directly to the suppliers by wire transfer for 100% of the Invoice value after receipt of the goods in our Stores, tested /inspected and found satisfactory with regard to quality, quantity, and specifications ordered for and after satisfying that the terms and conditions of supply have been fulfilled.

7.3. By Irrevocable Letter of Credit for 100% of the Invoice value. However, 90% of the Invoice value will be paid on presentation of original shipping documents to our bankers and balance 10% will be paid after receipt of material and acceptance of the goods at IISER Tirupati.

8. **Penalty for delayed Services / LD**

8.1. As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IISER will forfeit EMD/SD and also LD clause will be applicable /enforced.

8.2. If the supplier fails to Supply, Install as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

8.3. IISER, TIRUPATI reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.



9. **Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Tirupati Jurisdiction only.

10. **Force Majeure**

IISER, TIRUPATI may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

11. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IISER, TIRUPATI or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, TIRUPATI India. The jurisdiction of the courts shall be Tirupati, Andhra Pradesh, India.

**Assistant Registrar (Admin & Purchase)**

## CHAPTER 4

### SCHEDULE OF REQUIREMENTS, SPECIFICATIONS & ALLIED TECHNICAL

S No	Particular	Description
1.	Type	Monochrome copier, M F
2.	Configuration /Scanner	Console, digital
3.	Multi copy (A4/A3)	75/37 PPM or more
4.	Supported Media Size	A3, A4, A4R, A5R, A6, Custom size: 139.7 mm x 182 mm to 297 mm x 431.8 mm
5.	Std Paper Source (s)	2 x drawer, 2 x tray
6.	Std Paper Capacity	2 x 550 , 2X 1,500 sheets ( 4 trays )
7.	By pass /Paper Weights	100 - sheet/52 to 256 gsm
8.	Max Paper Capacity	Max Paper Capacity
9.	System Memory (Std /Max)	3 GB RAM,250 GB HDD (16GB storage capacity with
10.	HDD Data Erase & Initialize	Standard :Required
11.	HDD Password Lock	Standard :Required
12.	Secure Watermark	Standard :Required
13.	Document Feeder	Std Single Pass Duplex Scanner
14.	Document Feeder Capacity	300 orig
15.	Black Drum	Yield: Min 50,00,000 or More
16.	USB Interface	Std 2.0, std 2.0 (host)x2, std 3.0 (host)
17.	Network interface	Std Ethernet, std wireless, Dual domain compatibility
18.	Interface Type	10/100 /1000 Base TX, 802.11b/g/n
19.	Processor/ Bits/ MHz	Dual Custom Processor/ 1.75 GHz
20.	Connection Type	Network, USB
21.	Technology/ Speed	Double sided A4 @ 300 DPI: 240 ipm Mono and 220 ipm color Feeder Capacity: 300 Sheets
22.	Max Resolution	600 x 600 dpi
23.	Print Resolution	1200 X 1200 DPI
24.	<b>Scan Destinations</b>	E Mail, FTP, SMB, LDAP Support
25.	Std file formats	JPEG, PDF, PDF /A-1b, PDF (Apply Polic y), PDF (optimize for web), compact PDF, TIFF, XPS, compact XPS
26.	<b>Security Authentication</b>	"Picture Login ( 200 users), User Authentication & Department ID Authentication ( Devise and Function level Login), Access Management System
27.	Data Security	Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Hard Disk Drive Encryption (FIPS140-2 Validated), Mail Box
28.	Network Security	IP/Mac Address Filtering, IPSEC, TLS Encrypted, Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP
29.	Data Security	Secure Print, Force Hold Print
30.	Other	Skip Blank Originals; Multi Page Detection; scan to mobile devices and cloud- based services

31.	Booklet Finisher	Staple Capacity - Corner, Double, Booklet and Saddle folding. ECO Staple and on demand stapling feature. 50 Sheets (A4) or More stapling capacity.
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**CHAPTER-5 PRICE SCHEDULE**  
**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA**

Name of the Bidder \_\_\_\_\_

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

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No	Item Description	Country of Origin	Qty	Unit	Ex-Works. Ex-Warehouse, Ex-show room off the shelf price (inclusive of tax already paid)	Total price Ex-Works. Ex-Warehouse, Ex-show room off the shelf price (inclusive of tax already paid) 4x6	GST payable, if contract is awarded	Packing & forwarding up to station of dispatch, if any	Charges of inland transportation, insurance up to Institute	Installation, Commissioning & training charges, If any.	Gross Total (FOR)
1	Printer plus Paper Handling and Finisher		01	No.							

Total Bid Price \_\_\_\_\_ in words.

**Signature of Bidder:**

**Name :**

**Note:**

The cost of optional items shall be indicated separately.

The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

(a)Cost of spares \_\_\_\_\_ (b)Warranty if being charged include in BoQ



## **CHAPTER - 6 : Checklist: Eligibility Criteria for Bidders**

Bidders to indicate whether the following are enclosed by striking out the non-relevant option.

(a)	Self-Attested copy of GST number as applicable	( Yes / No )
(b)	Agreements / Purchase orders / Completion certificates, if any, from the clients for whom similar supply has been made by the bidder in last three years	( Yes / No )
(c)	Compliance sheet with any deviation w.r.t. the terms	( Yes / No )
(d)	LD clause agreeable.	( Yes / No )
(e)	Acceptance of warranty period and Free replacements during warranty period	( Yes / No )
(f)	Deviation Sheet to be Attached	( Yes / No )



### **IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER TIRUPATI WILL PROCESS THE TENDER AS PER IISER TIRUPATI STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER TIRUPATI WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

