



भारतीय प्रौद्योगिकी संस्थान भिलाई
कुटेलाभाटा, खपरी, जिला-दुर्ग, छत्तीसगढ़- 491002

Indian Institute of Technology Bhilai (IITBh)
Dist – Durg Chhattisgarh, India – 491002
www.iitbhilai.ac.in

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

Indian Institute of Technology Bhilai (IIT Bhilai), an autonomous body under the Ministry of Education, Govt of India invites e-bid for “Hiring of photocopier machine on monthly rental basis for a period of One year at IIT Bhilai”. Tender Documents may be downloaded from Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). Bidders are advised to submit duly filled bids as per the following schedule:

Invitation for Bids (IFB) No & date	IITBh/Service/ITIS/2024-25/040 Dated: 18/06/2024
Location of Supply/Service	Indian Institute of Technology Bhilai, Dist. – Durg, 491002 Chhattisgarh, India
Bid Submission Start date	June 18, 2024, 1800 Hrs.
Last Date of Submission of Bids	June 28, 2024, 1500 Hrs.
Date of Opening of Technical Bids	June 29, 2024, 1530 Hrs.
Place of Opening of Technical Bids	Online - E-procurement Portal
Contact information (Tender Inviting Authority)	The Registrar Indian Institute of Technology Bhilai, Kutelabhata, Khapri, Dist. – Durg, 491002 Chhattisgarh, India Email: sp@iitbhilai.ac.in For technical enquiries: Email: itis@iitbhilai.ac.in

CALL INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit their bids electronically on the CPP Portal using valid Digital Signature Certificates. Certain instructions are given below to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

Registration Process

- 1) If a bidder is not registered at the eProcurement portal, such bidder should enrol/register on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enrol”. Enrolment on the CPP Portal is free of charge.
- 2) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 3) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 4) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. *Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.*
- 5) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

Tender Documents Search

- 1) Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 2) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 3) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 4) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Bid Preparation

- 1) Bidder should also take into account of the corrigendum published related to the tender before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with **100 dpi with black and white option**.
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Bid Submission

- 1) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder to select the payment option as Off-line” to pay the tender fee/ EMD wherever applicable and enter details of the instrument in SBI i-collect.
- 4) A standard BoQ format has been also uploaded along with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

Assistance to Bidders

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) 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, 0120-4001005.**

General Instructions to the Bidders

- The tenders will be received online through the portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company’s name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link `Information about DSC`.

Tenderers are advised to follow the instructions provided in the `Instructions to the Tenderers for the e-Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Terms and Conditions

Tenders are invited from Raipur/Bhilai-based agencies for “Hiring of photocopier machine on monthly rental basis for one year for IIT Bhilai.”. The details of the terms and conditions are given as follows.

1. Tenders are invited to rent a photocopier machine on a monthly payment basis for one year as per the details given in the tender. The rates tendered shall be for a period of one year from the date of issue of the contract and extendable for a further period of one year at the discretion of Management on the same terms & conditions.
2. The two-bid system will be followed for this tender. In this system, online offer should be submitted under **TWO-BID System** in two separate e-packets i.e. **“Technical eBid”** and **“Commercial eBid”**.
3. Financial evaluation will be done on the overall price (including all taxes and charges) quoted by the bidder in the price bid.
4. **Bidders should offer globally reputed brand(s) of digital photocopier machines.**
5. Tender Document Fee- NIL. The tender form is available/downloaded from the website <http://eprocure.gov.in>. and www.iitbhilai.ac.in.
6. The firm will quote the rates of rental for free copies up to 2000 copies and the rate per copy for beyond free copies (Exclusive of GST). The quoted rates should include transportation, all the spares, consumables like cartridges, etc., supply, Installation, and comprehensive maintenance (except paper and Power supply.) The successful bidder may undertake a comprehensive insurance against theft damage, fire or any other item that is considered necessary for ensuring equipment safety.
7. The anticipated photocopies are 30000 per annum per machine approx. This figure is indicative only, and no definite volume of work to be performed can be guaranteed during the currency of the contract. No assurance can be given as to the quantum of the above requirement.
8. The digital photocopier machine should be in new condition with a stand and stabilizer.
9. No payment will be made if the machine does not work properly (in case of frequent case logging).
10. Tender documents can be obtained from the store and purchase department office at IIT Bhilai. **Alternatively, the tender form can also be downloaded from our website www.iitbhilai.ac.in or <http://eprocure.gov.in>.**
11. **The tenderer should have at least one year of experience in providing AMC/maintenance/Renting in the field of photocopier machines with any Govt—dept. / Public sector undertaking/Pvt. (Attach Documentary Proof).**
12. The Tenderer shall not incorporate any condition in the Bids. Conditional bids shall not be considered and will be rejected rightly at the very first instance, and no correspondence in this regard shall be entertained.
13. The format of submitting the bids should be as per the format attached in this tender document, and the firms shall be required to submit copies of the document as per the list.
14. No advance payment shall be made in any case. Payment shall be made on a monthly basis after the production of the tax invoice and the verification of the system generated log report from the printer.
15. The registered office or branch of the agency should be located in Raipur/Bhilai Chhattisgarh, and the agency is required to provide proof of address and dedicated telephone of its office/branch located in Raipur/Bhilai Chhattisgarh. The company's engineer should be posted in Bhilai to

provide prompt after-sales services (attend to the issue) within 6 hrs after the complaint is raised and resolution within 24 hours in case of hardware replacement.

16. Printer configuration, installation in the client system (Desktop or Laptop) should be done by the agency, and complaints raised must be resolved on priority basis.
17. The ordered quantity may be increased up to 30% as per the requirement of the Institute at the time of issuing the purchase order. The rent price of the increased no. of the printers will remain the same as per the bid submitted.
18. In case the photocopier machine's performance is unsatisfactory. If it is causing frequent trouble, the agency will be required to provide a suitable replacement for the machine immediately during the currency of the contract period. The agency will be responsible for keeping the machine in perfect working order. All breakdown calls should be attended to on the same day. A dedicated technical personnel contact number should be provided.
19. In case the photocopier machine is to be taken out for repair by the agency, a stand-by machine shall be provided by the agency free of cost.
20. The tenderers /authorised signatory must sign & stamp each page of the tender document and submit the same along with relevant supporting documents. Tender documents not accompanied by all the Schedules/Annexures intact and duly filled in and signed shall be rejected.
21. The rates quoted by the Tenderer shall be applicable & firm throughout the period of the contract.
22. Validity: - The validity of the offer must be for a minimum period of 90 days from the date of opening of the bid.
23. All bidders will have to provide their GST number in case the bidder is exempted, an affidavit to this effect is to be attached by the bidder.
24. Requests for negotiations from Tenderers will not be entertained at any stage during the tender process.
25. All the required supporting documents as per checklist must be submitted as per the prescribed method along with the bid.
26. Any corrigendum regarding the tender will be put up on the websites only. All intending tenderers are requested to monitor the same regularly. The Contract shall be valid for a period of one year from the award date and can be extended for another one year (maximum 02 times) as per the satisfactory performance of the bidder.
27. IIT Bhilai reserves the right to discontinue/ extend the contract period of "Hiring of photocopier machine" at any time.
28. IIT Bhilai reserves the right to reject any tender completely or partially without assigning any reasons.

I have read and understood the above-mentioned Instructions and will comply with them.

Signature: _____

Name: _____

Designation: _____
of the authorised signatory with an Official stamp.

PARTICULARS OF BIDDER (to be filled by bidder)

Name of the firm: _____ **Address:** _____

Authorised person contact details: _____

Telephone No: _____

Mobile No: _____ **Email ID** _____

• Address of manufacturing: _____ Operational facility Where the order will be placed Name & contact Number: _____

• Status of firm - Proprietary /: _____
Partnership/ Registered or Un-Registered Pvt. or Public Ltd Co

• Micro or Small Scale Enterprise: _____
(If yes, pl. attach self-attested certificate & relevant documents) Pl. specify if SC/ST or women entrepreneurs under MSME policy. (Enclose relevant documents)

• Name of Bankers: _____ Branch name, IFSC code, etc

• Income Tax PAN: _____ (Please attach self-attested copy)

• GSTIN No.: _____ (Please attach self-attested copy)

• Details of experience in the same trade: _____ (Please enclose client list and documentary evidence of experience – submit copies of work orders at least one year in similar trade.

Stamp and signature of the tenderer

Price bid

Sub: Hiring of photocopier machine on monthly rental basis for a period of one year for IIT Bhilai.

Sl no	Item Description	Qty	Units	<u>Rate per month</u> (in words & Figures).
1	Providing of Digital Photocopier machine on monthly rental basis inclusive of 2000 copies free per month with following specifications /applications. <ul style="list-style-type: none">• Type: Print/Copy/Scan• Color Support: Mono• Print/Copy Speed: 30ppm• Max. Original Size: A3• Output Paper Size: A3 to A6• Print Resolution: 600dpix600dpi• Page Description Language: PCL5e/c,PCL6, PostScript3,XPS• RAM: 4GB• Hard Drive: 256 GB SSD (Optional)• Network Card: Available• Duplex Printing / Coping: Available• Reverse Document Feeder: Available- 100+ Sheets Capacity• Paper Trays: 1 Tray x 250 Sheets Capacity• Manual ByPass Tray: Available, 100 Sheets Capacity• Paper Weight Capacity- Tray: 64-157 gsm (Optional)• Paper Weight Capacity- Bypass: 64-157 gsm• Color Touch Panel: Minimum 6" inches• Color Scanning Speed: 30 OPM @ 600 Dpi• Scanning Feature: Scan to Email / Folder / USB• Magnification: 25-400% in 0.1% steps, auto-zooming• Toner/Cartridges: As per printer model, Original Toner must be installed* (refilled toners/cartridges not allowed/accepted). *Original toner must be verified by the ITIS Section before installation.• Virus Scan: Real-time virus scan	07	Nos	
	Rate per Copy			
2	Rate per copy beyond 2000 copies A4	Actual	Nos	
3	Rate per copy beyond 2000 copies A3	Actual	Nos	

Other terms and conditions: -

1. **GST in %**.....
2. Rates quoted should be net, including all as per clause no 4 (Except for GST).
3. Validity of offer: 90 days from the bid opening date.
4. The quoted rates should include transportation, supply, Installation, and comprehensive maintenance of the Photocopier (except paper and Power supply.)

Signature: _____

Name: _____

Designation: _____
**of the authorized signatory with
official stamp**

CHECKLIST

The Following Documents must be submitted along with the Bid.

- Status of firm - Self Attested copy of relevant documents**
- Self-Attested Copy of PAN
- Self-Attested Copy of GSTIN NO. as per clause no 22
- Self-Attested and stamped Tender Document
- Proof of address and telephone of its office/branch located in Raipur/Bhilai, Chhattisgarh
- Self-attested Copies of Purchase Order/Agreement/Work Order in support of having the requisite 1 year experience as stated in the NIT.
- Active bank account details.

Signature: _____

Name: _____

Designation: _____
**of the authorized signatory
with official stamp**