

भारतीय प्रौद्योगिकी संस्थान इंदौर
INDIAN INSTITUTE OF TECHNOLOGY INDORE



निविदा आमंत्रण/पूछताछ(द्वि-निविदा प्रणाली)
TENDER ENQUIRY(Two-Bid System)

पूछताछक्रमांक/ENQUIRY No.IITI(MM)/ME/12/451/SD/14-15

दिनांक/ DATE:July 13, 2015

प्रस्ताव के लिए अनुरोध/Request for Proposal:**Smart Card based Centralized Print Management Solution**

Bid submission deadline	07/08/2015(Friday) by 03.00 PM(1500Hrs IST)
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Materials Management Section
Indian Institute of Technology Indore
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CHAPTER 1 **Instructions to Bidders**

IIT Indore is an Institute of national importance established by an Act of Parliament of India.

Reputed and authorized firms are invited to submit their quotation in a Two Bid System (a) Techno-Commercial bid (Part-1) consisting of all technical details along with commercial terms and conditions, and (b) Price bid (Part-2) indicating item-wise price for the items mentioned in the technical bid: -

INSTRUCTIONS

1. Enquiry no. and tender submission deadline must be clearly mentioned on the top of the envelope.
2. Please submit copy of your Income Tax Number and copy of PAN with your offer.
3. The offer must be submitted in **Two-Bid**. Tender should be dropped in the **IITI, Simrol Campus, Near Security Control Room in Workshop Building, Indore- 452 020 , M.P.** only .No Tender is to be handed over to our staff personally. All postal/courier tenders/quotations should be sent to the following address: **Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 452 020, M.P. only.**
4. Quotations through Email/Fax will **NOT** be entertained/ accepted.
5. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the submission deadline. Quotation received after the submission deadline will not be considered.
6. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
7. The firm quoting for items as per this tender/enquiry should be the Original Manufacturer or authorized Dealer/Distributor of the manufacturer. Copy of authorization certificate with validity for Six month should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
8. The Bank/RTGS details on the letter head must be submitted along with the quotations /Tenders.

CHAPTER 2

Terms and conditions of Contract

Terms & Conditions

The offer must comprise of the followings failing which it will be treated as non-responsible bid hence rejected:

1. The bids under Two Bid System will consist of two parts as following details: a) Techno-Commercial bid (Part 1) consisting of all technical details along with Commercial terms and conditions and EMD (Earnest Money Deposit), in the form of Demand Draft issued from any Indian Scheduled bank in favour of "Registrar, IIT Indore" and payable at "Indore", and b) Price bid (Part 2) indicating item wise price for the items mentioned in technical bid. In stage-one, only the Techno-Commercial (Part 1) shall be opened and evaluated. In stage-two, the Price bids (Part 2) of only the technically acceptable offers will be opened, for further evaluation.
2. Sealing and Marking of Bids:
 - a) The Techno-Commercial bid (Part 1) " should be sealed in a separate envelope (ENVELOPE-ONE) with EMD in the form Demand Draft, duly super-scribed as "Techno-Commercial Bid (Part 1) Enquiry No. _____ Submission Deadline _____".
 - b) The Price bid (Part 2) "should be sealed in separate envelopes (ENVELOPE-TWO), duly super-scribed as "Price Bid (Part 2) Enquiry No. _____ Submission Deadline _____".
 - c) These TWO separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-THREE), which should also be sealed.
 - d) Each of these THREE envelopes MUST be super-scribed with the tender enquiry number and due date of submission.
3. The quotation(s) must be neatly typed/computer printed. **Hand written offer will be rejected.** Quotation(s) must carry the numbers of sales tax / VAT / TIN invariably on the top. Quotation must be in sealed envelope.
4. The basic price must not be higher than price of the principal, If any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
5. **Bid Security or Earnest Money Deposit (EMD):-** EMD, if required (as mentioned in the Chapter-3 of this document), must be submitted in the form of **Demand Draft issued from any Nationalized/Scheduled Bank in favour of Registrar, IIT Indore payable at Indore** with the bid. Bid received without EMD, if required, bid will be rejected. No interest will be payable by the Purchaser (IIT Indore) on the Bid Security or Earnest Money Deposit. The earnest money of all the unsuccessful bidders/tenderers will be returned to the respective bidders. The Earnest Money of successful bidder shall be returned on receipt of Performance Security as mentioned in the **clause-7** of this chapter. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.
6. EMD is to be obtained from the bidder except those who are registered with
 - a. Central Purchase Organisation (e.g. DGS&D)
 - b. National Small Scale Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and NOT for selling items manufactured by other firms.
 - c. The concerned Ministry/Department: Firms registered with other IITs.

7. **Performance Security/ Performance Bank Guarantee (PBG):-** The successful firm, on whom order will be placed, has to submit a performance security of 10% of the total order value to be submitted before release of final payment and after successful installation and commissioning of the equipment in the form of bank guarantee valid for 02 months beyond the warranty period to cover the warranty. Performance security has to be submitted in the form of Bank Guarantee/Demand Draft from any Nationalized/Scheduled Bank in favour of the Registrar, IIT Indore. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be payable by the Purchaser (IIT Indore) on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.
8. The percentage of taxes must be either inclusive/extra in exact figure (should not be written “**as applicable**”) against Concessional Sales Tax Certificate not against ‘C/D’ form along with CST, JST/VAT/TIN No.(s)
9. Authorization Dealer Certificate of Principal should be submitted with the quotation.
10. The exact days of delivery period, installation & commissioning schedule should be clearly mentioned.
11. The exact figure of percentage of discount offered should be clearly mentioned.
12. The quoted price (final offer) must be F.O.R.D. i.e.IIT Indore, including Packing& Forwarding, Freight, and Insurance etc. with detailed break-up.
13. All overhead expenses Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, any certificate(s), Extra Warranty, Installation, Commissioning, any levy, and any other charge must be mentioned clearly.
14. **Specification and Make:-** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item. If in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached.
In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
15. **Taxes:-** As per Govt. Notification No. 10/97-CE dt 01.03.97, IIT's is exempted from payment of Excise duty and the institute is eligible to avail Concessional Customs duty vide notification no. 51/96. We shall provide the document under this notification issued by DSIR,Ministry of Science and Technology to enable the firm to clear the goods accordingly. Supplier can ask for this documents in writing wherever required.
16. **Imported Items:-** Quotations for imported items on forward delivery basis against our Import License should be on the basis of Ex-works basis or FOR destination basis.
17. **Delivery:** - Locally made items should be supplied on the basis of free delivery at IIT-Indore. Items manufactured outside Indore should be supplied on the basis of door delivery on working days.
18. **Place of Delivery:** IIT-Indore operates from 04 Different Campus in Indore. All items should be delivered to one of the campuses:
 - IIT-Indore in IET-DAVV Campus
 - IIT,PACL Campus - IIT Indore, Survey No. 113/2-B, Village HarniaKhedi, Tehsil MHOW, Distt., A.B. Road, Opp. Veterinary College, Indore
 - IIT-Silver Spring Campus,
 - IIT, Simrol, Khandwa Road

- IITI is presently functioning from multiple campuses in Indore. It is being relocated at IITI new permanent campus at Simrol, Khandwa Raod, Indore. The bidder may quote separately for shifting the equipment ensuring warranty obligations.
19. **Validity Period:-** The validity period of the offer should be clearly specified. It should be at least for **90 days** from the submission deadline.
20. **Payment:-**Payment will be released through wire transfer/bank RTGS transfer after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challans(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the Deputy Registrar (MM), IIT Indore. The payment will be released within 30 days after receiving of the bills as mentioned above and from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications ordered. In case of import, the payment term may be 100% through Letter of Credit (LC)/Wire Transfer - 80% against dispatch documents and balance 20% after successful delivery, installation and acceptance.
21. **Guarantee/ Warranty:** - The equipment should be covered comprehensive on site warranty against any manufacturing defect for a period of at least 05(Five)years the date of successful installation and acceptance. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises. Warranty certificate should be submitted with the bill(s).
22. **Liquidated Damages:-** As Time is the essence of an order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI. In case of delay in installation the same rate of penalty shall be leviable.
23. All communications are to be addressed to the Deputy Registrar (MM), IIT Indore.
24. IIT Indore reserves the right to accept or reject or cancel any or all enquiries or quotation(s) or purchase order(s) at any stage without assigning any reason thereof.
25. For any dispute, the place of jurisdiction shall be Indore (India) only.
26. It will be the sole responsibility of the firm that quotation should reach on or before the submission deadline
27. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

CHAPTER 3
Schedule of Requirements

<u>Description</u>	<u>Details</u>
Bid submission deadline	07/08/2015(Friday) by 03.00 PM(1500Hrs IST)
Date of opening of the Technical Bid	07/08/2015 (Friday)by 03.30 PM(1530Hrs IST)
Bid Security/ Earnest Money Deposit (EMD) Amount **	₹60,000.00(Rupees Sixty Thousand Only) <i>EMD should be submitted in the form of Demand Draft issued from any Nationalized/ Scheduled Bank in favour of Registrar, IIT Indore payable at Indore</i>
Performance Security/ Performance Bank Guarantee (PBG)	<i>Should be submitted in the form of Demand Draft issued from any Nationalized/ Scheduled Bank in favour of Registrar, IIT Indore payable at Indore)</i>
Delivery Period and Installation	It should be within 4 weeks from the date of purchase order.

PLEASE NOTE:

- a. *EMD or Bid Security is applicable to all bidders including the foreign ones. They can submit by way of Bank guarantee in equal foreign currency For foreign banks their standard format is acceptable.*
- b. *EMD/BS can also be submitted through the authorized Indian agency.*
- c. *Bidders who have already submitted the EMD/BS against our Tender No.IITI(MM)/ME/12/451/SD/14-15 dated 01.04.2015 (Due date 17.04.2015) NEED NOT submit EMD/BS again. However, they have to mention the details of EMD/BS submitted earlier.*

CHAPTER 4
Specifications and allied technical details

Sl. No.	Item	Technical Specification	Quantity	Compliance (Yes/No)
1.	Smart Card based Centralized Print Management Solution	Detailed specification enclosed separately at Appendix-01 to Appendix-06.		

CHAPTER 5**ANNEXURE-I**
PRICE SUBMISSION FORM**(to be utilized by the bidders for quoting their prices in Indian National Rupees)**

Tender Reference No.

Date: -

Name of the Company/ Firm M/S.-----

	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the item	
Taxes	Sales Tax applicable (in Percentage)	
	Service Tax if applicable	
Overheads if any	Transport Charge	
	Packing and Forwarding	
	Delivery charges if extra(Loading/ Unloading)	
	Documentation Charges, if applicable	
Installation etc; if any	Installation Charges	
	Commissioning Charges	
	Inspection, Training Charges	
Other charges if any	Please specify if not covered above	
	Total Landing Price to IIT-Indore (in Figures)	
Total Price in Words		

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Signature of the Authorized person with company seal and date

ANNEXURE- II**PRICE SUBMISSION FORM**
(to be utilized by the bidders for Import quotes)

Tender Reference No.

Date: -

Name of the Company/ Firm M/S.-----

	DESCRIPTION	Price per Unit
Price	Basic Price of the item	
Taxes	Ex-works	
	Packing & forwarding charges	
	FCA /FOB	
Overheads if any	Insurance + Freight Charges	
	CIP & CIF	
	Concessional Custom duty Custom duty Exemption certificate will be issued by IIT Indore.	
	Clearance & Transportation charges	
	Total cost	
Installation etc if any	Installation & Commissioning Charges	
Other charges if any		
Total Landing Price to IIT-Indore (in Figures)		
Total Price in Words		

- *Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.*

*Foreign Suppliers can submit their Quote in Internationally convertible Currency.
Their Price bid can also be submitted through their Indian Agency.*

Signature of the Authorised person with Company seal and date

CHAPTER 6
Contract Form

With reference to the enquiry no. _____
dated _____ of IIT Indore for the item _____,
we (firms name) _____ accept all the terms
and conditions and accordingly hereby submit our quotation no.
_____ dated _____.

We hereby declare that all statements/details made in this tender/quotation are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or we do not satisfy any of the stated criteria, our offer is liable to be cancelled automatically and IIT Indore may take an action against this firm for such false information including legal action.

Signature of the Authorised person

Name:

Designation:

Firm's Name:

Company Seal:

Date :

CHAPTER 7**Form 7.1- Checklist**

1. Duly sealed and signed (on all pages) of the tender document.	
2. Demand draft of Rs. _____ is attached for EMD, if asked for	
3. Form No. 7.2 is attached	
4. Details of PAN, TIN, Service Tax Registration No. is attached	
5. Authorization letter from manufacturer is attached	
6. Bank account details is attached	
7. Complete contact details (Name, Postal address, E-mail address, phone no. mobile no.) is provided	
8. Price Submission Form as per Chapter- 5 is attached	
9. Complete technical details with brochures of the item is attached	
10. If order has to be placed to bidder's principal (Foreign Firm) then authorization letter of the principal and price catalogue of the item is attached	

Form No.: 7.2

1. BID SECURITY/ EARNEST MONEY DEPOSIT: DD NO. _____ DATE: _____
AMOUNT: _____
2. TAX: _____
3. PRICE FOR: _____
4. WARRANTY: _____
5. DELIVERY PERIOD: _____
6. DELIVERY MODE: _____
7. VALIDITY OF QUOTATION: 60 days from the date of quotation
8. INSTALLATION, COMMISSIONING & TRAINING: FREE OF COST
9. FREIGHT CHARGES: _____
10. PAYMENT TERMS: FULL PAYMENT WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF MATERIAL, SATISFACTORY INSTALLATION AND ACCEPTANCE OF THE MATERIAL BY THE USER.
11. PRICE TO BE QUOTED IN THE ATTACHED PROFORMA ONLY.
12. OTHER CHARGES : _____

ALL THE ABOVE MENTIONED TERMS & CONDITIONS ARE ACCEPTED BY US AND PROFORMA IS SUBMITTED FOR CONSIDERATION.

SIGNATURE & SEAL OF THE FIRM