



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road By Pass, Jalandhar-144011, Punjab (India)
EPABX-0181-2690301, 2690453 Fax: 2690320, 2690932 Email registrar@nitj.ac.in

Tender Notice – Ref. No. NITJ/Store/133/15 Tender no. 01/2018

Last date for submission of bids : 27.06.2018 upto 05.00 P.M.
Date of opening of Online bids : 28.06.2018 at 11.00 A.M.

Sealed Tenders are invited in two Bid systems for Providing of Photostat Machine on **Rental Basis- 18 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. The bidder is to bid on the per copy rate basis for a period of One Year.

The tender document and terms & conditions may be downloaded from institute website www.nitj.ac.in or otherwise, it can be obtained from **the office of the “Purchase Section”** against payment of Tender fee Rs. 500/- (against cash) on any working day.

Registrar

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Ref. No. NITJ/Store/133/15

Dated:

M/s.....

.....

.....

**Subject: Reference our Tender Ref No. NITJ/Store/133/2015, Tender No.1/18 – regarding
Photostat Machine on Rental Basis.**

We have received a sum of Rs. 500/- against our above mentioned Tender Notice. The Official Receipt No. _____ dt. _____ is attached.

Enclosed please find herewith the following:

1. Important Note
2. Terms & conditions For Renting of Xerox Machines On Comprehensive Basis
3. Annexure-“**A**”(Technical Bid)
4. Annexure-“**B**” (Financial Bid)
5. Annexure-“**C**”

This tender form is non- transferable.

Supdt. (P)

Dr. B.R Ambedkar National Institute of Technology.
Jalandhar



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Important Note

1. All corrigenda, addenda, amendments and clarifications to Tender will be hosted in the website www.nitj.ac.in 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 following working day at same time.
3. 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.
4. Supplier must mention Full address with Phone No. & Fax No. and email-ID on their envelopes also.
5. Tender Document must accompanied Tender Fee (Non-refundable) as under:
 - (a) Tender Document can be collected direct from the Purchase Section by payment of Rs. 500/- cash through counter (Non-refundable)
 - (b) Tender Documents can be downloaded from the Institute Website and must be accompanied draft of Rs. 500/- **in favour of Director, Dr B R Ambedkar NIT Jalandhar** failing which bid will be treated invalid.
6. Earnest Money (EMD) amounting to Rs. 15,000/- in the form of demand draft favoring **Security Account, NIT Jalandhar** must be submitted with tender documents. EMD shall be forfeited, if the tenderer, withdrawal its bids during the validity period of offer. The EMD 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.



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7. Tender Document received without Tender Fee and Earnest money straight way be rejected.
8. Tender fee Rs. 500/- (non-refundable), earnest money Rs.15,000/- refundable, no interest will be given on Earnest Money.
9. The Tender Fee and EMD should contain in the technical bid envelop.
10. Bids received after schedule date & time given in the tender will be straight way rejected.
11. The conditional bids shall to be considered and will be out rightly rejected.



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Sealed Tenders are invited in two Bid system for **Photostat Machines on Rental Basis- 18 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. The bidder shall bid on the per copy rate basis for a period of One Year .It will be further extendable for two years subject to satisfactory performance. The details are as under:

MANDATORY MACHINE REQUIREMENT		
S.No.	Description of Items	Quantity & Period of Contract
1.	Photostat Machine on Rental Basis	
	1 Photo Copier Functions:	Period of Contract –
	i) A3/A4 Photocopying, Multifunctional & Black & white Scanning and Duplex printing, with One or two trays. Copy / Print speed – 18-22 copies per minute.	1(one year)
	ii) Reduction / Enlargement facility available.	(Further extendable for two years subject to satisfactory performance)
	iii) The machine should be in good working condition and having electronic meter will be preferred.	Subject to the approval of the competent authority
Note: The quantity of rental machine may vary as per requirement.		

The Technical bids should be submitted as per the format given in Annexure-A along with terms & conditions in a sealed **envelope marked 'Technical Bid'**. Commercial bids are required to be submitted in the format given in Annexure-B in a sealed envelope marked **'Commercial Bid'**. Both the envelope should be separately sealed and super scribed **Tender for Photostat Machine on Rental Basis- 18 Nos. These two covers should be put in a bigger envelope on which it may be written as 'Tender no. NITJ/Store/133/2018 - RENTING OF XEROX MACHINE ON COMPREHENSIVE BASIS – 18 Nos.'**, the covers should have name & address of firm printed /Stamped /Phone number written on it.

The Technical bids will be evaluated by Technical Bid Committee. Commercial Bids of only those Bidders will be opened whose Technical Bids qualify as per the eligibility criteria. The eligibility criteria is based on fulfillment of the description of items as given above & Annexure "A" & as per terms & conditions. Commercial bid of only those firms shall be opened which is found technically competent.

The Bids should reach the undersigned latest by 27/06/2018 at 5:00 PM either by post or representative. The Technical Bids would be opened on the next day (28.06.2018) at 11:00 A.M. in the Administration Block at the NIT Jalandhar. **The Commercial Bids would also be opened on same day in the Administration Block at the NIT Jalandhar.** Those desirous to be present at the time of opening of tenders should carry proper authority letter.

Submission of Bids by itself does not confer any right or entitlement to do the job.



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Unsealed Bids will be rejected out- rightly. The competent authority reserves the right to **accept “the tender either in full or part” or reject any or all tenders received, without assigning any** reasons whatsoever. Terms and Conditions on which the work will be awarded to the successful tenderer are appended below.

ELIGIBILITY CUM TERMS & CONDITIONS :

1. The firm should have Pan Number, GST Registration No.
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 quotee against the bid received.
13. Period of Contract will be for one year. (Extendable for further two years 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
16. **VALIDITY:** 90 days.
17. **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.

Read and Accepted

Signature of the Tenderer



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ARBITRATION:

In case of any dispute or difference arising out of or in connection with the tender conditions/job order and 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 mater, 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.

TENDER FEE & SECURITY DEPOSIT: Tender document fee of Rs.500/- is not refundable. The Security Deposit of Rs. 15000/- (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.

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 fail to provide satisfactory services and Conformity with terms & conditions of tender document, Director, NIT Jalandhar reserve the right to withdraw the work order immediately.

Read and Accepted

Signature of the Tenderer

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ACCEPTANCE :

We _____ read and accept the instructions, important note & terms and conditions to the tender as mentioned in the tender and shall Comply with them strictly.

Name of the Bidder _____ Signature

Address _____ Seal of Firm:

_____ Dated:



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(To be submitted on the letter head of the Bidder)

ANNEXURE- A

Attached to Tender Notice No. NITJ/Store/133/2015

dated:

Director

Kind Attention ” Purchase Section”

NIT Jalandhar

Sir/Madam,

TECHNICAL BID

**FOR RENTING OF XEROX MACHINES ON COMPREHENSIVE BASIS – 18 Nos., of
branded company for One Year.**

With reference to your Tender No. NIT /Store/133/2015

Dated:

We offer Technical Bid as under:-

1. Name of the service provider :
2. Address :
3. Name of the contact person :
4. Contact Number :
5. Experience in supplying & maintaining Photo – copier machine in government Offices (enclose proof) :

Sr. No.	Description of Items	Details
1	Renting of Xerox Machines on comprehensive basis.	Quantity – 18 Nos.
2	Photo Copier Functions:	Period of Contract:
i	A3/A4 Photocopying, Multifunctional printing with Black & white scanning and Duplex printing, with One or two trays.	1 (One) Year
ii	Reduction / Enlargement facility available.	
3	Specifications:	
i	Copy / Print speed – 18-22 copies per minute.	
ii	Model Number & Brand of Machines	
iii	The free service includes Machines with all Toners, Spares, Consumeable,ink, etc.	Yes
iv	Copy of PAN Number, GST Registration Number	Copies Enclosed
v	All branded machines should be in good working conditions will 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

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.

(Signature of the Authorised Bidder with Name & date)



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(To be submitted on the letter head of the Bidder)

ANNEXURE- B

Attached to Tender Notice No.

dated

To

The Director

Kind Attention :Purchase Section

NIT, Jalandhar

Sir/Madam,

COMMERCIAL BID

FOR RENTING OF XEROX MACHINES ON COMPREHENSIVE BASIS – 18 Nos ..of
branded company

With reference to your Tender No.

dated

we offer Commercial Bid as under:-

1. Name of the service provider :
2. Address :
3. Name of the contact person :
4. Contact Number :
5. Experience in supplying & maintaining photo- copier machine in government offices(enclose proof) :

S.No	Description of Items	Details
01	<u>RENTING OF XEROX MACHINES ON COMPREHENSIVE BASIS – 18 Nos ..</u> <u>1. Photo Copier Functions:</u> i) A3/A4 Photocopying, Multifunctional printing with Black and white scanning and Duplex printing, with one or two trays. ii) Reduction / Enlargement facility available. <u>2. Specifications:</u> i) Copy / Print speed – 18-22 copies per minute.	<u>Quantity – 18 Nos.</u> <u>Period of Contract -</u> 1(One) Year
02	Model Number & Brand of Machines	
03	Rate per copy	Rs.
04	Taxes to be levied to be indicated in percentage and in Rupee amount separately, if any	

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.

(Signature of the Authorised Bidder with Name & date)



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Annexure –“ C”

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 and the labour court(s) 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/ labour court(s) 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.

In addition to the above Director, NIT Jalandhar, will not be responsible to pay the bills for any completed/partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____