

**S CHOO L OF OPEN LEARNING
(CAMPUS OF OPEN LEARNING)
UNIVERSITY OF DELHI
DELHI – 110007**



TENDER DOCUMENT

Sub: Hiring of Eight Photocopier machine for School of Open Learning

Bid document download start date	31/08/2017 (1730 hours)
Last Date & Time for submission of tender document	21/09/2017 up to 1500 hours
Date & Time for opening of tender document	22/09/2017 at 1500 hours

Contents of Tender Document

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SECTION- I

SCHOOL OF OPEN LEARNING UNIVERSITY OF DELHI

General Section

Room No: 206, 2nd Floor, SOL, University of Delhi,
Delhi-110007
Tel- 011-27008349/50

E- TENDER NOTICE

Executive Director (ED), School of Open Learning, University of Delhi invites tenders in an integrated manner i.e. in two bid Systems, for **hiring eight photocopier machine**(Colored- wired & wireless and black & white – wired & wireless)in SOL buildings at 5- Cavalry Lane, Delhi and South Study Centre, Moti Bagh, New Delhi for a period of one year.

Item	Details / Date
EMD	Rs. 80,000/-
Bid Document Download Starts Date	31/08/2017 at 1730 hours
Last date of submission of tender document	21/09/2017 upto 1500 hours
Date & time for opening of tender document	22/09/2017 at 1500 hours

Notes:

- (i) All details regarding the subject tender are available on <https://eprocure.gov.in/eprocure/app>. and our websites www.du.ac.in and sol.du.ac.in. Bidders are therefore, requested to visit these websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) EMD should be in the form of DD in favour of Executive director, SOL, University of Delhi, & should reach the Asstt. Registrar General, **Room No: 206, 2nd Floor, SOL, University of Delhi, Delhi-110007, on or** before the last date and time of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copies of EMD.
- (v) Clarifications/ queries, if any, can be addressed to the A.R. General on telephone no. 011-27008349/50/81.

ASSISTANTREGISTRAR General

Section – II

Eligibility Criteria

1. The bidder should have at least 3 years experience in the same field of providing hired photocopier in Govt. offices/PSUs/ Autonomous Bodies/ Colleges.
2. Experience certificate as per para 1 above. Award letters along with satisfactory service certificate for the last three years or more years should be submitted.
3. Audited accounts for the last three years (2013-14, 2014-15 & 2015-16).
4. The bidder should be registered with Income tax and GST.
5. The bidder should not have been blacklisted during last 3 years in any Govt. Organization. A self certificate to be submitted in this regard.

Section - III

General Terms & Conditions

1. School of Open Learning shall be hiring services of registered agencies for the work of hiring of eight Digital Photocopier Machine in its office on rental/ actual bill basis.
2. **Parties** : The parties to bid shall be bidder/ contractors and School of Open Learning.
3. **Earnest Money** : Earnest Money of Rs.80,000/- (Rs. eighty thousand only) in the form of Demand Draft of any nationalized bank in favour of “Executive Director, SOL” payable at Delhi on or before the last date & time for submission of bids. Bidders, however, have to attach scanned copies of EMD along with e-tender.
 - 3.1 The bids without EMD shall be summarily rejected.
 - 3.2 The bidder shall not be permitted to withdraw their offer or modify the terms and conditions thereof.
 - 3.3 The EMD of unsuccessful bidder shall be returned without interest within 15 days of opening of tender.
 - 3.4 The EMD of successful bidder will be forfeited, if
 - a) If a bidder withdraws his bid during period of validity specified by bidder in bid form
 - b) If the bidder fails to sign the contract
 - c) If bidder fails to adhere the terms and conditions of agreement.

4. Preparation of Submission of Bids :

- 4.1 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
- 4.2 Conditional tenders will not be accepted.
- 4.3 Manual bids shall not be accepted.
- 4.4 Bids shall be submitted online only at CPP portal:
<https://eprocure.gov.in/eprocure/app>.
- 4.5 Tenderers/ bidders are advised to follow the instructions provided in the ‘Instructions to the bidder /Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at
<https://eprocure.gov.in/eprocure/app>.

4.6 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4.7 Intending tenderers/ bidders are advised to visit again CPP Portal <https://eprocure.gov.in/eprocure/app> and SOL website www.sol.du.ac.in & www.du.ac.in at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

The bids should be submitted in two bid. Bidders are advised to follow the instructions provided in the “Instructions to bidders/ tenderer for e-submission of bids on hire through Central Public Procurement Portal for e-procurement at <http://e-procure.gov.in/app>.

5. Validity of bids : The bids shall be valid for a period of 180 days from the date of opening of the bids.

6. Right of Acceptance: Executive Director, SOL reserves the right to accept/ reject any or all bids without assigning any reason whatsoever and without thereby incurring any liability to affected bidder or bidders.

7. Communication of Acceptance : Successful bidder will be informed of the acceptance of their bid.

8. Validity of Contract : The contract, if awarded, will be initially for a period of one year from the date of award which can further be extended for one more year with mutual consent subject to satisfactory performance of contractor. However, in case of breach of any/all terms and conditions of contract by contractor, SOL shall have the right to terminate the contract in addition to forfeiting security amount deposited by contractor and initiate administrative action for blacklisting.

9. The successful bidder shall have to sign an agreement.

10. Security Deposit :

10.1 On acceptance of bids the EMD of Contractor/ successful bidder will be treated as security deposit. On expiry of contract, such portion of the said security deposit as may be considered by SOL to cover any incorrect or excess payments made on the bills shall be retained till finalization of claim.

10.2 On due performance and completion of contract in all respects, the security

deposit will be returned to contractor without any interest on presentation of an absolute No Demand certificate and other properties belonging to SOL which may have been issued to the contractor.

11. Penalty :

11.1 In case of breach of any conditions of contract and for all type of losses caused, the contractor shall fully indemnify SOL for such losses.

11.2 In case of negligence in performing duties, as agreed in the contract by Contractor, SOL shall be at liberty to get the required services from other sources at the risk & cost of contractor and shall make deductions from the bills preferred by the contractor or from the security deposit or may be demanded from him to be paid within seven days to credit of SOL.

11.3 In case contractor fails to attend the complaints within same day (i.e. within 4 hours of lodging of complaints), there shall be a penalty of Rs.500/- per day per complaint.

12 Sub-letting of work :

The contractor shall not sub-let, transfer or assign the contract or any other part thereof its any other person.

13. Terms of payment:

13.1 No advance payment shall be made.

13.2 Monthly payments shall be made based on the actual meter readings of hired photocopier for the contract. There is no minimum guarantee from SOL for the volume of number of photocopier.

13.3 All payments shall be made by RTGS/NEFT after deducting TDS as per rules applicable from time to time.

14. Contractual obligations on part of Contractor

- a) All the photocopier machines to be supplied by the contractor should be Digital and of the reputed and recognized brand only. **No assembled machines shall be allowed. The bidders are therefore required to quote their prices only for reputed recognized brand only and for wired and wireless machines.**
- b) The rates quoted shall be all inclusive i.e. transportation/ shifting of photocopiers from one place to another place, if required and installation at new site. The supply of photocopier machines on hiring basis shall be on a

comprehensive service basis i.e. no extra charges for any spare parts, or any accessories required will be paid by SOL.

- c) The contractor shall ensure quality service during currency of contract.
- d) The contractor shall ensure minimum two visits per month and as & when required by their Engineers for general check up of the photocopier machine in SOL for ensuring smooth functioning of their service agency for lodging complaints. All complaints shall be attended by the contractor immediately within 4 hours of lodging (e-mail or telephone), failing which penalty as prescribed in para 11-3 will be imposed on contractor and decision competent authority in SOL shall be final & bindings.
- e) The contractor shall provide e-mail account in Section - IV.
- f) The photocopiers shall be sole property of contractor.
- g) The contractor shall provide hired services to these photocopiers and shall also ensure that consumables/toner spare parts of the photocopiers are made available promptly within 4 hours for making complaint.
- h) While all endeavours shall be made by SOL to ensure that the photocopiers of contractor are free from any physical damages that are occurred in this office, the responsibility for replacement of the same shall be made by the contractor without any extra cost.
- i) The tentative number of photocopier machines to be hired is eight (8) which can increase or decrease at the sole discretion of SOL during the currency of contract and bidder shall have to supply/ lift off / shift from one place to another/ replace machines as and when required by SOL during the contract.
- j) All photocopier machines should not be older than one year. Purchase invoices in respect of each of the machine shall be submitted by the contractor at the time of deployment of machines in support. The minimum specifications of supplied photocopier machines by the contractor should match the specifications mentioned in **Section –V**. List of locations where machines are to be installed will be provided only to successful bidder at the time of issue of work order.
- k) In case, any photocopier machine is to be taken out for repairs, a standby machine of same/ higher configuration shall be provided by the Contractor free of cost. The toner/ developer and any other consumable will be provided by contractor free of cost. The machine should remain functional all the time with production of acceptable quality of reprints.
- l) No price escalation shall be entertained during the currency of contract.

15. Insolvency :

SOL may at any time terminate the contract by giving written notice to contractor, without any compensation. If the contractor becomes bankrupt or otherwise insolvent as declared by competent court provided that such termination will not affect any right of action or remedy which has accrued or will accrue thereafter to **SOL**.

16. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration such person as Executive Director and contractor may nominate and the award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award, subject to provisions of Arbitration and Conciliation Act 1996 and the Rules made there under. Any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

17. Court Jurisdiction:

It is also condition of this contract that the court which has territorial jurisdiction over Delhi shall have the absolute jurisdiction for adjudicating any difference or disputes arising out of this contract to the exclusion of all other court.

SECTION – IV

Proforma for Technical Bid

S. No.	Description	Scanned copies of Documents to be uploaded
1.	Name of firm	
2.	Business address of firm	
3.	Tel No. / Mobile No. / e-mail account	
4.	PAN/TAN & GST	Copy of PAN/ TAN & GST (self attested)
5.	EMD	Self attested
6.	Copy of Income tax return for last 3 years	Copies of Income tax returns for financial year 2013-14, 2014-15 & 2015-16
7.	The firm must have experience of having successfully completed similar work for last 3 years	Certificate from Ministries/ Deptt./ Autonomous bodies etc. of the details of past experience of similar work.
8.	List of current clients to whom firm is rendering its services with certificates from them.	List of current clients to whom firm is rendering its services with certificates from them.
9.	A letter that firm has not been blacklisted by any State Govt./ Central Govt./ Public Section Undertaking/ University in India in last 3 years.	Copy of undertaking Section VII (self attested)
10.	Certificate that all the terms and conditions indicated in the tender document are acceptable to you.	Certificate as detailed in Section VIII

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SECTION- V

PERFORMA FOR FINANCIAL BID

S · N	Description	Model/ Make of photocop y machine	Yea r of Mfg.	Ten tati ve Qty.	Quoted rate per copy			
					Wired Machine	Coloured machine Wireless Machine	Black & white Wireless Machine	Wireless Machine
1	-Multi functional multi user Photocopier Networking Machine cum printer -Min. copying Printing speed (CPM): 45 pages per min. -Paper size for photocopy/ scanning/ print : A4/A3 -Memory standard: 1.256 GB RAM -CPU : Minimum 1.8 GHz -Tray Capacity 500 pages x 2(Min.) Network Features: yes with wifi facility -Resolution: Reading Minimum 600x600 dpi -Copying : 1200 x 600 dpi (interpolated) -Printing : 1200 x 1200 dpi -Magnification: copy ration :25-400% -provision of networking with wifi facility - with 50 users name/ password/ RFID card			08				
Grand Total (in Rs.)								

Note :1. The bidder should clearly state as to whether the quoted prices are inclusive/exclusive of GST.2. Prices shall be valid for a period of one year and no increase in the prices shall be entertained during the currency of the contract.

3. The prices should be free from any alteration, correction, overwriting etc. failing which the bid shall be summarily rejected

CONTRACTOR

Signature of Authorized person With seal of firm

Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e -Procurement at [http://eprocure.gov. in/e procure/app](http://eprocure.gov.in/e_procure/app)

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.**
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.**
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration .**
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered .**
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.**
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.**
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.**
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.**
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.**
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'any tenders' folder.**
- 11) From my tender folder, he selects the tender to view all the details indicated.**
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the**

- documents as asked otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted .However, ofthe file size is less than 1 MB the transaction uploading time will be very fast.
 - 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid Meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
 - 15) The Bidders can update well in advance, the documents such as certificates, annual report details My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
 - 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
 - 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
 - 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
 - 19) The details of the 00/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
 - 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
 - 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 - 22) If the price bid format is provided in a spread sheet file like pdf, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
 - 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per

Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.

- 24) After the bid submission (i.e. after Clicking " Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to -cPPP-nic@nic.in. ~

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SECTION -VII

The Executive Director
School of Open Learning
5, Cavalry Line
University of Delhi
Delhi – 110007

Sub: Under taking regarding Blacklisting/ Non-Debarment

Sir,

We hereby confirm and declare that we. M/s
..... is not blacklisted/ Debarred by any govt. Deptt./ Public
Sector Undertaking/ Private Sector or any other agency for which we have
executed/ undertaken the works during the last 3 years.

For

Authorised Signatory with seal

Section - VIII

**To
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

**The Executive Director,
School of Open Learning,
5 Cavalry Line
University of Delhi,
Delhi-110007**

Sub: Acceptance of Terms & Conditions of Tender.

**Tender Reference No:
Annexure-VI
Date**

Name of Tender : - “.....”

Dear Sir,

I. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' for the web site(s) namely:

“.....”

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. __ to __ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and [we shall abide hereby by the terms / conditions /clauses contained therein.

3. The corrigendum(s) issued from time to time by your Ministry/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it 's totally / entirely.

5. In case any provisions of this tender are found violated, then SOL organization shall with out prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit also lutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)