

# TENDER DOCUMENT FOR PURCHASE OF HEAVY DUTY DIGITAL COLOR MULTI-FUNCTIONAL DEVICES

TENDER NOTICE NO. : PU/3/2010

DATE & TIME OF OPENING TENDER: November 22, 2010 at 3.30 p.m.

NAME AND ADDRESS OF TENDERER: Registrar  
Panjab University  
Chandigarh 160014

## TENDER PURCHASE DETAILS:

- i. In cash Rs. 500/- (Amount deposited in SBI Bank, P.U. against Code No. M-0100 the Accounts of Registrar, Panjab University, Chandigarh
- ii. Rs.500/- (if the Tender Downloaded from internet) Demand Draf No. \_\_\_\_\_ date \_\_\_\_\_  
in favour of the Registrar, Panjab University, Chandigarh

## EARNEST MONEY DETAILS:

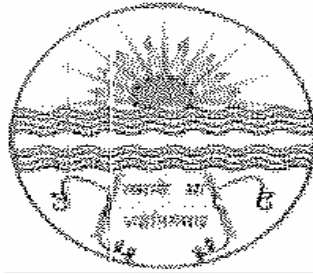
(I) Rs.60, 000/- By Demand Draft/Term Deposit No. \_\_\_\_\_ dated \_\_\_\_\_

Name of Bank \_\_\_\_\_

- In favour of the Registrar, P.U. Chandigarh

**The Registrar**  
**PANJAB UNIVERSITY, CHANDIGARH**

(Website: [www.puchd.ac.in](http://www.puchd.ac.in))



**TENDER DOCUMENTS FOR THE PURCHASE OF  
HEAVY DUTY DIGITAL COLOR MULTIFUNCTIONAL MFD**

**Last Date for Receipt of Tender** : **November 18.11.2010 at 3.00 p.m.**  
: **in the Registrar's Office**  
**P.U. Chandigarh-160014**

**Date & Time of Opening** : **November 22, 2010 at 3.30 p.m.**

**TENDER DOCUMENT PRICE Rs. 500/-**

# **TENDER DOCUMENT FOR PURCHASE OF HEAVY DUTY DIGITAL COLOR MULTIFUNCTIONAL DEVICE**

**By  
Panjab University, Chandigarh**

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## SECTION-1

### PROCEDURE FOR SUBMISSION OF BIDS

1. There will be **two bid systems** for this Tender: Technical bid and Financial bid.
2. The Technical Bid of the Tender should be covered in one sealed cover superscribing the words “Techno-Commercial Bid”

Likewise the financial Bid should also be covered in a **separate** sealed cover superscribing the words “Financial Bid”.

**The two documents viz. Technical bid and financial bid covers prepared as above should be enclosed in a single sealed cover marked as under:**

Tender for the supply of Heavy Duty Digital Color MFD

Due on 18.11.2010

Name and Address of the Tenderer: Registrar, Panjab University, Chandigarh

**Note: Price should not be indicated in the Technical bid otherwise the Tender will be rejected**

3. Tenders received after the due date and time will not be accepted. If the last date for submission of Tender falls on any declared holiday in the University, the next working day will be considered as the last date for the same.
4. The bids prepared by the Tenderer and all correspondence and documents relating to the bids, shall be written in English language.
5. The contract for the supply of the item is non-transferable.
6. Tender/Offer should be written neatly and preferably type written other wise the same will be rejected.

7. Each page of the tender document should be signed by the authorised signatory.
8. Offer should be complete in all respect.
9. Telegraphic/electronic/conditional offers will not be accepted.
10. Tender fee is to be submitted along with tender in the outer cover if document is downloaded from website.
11. The Tender should be submitted alongwith refundable Earnest Money of Rs.60,000/- in the shape of Term Deposit on Demand Draft valid for a period of 6 months in favour of The Registrar, Panjab University, Chandigarh. Tenders not accompanied by Earnest Money or incomplete in any respect will be rejected outright.

## **SECTION – II TERMS AND CONDITIONS**

1. **Opening of bids:** Technical bid will be opened by the Committee after the closing date and examined. The Tenderer will be invited for presentation and clarifications if needed. Financial bid of only those the tenderers who complying with prescribed Technical specifications will be opened by the Committee. Tenderers or their authorised agents may be present if they so desire during opening of the Tender.
2. **Rejection of Bid:** The committee reserves the right to reject any or all offers without assigning any reason.
3. **EMD:** The Tender bid should accompany an EMD of 60,000/- The EMD should be made by means of an A/c payee DD as Term Deposit in favour of the Registrar Panjab University, Chandigarh-160014 payable at Chandigarh. No intrest is payable on EMD.
4. **Refund of EMD:** The EMD will be returend to unsuccessful Tenderer only after the Tender is finalised. In case of successful Tenderer,it will be retained till the successful and complete installation of the equipment.

5. **CIF Value and comparison of Financial bids:** CIF value Registrar Panjab University, Chandigarh (shipment by air upto Chandigarh and insured up to the installation site) should be quoted, and will be considered for the comparison of the bids. Bids quoted in foreign currency will be converted into Indian Currency at the exchange rate applicable on the day of opening of the Financial bid tender for comparison purpose.
6. **Warranty Period:** The warranty period should be minimum one year(With Spares) from the date of the installation of the equipment.
7. **PBG:** Tenderer selected for the supply of the equipment, will have to provide Performance Bank Guarantee (PBG) on any scheduled bank situated in India, equivalent to 10% of the cost of the equipment which should be valid until the expiry of the warranty period. The PBG will be provided by the Company along with the letter of acceptance of the order.
8. **Terms of Payment:** LC will be opened for the 100% value of the equipment,90% of the amount will be released after the shipment and remaining 10% after the installation of the equipment
9. **Delivery Period:** Delivery should be made within 120 Days of opening of the LC.
10. **Delayed Delivery:** If the delivery is not made within the due date for any reason, the Committee will gave the right to impose penalty as under:- First extention for one month or part thereof @2% Second extention for an additional month or part thereof @3%.
11. **Non delivery beyond extended period :** If the Tenderer fails to execute the order within the second extention mentioned above or mutually agreed time frame, the order will be cancelled and the EMD forfeited by the University. He will also be liable for all damages imposed by Registrar for non supply of equipment including the liability to pay the difference between the price accepted by him and those ultimately paid by the Registrar for the equipment, such damages will be assessed by the Committee for the purchase of the equipment.
12. Increased statutory levies and duties above the rate quoted in the offer will not be an excuse for the Tenderer to delay the supply beyond the date specified in the tender.
13. **Validity of rates:** Rates quoted should be valid for at least 6 months from the closing date of the tender.

14. **Consistent pricing:** The rates quoted for the equipment by the supplier shall in no case exceed the lowest price at which the supplier of this equipment of identical description made to any other person/organization/Institution during the above said period and should attach an undertaking in this regard.
15. **Installation requirement:** The supplier will clearly mention installation requirements on our part in the Technical bid.
16. **Installation time:** The Company must install the equipment within a period of 10 days of the date of delivery of the equipment to Registrar Panjab University Chandigarh.
17. **Free Installation:** The equipment and software should be installed and tested to the specifications free of cost.
18. **Licensed Software:** The certified/licensed software and programs should be the part of the supplies. Renewal charges if any be mentioned in the financial bid.
19. Tenderers are advised to study all technical aspects and terms & conditions of the Tender documents. Submission of the Tender shall be deemed to have been done after careful study and examination of the Tender Document with understanding of its implications.
20. **Only Manufacturers or Authorised Dealers to bid:** The offering firm should clearly mention whether they are the manufacturer or authorised dealer of the manufacturer. In case of dealer for overseas manufacturer, a letter of authorisation from the manufacturer should be submitted along with the offer. The tenderer can also enclose the rates on the letterhead of the manufacturer if he has authorised to do so by the manufacturer.
21. **Descriptive Literature:** A set of specifications, description and illustrated literature of the equipment and related peripherals should accompany the Technical bid.
22. **User Manuals:** A set of User's manuals of the equipment should be supplied with the equipment.
23. **Equipment must be new:** The Tenderer must ensure that equipment being offered is a new one and not refurbished or repaired one.
24. **Defective Equipment:** If the equipment supplied by the tenderer is found to be substandard, refurbished, unmerchantable or not in accordance with the description/ specification or otherwise faulty, the committee will have the right to reject the equipment. The prices of the equipment shall be refunded by the tenderer with 18% interest if such payments for such equipment has already been made to him.

25. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period. Shall be replaced with in 15 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges.
26. **Damage during transit:** In case of any mishappening/ damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installtion site, the supplier has to replace it with new equipment/ supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. The Registrar will not be laible to any type of losses in any form.
27. **Legal jurisdiction:** Any dispute in this regards of any term of the offer and on the supply of equipment is subject to Chandugarh Jurisdiction only.
28. **Training Atleast** one week training should be provided free of charge at the premises of COE .Minimum of Two persons to be trained by the company.
29. Availability of Spares: The Tenderer must assure the availability of spares and servicing of equipment for at least 10 years. Supplier should give an undertaking that the spares parts will be supplied within the specified periods as and when ordered.
30. **Infrastructure:** Registrar will provide required infrastructure.
31. **Bank Charges:** Bank charges in India will be born by the Panjab University and Bank charges abroad will be born by the suppliers.
32. **Application Specialist:** The Tenderer should mention in the Technical bid the availability and names of Application Specialist and Service Engineers in the nearest regional office.
33. **Response Time:** The tendere should mention in the Technical bid the response time for attending to a complaint about the equipment..
34. **Change of Indian Representatives:** The original manufacturer should give an undertaking that the aforementioned warranty and availability of spares clauses will be valid even in the case of change of their representatives in India.
35. **Service and AMC:** - Any complaint must be attended within 24 hrs by the company and rectify the fault. Terms & Conditions for extension of warranty or annual maintenance after the one year warranty be mentioned and indicated in financial bid.



## TECHNICAL SPECIFICATIONS FOR HEAVY DUTY DIGITAL COLOR MULTIFUNCTIONAL DEVICE

Sr.	Tender Specifications	
1	Technology	4-Drum dry electrostatic transfer system with internal transfer belt
2	Standard Feature	Copy/Print/Scan (Color and Black & White)
3	Copy/Print Speed	70 to 90 CPM
4	Copy/Print Paper Size	13" x 19.2"
5	Imagable Area area	12.6" x 18.9"
6	Resolution	1200 x 1200 DPI
7	Zoom	25%-400%
8	Auto Duplex Printing	Standard
9	Average Monthly Print Volume	190000 Prints
10	Paper Thickness	300 GSM
11	Copy Counter	4 Digit Counter Upto-9999
12	Finishing Facility	Sandle Sticking, Z-Folding, Cover Insertion, Punching & Booklet making
13	Binder Capacity	200 Sheets binder with 3 Side trimming
14	Stapleing Unit	100 Sheet Stapling Capacity
15	Stacker Unit	5000 Sheet each

### Form to be filled for Technical Bid

Sr. No.	Specifications	Requirement	To be filled by the Company
1.	Technology	4-Drum dry electrostatic transfer system with internal transfer belt	
2.	Standard Feature	Copy/Print/Scan (Color and Black & White)	
3.	Copy/Print Speed	70 to 90 CPM	
4.	Copy/Print Paper Size	13" x 19.2"	
5.	Imagable Area	12.6" x 18.9"	
6.	Resolution	1200 x 1200 DPI	
7.	Zoom	25%-400%	
8.	Auto Duplex Printing	Standard	
9.	Average Monthly Print Volume	190000 Prints	
10.	Paper Thickness	300 GSM	
11.	Copy Counter	4 Digit Counter Upto-9999	
12.	Finishing Facility	Sandle Sticking, Z-Folding, Cover Insertion, Punching & Booklet making	
13.	Binder Capacity	200 Sheets binder with 3 Side trimming	
14.	Stapling Unit	100 Sheet Stapling Capacity	
15.	Stacker Unit	5000 Sheet each	

Financial Bid:-

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Cost of Product : \_\_\_\_\_

Taxes : \_\_\_\_\_

Total Cost : \_\_\_\_\_

Terms& Conditions : \_\_\_\_\_

Validity:-

Recurring charges if any : \_\_\_\_\_

AMC Charges : 2<sup>nd</sup> year \_\_\_\_\_

: 3<sup>rd</sup> year \_\_\_\_\_

Any other charges : \_\_\_\_\_