

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,  
DELHI**

**BID NOTICE**

(No. IIITD/MM/FSMA – Canon Photocopier/68/2020-21)

**FSMA Contract for Canon digital Photocopier  
Machine 2020-2021**

Sealed competitive bids are invited from reputed firms in Delhi NCR for the selection of vendor for FSMA contract for Canon Digital Photocopier Machine for an initial period of six month. The bidder should have minimum three years of experience for the same. The sealed bids as per prescribed format should reach this office on or before **22<sup>nd</sup> September, 2020 3:00 P.M.** along with EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favor of “IIIT Delhi collection” payable at New Delhi drawn on nationalized / scheduled bank. The bids received shall be opened on the same day at 3:30 P.M. in the presence of present bidders. The cover containing the quotation should be super scribed as “FSMA Contract for Canon Digital Photocopier Machine”.

**The Institute reserves the right to accept or reject any bid including the lowest in part or full without any reason what so ever.**

1. The last date for submission of bid is 22 Sept, 2020 up to 3:00 PM. The bids shall be opened on the same day i.e. 22/09/2020 at 3.30 P.M. The Tender Document should be addressed to:

**Registrar,  
Indraprastha Institute of Information Technology-Delhi  
Okhla Phase-III  
(Behind Govind Puri Metro Station)  
New Delhi-110020.**

The document may be deposited in the Tender Box kept in the Store & Purchase department at the Room no. A 107, First Floor, Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances.

## **INSTRUCTIONS TO BIDDERS**

1. Period of FSMA Contract : Six Month from October 1<sup>st</sup>, 2020
2. Last Date & Time of Submission of Bid : 22.09. 2020, 3:00 PM
3. Date and Time of Opening of Bids : 22..09. 2020, 3:30PM
4. Bids will be accepted only if accompanied with EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn after the date of issue of this notification on any nationalized / scheduled bank in favor of "IIT Delhi Collection". If exempted from EMD, necessary documents may be produced along with the bid. Bids without D/D shall be rejected.
5. The bid documents should accompany the copies of necessary documents regarding Registration certificates and experience in above mentioned service preferably to Govt. departments.
6. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
7. The D/D towards the EMD will be returned to those whose bids are not accepted.
8. If the successful bidder is not able to undertake the service, the EMD submitted by them will not be returned under any circumstance.
9. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
10. The FSMA contract will be for an initial period of 6 Month from October 1<sup>st</sup> 2020. The same can be extended on mutual consent.
11. The rate quoted should be inclusive of all taxes etc. FSMA will be cover all service, Consumables & Spares. The Successful bidder will keep one spare machine toner with Institute for Machine replenishment in exigencies.
12. The Payment shall be released on quarterly basis after satisfactory service of FSMA Contract to be certified by officer in charge of the Institute on submission of GST Compliance invoice.
13. For clarification for FSMA Contract the bidder may contact Sh. Ajay Kumar, DM (MM&D) at 011-26907561 or visit the Institute during the working days (Monday to Friday) between 9:30 AM and 5:00 PM.

## Minimum Eligibility Requirement:

- 1 Bidder should be OEM/Authorized Partner/service provider of the OEM(Canon) . In case the tenderer is an Authorized Partner or Service Provider a valid Agency-ship/Dealership Certificate (MAF specific to this tender) to quote on behalf of OEM should also be enclosed along with the bid. **A document in support of this must be enclosed.**
- 2 OEM/bidder should have service and support office in Delhi NCR. **A self-certified document in support of this must be enclosed.**
- 3 The FSMA & Renewal (All kind of support) provided by the bidder should have a back to back arrangement with the OEM. **The declaration should be the part of a Letter of Authorization and signed by competent authority at the OEM.**
- 4 The bidder should be ISO 9001 certified. **A copy of ISO Certificate should be enclosed.**
- 5 The bidder should have support centre with minimum 3 relevant support engineers. **A self-certified document in support of this must be enclosed.**
- 6 The vendor/OEM should be able to provide 24x7 & Tele support of their own if required by IIITD at agreed terms. **A self-certified document in support of this must be enclosed.**
- 7 The bidder shall provide the Registration number of the firm along with the valid GST number with PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed.**
- 8 The bidder must not be blacklisted by Central Government, State Government or Government of Corporations in India. **A certificate or undertaking to this effect must be submitted.**
- 9 If the bidder is an authorized partner or service provider of OEM, **an undertaking from the OEM is required** (please enclose) stating that they would facilitate the bidder on a regular basis with technology/product updates and extends support for the warranty as well.
- 10 If vendor /OEM do not meet its SLA, IIITD put the fine of 1000/- Rs per day for first seven days and @ Rs.2, 000/- per day from 8<sup>th</sup> day onwards will be levied.
- 11 Bidders can seek clarifications, raise technical queries etc. related to Tender by 14-09-2020 via email to [bhawani@iiitd.ac.in](mailto:bhawani@iiitd.ac.in) & for financial queries to e-mail [ajay@iiitd.ac.in](mailto:ajay@iiitd.ac.in). The replay to clarifications sought or queries raised will be replied within 05 days by 19-09-2020 and uploaded on the website of the institute under [www.iiitd.ac.in](http://www.iiitd.ac.in) Based on this the bidders may submit bids as prescribed by the due date the time. No clarifications in any other form will be provided.

<b>S. No.</b>	<b>Location</b>	<b>Model</b>	<b>Date of Purchase</b>	<b>₹ Price (Per Copy charges) All Inclusive of taxes</b>
1	IIIT Delhi Okhla Campus , Phase III, New Delhi	Canon IR- ADV- 4225	February, 2016	
2		Canon IR – ADV4245	February, 2016	
3		Canon IR- ADV -4045	April , 2013	

We agree to FSMA Contract of Canon Photocopier Machine at the unit rates quoted above for the duration of the Contract i.e. for the period October 1<sup>st</sup> 2020 to 31<sup>st</sup> March, 2021

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date: