



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY

G T Road By Pass, Jalandhar-144011, Punjab (India)

EPABX-0181-2690301 & 453 website: www.nitj.ac.in email: registrar@nitj.ac.in

Ref. e-Tender Notice No. NITJ/Store/20/2021

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Assistant Registrar

Dr. B. R Ambedkar NIT Jalandhar

Email: arpurchase@nitj.ac.in



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THIS DOCUMENT IS FOR REFERENCE ONLY. ONLY E-TENDERS WILL BE ACCEPTED

e-Tender Notice No. NITJ/Store/20/2021

National Institute of Technology, Jalandhar invites e-tender for Providing of Photostat Machine on Rental Basis- 33 Nos., of a branded company in good working condition on Comprehensive basis (Machines to be supplied, installed and fully maintained by the service provider, including the Toners, ink, spares, consumables, etc.) and only photocopy paper, Electricity & Space will be provided by Institute as per detail available at **Annexure-I** along with Tender Fee & EMD as per details given below:

I	Downloading & Submission of Online e-tender/bids	Start Date: 23.06.2021 at 03:30 PM
II	Last date of submission of online bids	End Date: 14.07.2021 upto 03:30 PM
III	Physical submission of Tender Fee and EMD	End Date: 15.07.2021 upto 03:30 PM
IV	Opening of Technical e-Bid (online)	15.07.2021 at 03:30 PM

Detailed Terms and Conditions are available in e-tender document. The bid document can be downloaded from the [CPP Portal](#).

Complete tender document is available for reference purposes on Institute website www.nitj.ac.in and [CPP Portal](#). Only e-tenders will be accepted.

Registrar



Annexure-I

Ref. No. e-Tender Notice No. NITJ/Store/20/2021

Detail of Machine, Tender Fee & EMD are as under:

Sr. no.	Item/Equipment	Qty.	Tender Fee	EMD
1.	Providing of Photostat machine on Rental Basis (Machines to be supplied, installed and fully maintained by the service provider, including the Toners, ink, spares, consumables, etc.) of a branded company in good working condition on Comprehensive basis	33 Nos.	Rs.500/-	Rs.25,000/-

Note: The quantity of required equipment/item may vary as per requirement.

***Exemption of Tender fee & EMD will only be given to MSME/NSIC registered bidders.**



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Important Note

1. All corrigenda, addenda, amendments and clarifications regarding this tender document will be uploaded on the website www.nitj.ac.in and CPP Portal and not in the newspaper; Bidders shall keep themselves updated with all such developments.
2. In case, the last date of receipt/opening of bids falls on holiday, the bids shall be receipt/opened on the next working day at same time.
3. In case, the last date of submission of EMD & Tender fee falls on holiday, the EMD & Tender fee shall be submitted on the next working day at same time.
4. Tenderer who have downloaded the tender document form from the institute website, shall submit a declaration along with tender document that I/We have downloaded the Tender Form from the institute website www.nitj.ac.in and I/we have not tempered /modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
5. **Tender fee of Rs.500/- (Non- refundable) in the form of DD in favour of Director, D R B R Ambedkar NIT, Jalandhar.**
6. **EMD (refundable) in the form of DD in favour of Security- A/c, DR B R Ambedkar NIT, Jalandhar.**
7. **Both EMD and Tender fee are be submitted as per dates mentioned in schedule, failing which e-bids will not considered.**

❖ **All the bidders are required to submit the Tender Fee and EMD as per requirement of tender document failing which bids received straightway rejected and bid will be treated invalid.**

❖ **Note: If the bidder inadvertently or otherwise upload the quoted rates in the technical bid, the bid will be straightway rejected and treated invalid.**

❖ **If the bidder is exempted for payment of Tender Fee and EMD as NSIC/MSME registered bidders, then bidder is required to submit NSIC/MSME exemption certificate for same. The Certificate must be valid as on last date of submission of bid.**

Tenderer must submit a scanned copy (duly signed and stamped) regarding terms & conditions as per our tender documents along-with make/model, specifications, bill of quantity as per required equipment in the technical bid for examine the bid as per our institute tender documents. It is noted that no rate should be depicted in the letter head.



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Instructions to Tenderer

1. No tender will be accepted in physical form. The bidders shall have to submit their bids online in Electronic Format under Digital Signatures. For participation in the e-tendering process, the bidders need to register themselves on CPP Portal.
2. Bids are to be submitted online and opened online as per time given failing which no tender will be considered.
3. Bids will be opened online as per time given schedule.
4. **Before submission of online bids, bidders must ensure that scanned copies of all the necessary/relevant documents have been uploaded with the bid which should be duly signed and stamped. The duly signed and stamped copies of Terms & Conditions of the tender and other documents of the Tender & Annexures must be uploaded, failing which their bids may be rejected.**
5. NIT JALANDHAR, will not be responsible for any delay in online submission of bids due to any reason whatsoever.
6. **Bidders should also upload the scanned copies of Tender fees/EMD/Exemption Certificate as specified in the tender documents along with online technical documents. EMD in the form of a Demand Draft in favour of the Security – A/c, Dr B R Ambedkar NIT, payable at Jalandhar (refundable separate) and Tender Fee in the form of a Demand Draft in favour of the Director, Dr B R Ambedkar NIT, payable at Jalandhar (Non- refundable separate) should also be submitted in physical form to the following address as per scheduled time given for physical submission of EMD and Tender fee. The Envelope should be super-scribed as EMD and Tender Fee for Tender for Providing of Photostat Machine on Rental Basis and sent to following address:-**

Kind Attention- Assistant Registrar (Purchase Section)

Director,

Dr. B R Ambedkar National Institute of Technology,

G T Road Amritsar By Pass, Jalandhar-144001, Punjab (India).

7. The details of EMD specified in the tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.
8. The conditional bids shall not be considered and will be out rightly rejected.
9. The Financial Bid through e-tendering process shall be opened of only those bidders, who will qualify in the technical bid and approved by the Purchase Committee/Technical Experts. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

Read and Accepted

(Signature & Stamp of Tenderer)



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10. At any time prior to the deadline for submission of bid, the institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by issuance of an amendment.
11. The amendment will be uploaded on Institute website and CPP Portal only. In order to provide reasonable time to prospective tenderer(s), for preparing their bid as per amendment, the institute may, at its discretion extend the deadline for the submission of tender.
12. The Institute is not liable to pay any interest on EMD. Earnest money deposit shall be forfeited, if the tenderer, withdraws its bid during the period of tender validity. The Earnest money deposit of the tenderers, whose tender has been found lowest will be kept till the period of contract. EMD deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract in stipulated date as mentioned in the work order or fails to provide services during the contract period as specified by the institute. The EMD(s) of other Bidder(s) whom offer will not found accordingly to required terms and conditions lowest will be released after finalization of Technical Bids/ Lowest Bid/Purchase.
13. The Director may accept a tender in part or whole of the quantity offered, reject any tender without assigning any reasons and may not accept the lowest bidder. Further in case of any doubt/dispute, the decision of the Director of the Institute shall be final.
14. The offer shall be kept valid for minimum 120 days.
15. The supplier will be responsible till the entire stores contracted for, arrive in good condition at destination.
16. The tenderer should not have been debarred and/ or blacklisted by any Central Government/ or any State Government Department(s). This must be supported by an affidavit as per format given in Annexure-“C”.
17. If any information furnished by the bidder is, at any stage found to be incorrect/false/fabricated, the Institute shall have the absolute right to forfeit the EMD, in addition to cancellation of contract, and in accordance with law, such other actions may be taken like black-listing of the bidder etc.

Read and Accepted.

(Signature & Stamp of Tenderer)



TENDER EVALUATION

Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:

(a) Stage – I (Technical Evaluation):

- (i) Institute shall evaluate the technical bid(s) to determine the following like the bid qualifies the essential eligibility criteria or not, the tenderer has submitted the EMD & Tender fee or not, any computational errors have been made or not, all the documents have been properly filled or otherwise, all the documents have been submitted/ uploaded with technical bid or not, the specifications, location of their authorized service center will also be seen for evaluation etc.

After evaluation of technical bid(s), a list of the qualifying tenderer (s)/ bidder s) shall be made. Short-listed tenderer(s) will be informed of the date, time and place of opening of financial bid(s) and they may attend or depute their authorized representative/s to attend the schedule of opening of financial bid(s) on the scheduled date and time, if they wish to do so. The representative(s) should have a letter of authority to attend the price bid(s) opening event.

PART – II (e-FINANCIAL BID):

- a) Bidders should offer the rates as per the format of BOQ as available on CPP Portal. **Detailed bill of material/quantity is also to be provided along with the price breakup of each item as per requirement of the tendered specification of the equipment in the online price bid at [CPP Portal](#).**
- b) GST or any other taxes, Education Cess and other charges must be mentioned in the price bid. The financial evaluation/comparison will be made after including all the above mentioned charges/taxes.

Read and Accepted.

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ARBITRATION:

In case of any dispute or difference arising out in connection with the tender conditions/job order/Contract, the Institute and the Seller/Service Provider will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jalandhar only. The decision of the Arbitrator shall be final and binding on both the parties.

JURISDICTION:

The courts at Jalandhar alone will have the jurisdiction to trial any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jalandhar Court shall have jurisdiction in the matter.

Read and Accepted.

(Signature & Stamp of Tenderer)



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(ELIGIBILITY CUM TERMS & CONDITIONS)

Terms and Conditions on which the work will be awarded to the successful tenderer are appended below:-

1. Rate should be quoted F.O.R NIT Jalandhar.
2. All Photostat machines to be supplied and installed should be of branded Company. The service provider required to mention the make & model of the Photostat Machine. The Photostat machine should be in good working condition.
3. No installation charges, transportation charges and other incidental charges will be paid.
4. The Photostat machine of a branded company in good working condition on Comprehensive basis (Machines to be supplied, installed and fully maintained by the service provider, including the Toners, ink, spares, consumables, etc.) and only photocopy paper, Electricity & Space will be provided by Institute. The bidder is to bid on the per copy rate basis for a period of One Year.
5. Payment will be made only on the total number of copies printed on monthly basis.
6. Payment against Bill/Invoice shall be released only after supply/installation and observance of satisfactory performance of the Photo copiers.
7. Breakdown calls to be attended within 0-5 hrs. Otherwise penalty Rs. 100/- charged per day.
8. Bids must be accompanied with photocopy of PAN Card, GST Registration No.
9. The requirement of quantity of Photo copiers indicated is subject to variation at the discretion of this office without assigning any reason.
10. Work Order will be placed to the lowest quotee subject to as per required specification of photocopy machine as per mentioned in the Tender documents.
11. All alterations in the rates should be signed in ink otherwise the tender will be not considered.
12. The lowest quoted bidder (L-1) shall be chosen on the basis of lowest quote against the bid received.
13. Period of Contract will be for one year. (Extendable for further two years on yearly basis subject to satisfactory performance and approval from the Competent Authority).
14. In any case, institute will not pay for any damage of Photostat Machine; unless it is found deliberately miss handling with machine.
15. The Director NIT, Jalandhar reserves the right to accept/reject all/any of the bid without assigning any reason.

Read and Accepted.

(Signature & Stamp of Tenderer)



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16. Experience in supplying and maintaining Photo – Copier in Government Offices (enclosed proof).
17. GST or any other chargeable duty where applicable must be specifically mentioned, failing which no tax or duty will be allowed at subsequent stage.
18. All items shall be indicated both in words as well as in figures. If there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
19. The bidder should have minimum of 3 years of experience of providing of photocopier machines to any Govt / PSU/ Autonomous Bodies etc. The proofs of experience certificate of last three years must be uploaded otherwise bid will be rejected.
20. **COMMENCEMENT OF WORK:** The bidder has to provide the services strictly as per stipulated date mentioned in the work order failing which the Director reserve the right to withdraw the work order so placed to Service Provider.
21. **TENDER FEE & SECURITY DEPOSIT:** Tender document fee of Rs.500/- is not refundable. The Security Deposit of Rs. 25000/- (which will be refundable the successful bidder after expiry of contract period and other bidders whom bids do not found lowest quote will be returned immediately. This security deposited will not carry any interest. This Security Money can be forfeited on the following reasons:
 - (a) In case whom award of work order is placed, if it refuses/ neglects/fails to execute the Work Order as per stipulated date mentioned in the work order,
 - (b) If the tenderer/bidder, withdrawals its bids during the period of validity. In case any bidder withdraws their offer before the validity of their offer, the Security so deposited will be forfeited.
22. **TERMINATION OF CONTRACT:** Director NIT, Jalandhar reserves the right to terminate the contract of above said work order without any reason by giving a notice of 30 days during the contract period. In case Service Provider fails to provide satisfactory services and Conformity with terms & conditions of tender document, Director, NIT Jalandhar reserves the right to withdraw the work order immediately.
23. The total scope of work includes the supply, installation, satisfactory commissioning and testing of the Machinery by the supplier as mentioned in specifications at **Annexure-A**.

Read and Accepted.

(Signature & Stamp of Tenderer)



Acceptance

We _____ read and accept the instructions to the tenderer, terms & conditions and all other documents as mentioned in the tender and shall comply with them strictly.

Name of Bidder _____

Signature

Address _____

Seal of firm:

Date:



Annexure “A”

Specifications/Technical Bid

Sr. No.	Description of Items	Details
1	Renting of Xerox Machines on comprehensive basis. <u>Period of Contract:1 (One) Year initially extendable upto 3 years</u>	Quantity – 33 Nos.
2	Photo Copier Functions:	
i	Multifunctional photocopier, A4 and Legal Size, Black and White (Mono), Speed – Minimum 18 CPM or more, Copy / Scan /Print / Duplex, Single tray, MP Tray (Manual tray), Zoom Facility (Reduction /Enlargement)	
ii.	Multifunctional Colour Photocopier, A4 Size, Copy / Scan / Print), Single tray, MP Tray (Manual tray)	
iii.	Multifunctional Printer, A4 and Legal Size, Black and White (Mono), Speed – Minimum 18 CPM or more, Copy / Scan /Print / Duplex, Single tray, MP Tray (Manual tray), Zoom Facility (Reduction /Enlargement), Scanner A4 Size, DADF, Format – JPG, TIFF, PDF etc.	
3	Other terms:	
ii	Model Number & Brand of Machines to be mentioned	
iii	The free service includes Machines with all Toners, Spares, Consumable, ink, etc.	Yes
iv	Copy of PAN Number, GST Registration Number to be uploaded	Copies to be Enclosed
v	All branded machines should be in good working conditions must be supplied.	Yes
vi	Breakdown calls to be attended within 0-5 hrs.	Yes
vii	Must be a reputed firm dealing in supply of Xerox Machines	Yes
Viii	Three years experience proof of completion of similar work in any govt. organization must be uploaded	

It may be noted that the bidder must also quote rates for the all 3 types of photo copy machines as per column No.2 (i) to 2(iii) of above table. However the tender will be awarded on the basis of rates quoted for machines at 2(i) of the above table as Institute requires mainly 33 machines of the that type.

DECLARATION : I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.



DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

Self Attested

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We _____ (Tenderer) hereby declare that the Firm / agency namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by Director, NIT Jalandhar, and EMD / SD shall be forfeited.

DEPONENT

Attested:

(Stamp of Company with authorized sign)

Name _____

Address _____