

E-TENDER DOCUMENT

FOR

**PROCUREMENT OF 175 B&W MULTIFUNCTIONAL PRINTERS TO BE
INSTALLED IN LOK SABHA SECRETARIAT**

(Visit us at website <https://eprocure.gov.in/eprocure/app> & www.loksabha.nic.in)

**LOK SABHA SECRETARIAT
Computer Hardware and Software Management Branch
(Hardware Unit)**

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LOK SABHA SECRETARIAT
Computer (HW&SW) Management Branch
(Hardware Unit)

Tender No. 3/CMB(HW)/2018

8 August, 2018

NOTICE INVITING E-Tender Document

Lok Sabha Secretariat intends to procure 175 B&W multifunctional printers through advertised E-Tender as per the specifications attached in **Annexure I** of this tender document. It may be noted that the quoted item shall be compatible to HP Desktops bearing Model No. HP406, HP800, HP600, DELL desktops bearing model No. 5250 or higher specifications. The E-tender document having detailed instructions and terms & conditions are available on the Lok Sabha website www.loksabha.nic.in and CPPP site <https://eprocure.gov.in/eprocure/app>.

CRITICAL DATE SHEET for the e-tender is as under:-

Date of Publishing of Tender Notice	8.8.2018
Last Date for furnishing the names of representatives for attending the pre-bid conference	9.8.2018
Date of pre-bid conference	10.8.2018
Last date of submission of suggestions, if any, in writing	14.8.2018
Last Date of Submission of bids	30.8.2018

2. Following points may be noted while submitting bids:-

(i) **Bids shall be submitted online only at CPPP website:**

<https://eprocure.gov.in/eprocure/app>.

(ii) **Tenderer/Contractor are advised to follow the instruction ‘Instructions to Bidder for Online Bid Submission’ provided in the ‘Annexure-IX’ for online submission of bids”.**

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

(iv) Tenderer who has downloaded the tender from the Lok Sabha website www.loksabha.nic.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case, if the same is found to be tampered/modified in any manner, such a tender will be completely rejected and EMD would be forfeited and tenderer will be liable to be banned from doing business with Lok Sabha Secretariat. Intending tenderers are **advised to visit** Lok Sabha website www.loksabha.nic.in and **CPPP Website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum/addendum/amendment.

(v) No tender fee is required to be paid at the time of submission of bids.

(vi) Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

The configuration and quantity of the required item (s) are mentioned at **Annexure – I**. The details of E-Tender Enquiry are as under: -

1. Eligibility Criteria

- (i) The Bidders must have their Head office/Branch office/service centre/ OEM's service centre in Delhi/NCR and must confirm to norms of the Government pertaining to registration and taxation.
- (ii) Bidders, if not OEM, should have authorization from manufacturer for supply, installation, commissioning & services etc. of the quoted items.
- (iii) Bidder should have minimum three years' experience of supply of items pertaining to this Tender Notice to Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any of them.
- (iv) Bidders should have minimum turnover of **Rs.10 crore** during each of the last three consecutive financial years i.e. 2015-16, 2016-17 and 2017-18.
- (v) The Bidder should also fulfill the other eligibility criteria as mentioned in **Annexure-II** and submit the information as required.

2. **Submission of Bid**

- (i) The Bid shall be legible, typed/printed and be in English only. All the pages of the Bid should be serially numbered and signed.
- (ii) The Bid prepared by the Bidder shall comprise of (i) Technical Bid and (ii) Financial Bid.
- (iii) While submitting bids, instructions for online bid submission as mentioned in Annexure-IX may be referred.
- (iv) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- (v) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

3. **Technical Bid**

The Technical Bid shall comprise of two parts viz., Part - A and Part - B. Part- A of Technical Bid shall consist of documents pertaining to eligibility criteria as mentioned in **Annexure-II**. Part - B regarding specifications, warranty etc., should be submitted in proforma as mentioned in **Annexure-III**.

The following documents in scanned and signed format are to be furnished by the Vendor along with **Technical Bid** as per the tender document:

- Copy of Registration Certificate(in case of Registered Firm/Company)
- Copy of Earnest Money Deposit/ Registration Certificate of CPO, NSIC etc.
- Copy of GST/Sales Tax/VAT/TIN Registration Certificate/Service Tax registration certificate and PAN of Income Tax Department.
- A Copy each of Income Tax Return submitted in the last three consecutive assessment years i.e. 2015-16, 2016-17 and 2017-18.
- The Bidder should be an ISO:9001:2015 or higher Certified Company. Further, copies of the following certifications may be attached in the form of single PDF Document/certifications:-
 - (i) BIS Mark.
 - (ii) EPEAT for over 85% energy efficiency.
 - (iii) The OEM should figure among the top four companies in Gartner's/IDC(International Data Cooperation) Reports for Desktop Computers, Basic Printers, Colour Printers, normal B&W MFP, heavy duty B&W MFP etc..
 - (iv) ISO 9001:2015 or higher certification of OEM.
- The Bidder must attach a copy of the quality certification for his own or his OEM's manufacturing/assembling/system integration facility from a recognized institution anywhere located in India or abroad.

- Copy of Balance Sheet/Profit and Loss Account duly certified by Chartered Accountant for each of last three years i.e. 2015-16, 2016-17 and 2017-18 showing annual turnover of **Rs. 10 crore and above. The figure of annual turnover should be highlighted.**
- Copy of certificate of authorized distributor/dealer of the OEM for the product, its supply, installation, warranty and services etc. (**Annexure-V**).
- The Bidder must attach at least two Purchase Orders (POs) of the value of Rs.1.5 crore or above in last three years i.e. 2015-16, 2016-17 and 2017-2018 placed by Government Departments/PSUs/ Autonomous Bodies/Government Corporations with proof of supply of Computer Hardware and Software.
- Undertaking in the form of **Affidavit** duly attested by Executive Magistrate/Notary Public containing declaration of blacklisting or otherwise of the Bidder by the organizations in accordance with **Annexure-IV**.
- The Bidder must have infrastructure support in the form of direct service centre or franchisee or OEM's service centre in Delhi/NCR Region. The Bidder must submit details of infrastructure with reference to location, Technical manpower and availability of inventory of spares etc. and also indicate business model for providing warranty and after sales support in the format given in **Annexure-VIII**.

4. Financial Bid

The Financial Bid should have only Prices/Rates quoted by the Bidder in proforma enclosed as per **Annexure- VI**. The following points may also be noted:-

- (i) **The rate/price should be quoted in Indian Rupees only (in words as well as in figures). The rate/price quoted should be inclusive of all taxes/packing/cartage etc. However, a break-up of price and applicable taxes should be mentioned therein. The rate quoted must be inclusive of the services of one in-house support engineer and the per unit rate of cartridge to be valid for five years.**
- (ii) **The Bidder should quote only one rate for one item as per specification.**
- (iii) **The rate quoted shall be final.**

5. Bid Validity

- (i) The Bid shall remain valid for a period of 120 days from the date of opening of Technical Bid.
- (ii) The rate quoted shall remain valid for **Twelve months** from the date of opening of Financial Bid.

Note: *A Pre-Bid Conference for the bidders will also be held on 10.8.2018 at 1430 hrs. for clarifying issues, clearing doubts and having suggestions, if any, regarding tender. The bidder shall have to send the name of their representative for attending pre-bid conference latest by 9.8.2018. at email- mqb-lss@sansad.nic.in. The interested bidders may also offer suggestions in writing on email- mqb-lss@sansad.nic.in regarding specifications, tender procedure and terms and conditions etc. of the tender latest by 14.8.2018. The suggestions so received will be considered by Lok Sabha Secretariat and if necessary, a corrigendum will be uploaded on Lok Sabha Secretariat website (www.loksabha.nic.in) and on CPPP website on.*

6. Bid Security/Earnest Money Deposit (EMD)

- (i) An Earnest Money of **Rs.5,00,000/-** is to be submitted. The Bid Security shall remain valid for a period of 45 days from the last date of **Bid Validity Period**.
- (ii) A Bid received without Earnest Money or with Earnest Money of lesser value will be outrightly rejected.
- (iii) The EMD may be forfeited in the following cases:
 - (a) If a Bidder withdraws the Bid during the period of Bid validity; or
 - (b) In the case of finally selected Bidder, if the Bidder fails: -
 - (i) to furnish contract performance security in accordance with Tender; or
 - (ii) if at any stage of the Tender process, the information or declaration furnished is found false; or
 - (iii) if the Bidder fails to execute a contract as per terms and conditions of Tender Notice.
- (iv) The Earnest Money is not required to be submitted by the Bidder who is registered with the Central Purchase Organisation, National Small Industries Corporation(NSIC) or the concerned Ministry or Department for the items under consideration. In such a case, a copy of valid Registration Certificate issued by DGS&D/NSIC (for the quoted product) must be furnished in place of Bank Draft/Bank Guarantee, etc. as per para 6(i) above.
- (v) The Bid Security of unsuccessful Bidders will be returned on or before 30 days after award of contract without any interest. **The EMD of finally selected bidder will be discharged upon signing of the contract and furnishing the Performance Security Deposit (PSD) before placing purchase order.**

7. Technical Evaluation Process

A duly constituted Technical Evaluation Committee (TEC) will first select Bidders based on eligibility criteria defined for this Tender. The Bids conforming to the eligibility criteria only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents, TEC may seek further information or ask concerned Bidders' representative to be present physically to prove their eligibility.

- (i) The TEC will short list the Technical Bids on the basis of Technical parameters.
- (ii) Technical Bids will be evaluated as per the **Annexure-II & III**.
- (iii) Bidders are advised to ensure that the system conforms to all Technical parameters and is a tested one.
- (iv) A Bidder will be allowed to quote only one product/make against each category.
- (v) Lok Sabha Secretariat reserves the right to amend/modify the evaluation procedure anytime in its overall interest.

8. Determination of Lowest Bidder and award of contract

- (i) MFPs must be supplied with one additional full yield cartridge.
- (ii) The bidder also need to quote the per unit price of cartridge to be supplied on request during warranty period of three years for the quoted model of MFP. The L1 bidder will be determined based on the total of unit cost of MFP, the per unit cost of cartridge and also the cost of one in-house engineer. The per unit price of cartridge will remain valid for the warranty period and will not be revised by the vendor during this period.

Award of contract : After selection, contract shall be awarded to the Lowest Evaluated Bidder whose Bid has been found to be responsive and who is eligible and qualified to perform the contract as per the terms and conditions of Tender Document. Such Lowest Evaluated Bidder shall have to execute an Agreement on a stamp paper of Rs. 100 (to be paid by Bidder) as per proforma to be provided by Lok Sabha Secretariat.

9. Performance Security Deposit (PSD)

Before signing of agreement for supply of quoted item(s) and placing of Purchase Order, the successful Bidder shall have to furnish a Performance Security amounting to **5%** of value of the contract (L1) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the purchasers interest in all respects in favour of 'Drawing & Disbursing Officer, Lok Sabha' payable at New Delhi. The Performance Security need not be furnished by the Bidders registered with DGS&D and NSIC. The Performance Security shall be released without any interest after **60 days** of discharge of all contractual obligations including warranty obligations/FSMA period. The Earnest Money will be returned to the Bidder after signing of agreement and furnishing of Performance Security.

10. Service during Warranty Period

- (i) **The goods are to be supplied with a warranty of five years.** The **Bidder** shall certify that the store items supplied to the Secretariat under Supply Order placed against this Tender are of best quality and workmanship and new in all respects and are strictly in accordance with the specifications and particulars mentioned in **Annexure-I** to this Tender Document.
- (ii) The Bidder shall certify that Software/Hardware supplied to the Secretariat are original.
- (iii) The Bidder shall maintain the supplied items free of charge **during warranty period.** After, such period, the Bidder shall have to conclude a maintenance agreement with the Secretariat for such period and with such terms and conditions as may be necessary and mutually agreed to.
- (iv) The Bidder shall maintain enough spares so as to provide satisfactory on - site comprehensive maintenance services during the warranty period.

11. Delivery and Installation

- (i) The delivery of goods which is subject matter of present tender enquiry shall be made within 3-4 weeks of the signing of the agreement for the supply of the same.
- (ii) The goods shall be delivered free on board at premises of the Purchaser in good condition on working days during office hours.
- (iii) The Purchaser shall have right to inspect the goods at the time of delivery by itself or by any agency nominated by it. The bidder shall extend all facilities for the inspection/testing of the goods at the premises of either purchaser or bidder/OEM at the discretion of the purchaser. If it is found that the delivery is not as per terms of the agreement, the purchaser may refuse to take delivery of the same and shall be at liberty to take action as per the agreement.
- (iv) In case of delayed delivery of goods upto 15 days, a penalty of an amount equal to 1% of the total value of the order will be imposed. Thereafter, a penalty at the rate of 2% of the value of the items upto 30 days will be imposed. Further, in case of delay of more than 30 days, the penalty shall exceed to 5% of total value of work/purchase order. Besides, the Agreement may be cancelled if the delay exceeds 30 days. The penalty shall be imposed at the discretion of the purchaser *i.e.* Lok Sabha Secretariat. The penalty, if not paid, shall be recovered from payment due to the bidder or PSD furnished.

- (v) Installation, Testing and Commissioning of items supplied shall be completed by the bidder within 30 days from the date of supply. In case of delay in installation, completion and commissioning, a penalty at the rate of 1% per month of the total value of order or the actual cost of billing or part thereof, as the case may be, shall be imposed by the purchaser at its discretion and if not paid shall be recovered from payment due to the bidder including PSD furnished.
- (vi) In the event of failure to supply whole or part of the work order or failure to complete the work as per terms of agreement, LSS shall be free to order the whole or part of the store/work to the L-2 bidder or any other source at the risk and cost of L-1. In the event of non-supply by the L-1, the performance security or earnest money so deposited by the bidder shall be forfeited and other legal action may also be initiated. Further, the bidder will be blacklisted from participating in the further tender(s) of the Lok Sabha Secretariat.
- (vii) The bidder shall have to install all the MFPs which is subject matter of this tender enquiry. The bidder shall also have to assist in loading of application software or its advanced version, if, so required. No payment shall be given for the said installation .

12. Quality of Goods: Specifications & Standards

- (i) The goods to be supplied shall be of highest workmanship and quality, unused and shall be free from manufacturing defects. In case of manufacturing defects, the goods shall be replaced with a new one in seven working days from the date of call log.
- (ii) The goods shall have original packing of manufacturer.
- (iii) The first party after the supply of items shall furnish a certificate from OEM to the effect that the goods supplied are as per specifications and standards given in the tender document and the bid document.
- (iv) The breach of the terms of the above clauses may result in forfeiture of Performance Security Deposit and blacklisting of the supplier for doing business with Lok Sabha Secretariat.

13. Force Majeure Clause

If at any time during the continuance of this Tender, the performance in whole or in part by either party of any obligation under this Tender shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within **21 days** from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this Tender nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the Tender shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Competent Authority as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Tender is prevented or delayed by reason of any such event for a period exceeding **60 days**, either party may at its option terminate the Tender provided also that the purchaser shall be at liberty to take over from the Bidder at a price to be fixed by Competent Authority, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course or manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit excepting such materials, bought out components and stores as the Bidder may with the concurrence of the purchaser elect to retain.

14. **Warranty and Complaint redressal:-**

- (i) The product quoted shall have five years onsite warranty of OEM.
- (ii) The warranty period shall commence after a lapse of 90 days from the date of receipt of items in this Secretariat.
- (iii) The warranty shall include items supplied, all specifications, parts and software included in the item or supplied with it.
- (iv) The complaint during warranty period shall be resolved within 6 hours of logging the same. The duration of complaint shall be **on 'Call to Resolve' basis**. During Sessions of Lok Sabha, complaints lodged upto 3 pm shall be resolved during the same day. During inter-session period complaints logged upto 1 pm shall be resolved the same day and complaints logged thereafter, shall be resolved by 2 pm the next working day. Besides, 24x7 online support to all the hardware and software items of the tender enquiry shall also be provided.
- (v) The Engineer while making visit for complaint redressal shall carry spare parts and repair MFP immediately. No excuse like logging the complaint or request for supply of spare parts to the OEM shall be entertained.
- (vi) The OEM shall make available direct and hassle free facility including dedicated telephone nos. for lodging the complaint. The OEM/bidder shall also make available the facility of Technical Account Manager (TAM) and furnish monthly report of the complaints lodged and action taken thereon.
- (vii) During Session period of Lok Sabha, the complaint shall be attended upto 8 p.m. on working days of week i.e. from Monday to Friday. Further, in special circumstances the complaint shall also be resolved on holidays.
- (viii) The bidder shall ensure that the terms and conditions of warranty and complaint redressal are honored by their OEM. In case of default of the OEM, the penalty may be imposed on the bidder at the discretion of Lok Sabha Secretariat. In case of delay in complaint redressal, a penalty not exceeding Rs.500 per day per MFP may be imposed on the bidder at the discretion of Lok Sabha Secretariat. The penalty, if not paid, may be recovered from the Performance Security Deposit furnished or from any other dues payable by LSS.

15. **Services of Engineer:-**

- (i) The Bidder shall supply Services of one in-house Hardware Engineer for MFPs during warranty period. The price quoted by the bidder for Printers shall be inclusive of the services of the engineers.
- (ii) The Engineer shall also hold at least diploma certificate in computer applications and at least three years experience in manufacture/maintenance/repair of printers.
- (iii) The selected bidder shall furnish the copies of the educational qualification of the Engineer & proof of experience to Lok Sabha Secretariat.
- (iv) The Engineer shall be a person of integrity and good moral character and shall observe the security regulations of Lok Sabha Secretariat. In case of leave or absence of Engineer from duty, the bidder shall provide a substitute. The Engineer shall be at disposal of Lok Sabha Secretariat and follow the discipline prescribed for the employees of Lok Sabha Secretariat including attendance, punctuality and job requirement.

- (v) The duty of Engineer shall include maintenance and repair of computers supplied in pursuance of present tender enquiry including preventive maintenance. The Engineer shall be responsible for providing support to both hardware and software of above computers.
- (vi) The normal working hours of the engineer shall be from 10 AM to 6 PM on working days *i.e.* from Monday to Friday or on those days in which Lok Sabha Secretariat is open. However, during sessions of Lok Sabha and in special circumstances he/she will be required to work late till adjournment of Lok Sabha and also on weekends and holidays.

16. Other General Terms and Conditions

- (i) The individual signing the Tender Document or any other document forming part of the Tender on behalf of Proprietor/Company/Firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his/her favour stating that he/she has the authority to bind other such person(s) of the firm as the case may be in all matters pertaining to the Tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Secretariat, without prejudice to other civil and criminal remedies, may cancel the Tender and hold the signatory liable for all cost and damages. In case of Partnership firm, all the partners shall sign the Tender. In case any person signs the Agreement on behalf of any Limited Company or Firm, he/she will produce letter of authority/resolution passed by the Company empowering him/her to sign the Agreement on behalf of the Company or Firm.
- (ii) In the event of failure of the Bidder to supply whole or part of the purchase order, the Secretariat shall request the next responsive Bidder to supply the remaining item(s) at L1 rate(s). In the event of non-supply by such L1, the Performance Security or Earnest Money so deposited by the Bidder shall be forfeited and other legal action may also be initiated. Further, the Bidder will be blacklisted for supply of any item to the Secretariat.
- (iii) The Bidder shall indemnify the Lok Sabha Secretariat against all damages/charges and expenses on account of the negligence of the Firm or his/her servants or damages to the property of any member of the public or any person or in executing the work or otherwise.
- (iv) The assignment of the contract to Authorized Service Partner shall be allowed only in case of OEM.
- (v) The decision of Lok Sabha Secretariat arrived during the various stages of the evaluation of the Bids will be final and binding on all Vendors. Lok Sabha Secretariat shall not entertain any representation towards these.
- (vi) In case the Vendor is found in-breach of any condition(s) of Tender or Supply Order, at any stage during the course of supply/installation/commissioning or warranty period, the legal action as per laws shall be taken.
- (vii) In case of any attempt by Vendor to bring pressure towards Lok Sabha Secretariat's decision making process, the same shall be disqualified for participation in the present Tender and those Vendors may be liable to be debarred from Bidding for Lok Sabha Secretariat Tenders in future.
- (viii) Any additional condition other than mentioned in Tender Document will not be binding on Lok Sabha Secretariat.
- (ix) No deviations from terms and conditions of Tender will be accepted. Any violation thereof will lead to the rejection of the Bid.
- (x) Upon verification, evaluation/assessment, if in case any information furnished by the Vendor is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same shall be entertained.

- (xi) Lok Sabha Secretariat will not be responsible for any misinterpretation or wrong assumption by the Vendor, while responding to this Tender.
- (xii) The Lok Sabha Secretariat reserves the rights to terminate the Tender without assigning any reason thereof at any stage.
- (xiii) The successful Bidder shall have to enter into Service Level Agreement (SLA) with LSS for maintenance during warranty in accordance with terms and conditions of this Tender Enquiry.
- (xiv) The quantity of Hardware/Software may increase/decrease as per the requirement of LSS. Further, the repeat order(s) may be issued.

17. Bill Payment

- (i) Detailed Invoice showing Sales Tax/VAT Registration Nos., TIN/PAN, payment of CGST/SGST/IGST, etc. shall be submitted to this Secretariat for payment.
- (ii) Payment will be made only after certificate of installation/commissioning of all ordered items as per this tender, their satisfactory performance by Computer Management Branch or its authorized persons.
- (iii) No advance payment will be made.

18. Dispute Redressal

- i. All disputes, differences and questions arising out of the E-Tender shall be referred to the sole Arbitrator appointed by the Secretary-General, Lok Sabha. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. All disputes shall be subject to jurisdiction of courts of Delhi only.
- ii. The terms and conditions of this Tender Notice or Contract to be concluded with the successful Bidder shall be interpreted in accordance with the Indian laws.

**Procurement of 175 B&W Multifunctional Printers To Be
Installed In Lok Sabha Secretariat
Specification of normal B&W MFP to be procured**

Sl. No	Specification	B&W MFPs
1.	Technology	Laser
2.	Functions	Printer, scan, copy, fax, wireless
3.	Print speed - A4 (ppm)	Up to 25 ppm
4.	Duplex Print Speed - A4 (ppm)	Up to 15 ipm
5.	Print resolution	Up to 1200 x 1200 dpi
6.	FPO from Ready - Black (Sec)	As fast as 8 sec
7.	Processor (MHz)	600 MHz
8.	Memory	256 MB
9.	Monthly Duty Cycle	15,000 pages
10.	Print language	PCL 5c, PCL 6, PS, PCLm, PDF
11.	Scan Speed - Simplex A4 (ppm)	Upto 14 ppm (B&W)
12.		Upto 5 ppm (Colour)
13.	Scan Optical Resolution (dpi)	Upto 1200 dpi
14.	Scan type	Flatbed and ADF
15.	Scan file format	JPEG, PDF, PNG
16.	Copy speed	Upto 25 cpm
17.	Copier Settings	Upto 99 multiple copies; Collation; Reduce/Enlarge from 25 % to 400%, Contrast (Lighter/ Darker); Resolution (Copy Quality); ID Copy; Copy optimization; Auto Select Copy Mode
18.	Fax Speed	33.6 kbps; 3 sec per page
19.	Fax speed dialing (max numbers)	Upto 120 numbers
20.	Fax resolution	Upto 300 x 300 dpi
21.	Fax features	Auto fax reduction supported, auto redialing, fax delayed sending, fax forwarding supported, Junk barrier supported
22.	Input capacity	250 sheet input tray, 10-sheet priority tray, 35-sheet Automatic Document Feeder (ADF)
23.	Output capacity (Sheets)	100 sheet
24.	Mobile Printing capability	Apple Air Print™, Wireless direct printing, Mopria
25.	Media type paper	(heavy, letterhead, light, preprinted, pre punched, recycled, rough), envelopes transparencies, labels, post cards
26.	Media weight	60 to 163 g/m ²
27.	Media sizes custom	Priority Tray: 76 x 127 to 216 x 356 mm; 250-sheet Tray 2:76 x 187 to 216 x 356 mm
28.	Automatic Duplex	Yes
29.	Control Panel Display	Atleast 2-line Colour Touch screen
30.	Connectivity	Hi-Speed USB 2.0 built in Fast Ethernet 10/100 Base-TX network; Phone Line Port (in/out)/Wireless
31.	Scan-to Destinations	Scan to email: Scan to network folder; Scan to USB

32.	Compatible Operating Systems	Windows 8.1, 8.7, Vista. MAC OS X Lion and Mavericks Suse, RHEL latest versions Windows 10
33.	Power Consumption	500 Watts or less
34.	Warranty	3 years limited warranty
35.	Weight	11 kg
36.	Energy Efficiency	Energy Star Qualified EPEAT

*** Subject to change based on the suggestion to be received, if any, during the pre-bid conference to be held on 10.8.2018.**

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

PROFORMA FOR PART – A OF TECHNICAL BID

1. Name of the Bidder:
2. Address of the Bidder:
3. Contact details of the Bidder:
 - (a) Telephone Nos. (with STD Code)
 - (b) FAX No. _____
 - (c) Mobile No. _____
 - (d) E-mail _____
 - (e) Website _____
4. Name of Proprietor/Partner/Authorized Signatory (in case of Pvt. Ltd. Firm)
5. Copy of Registration Certificate(in case of Registered Firm/Company)
6. (a) Copy of Sales Tax/VAT/TIN Registration Certificate/Service Tax registration certificate.
(b) PAN of Income Tax Department.
7. A Copy each of ITR for the last three consecutive years i.e. 2015-16, 2016-17 and 2017-18.
8. The Bidder should be an ISO:9001:2015 or higher Certified Company. Attach a copy of such certificate.
9. The Bidder should attach a copy of the quality certification for his own or his OEM's manufacturing/assembling/system integration facility from a recognized institution anywhere located in India or abroad.
10. Copy of Balance Sheet/Profit and Loss Account duly certified by Chartered Accountant for each of last three years i.e. 2015-16, 2016-17, 2017-18 showing annual turnover of Rs. 10 Crore and above. **The figure of annual turnover should be highlighted.**
11. A Copy of certificate of authorized distributor/dealer of the OEM for the product (**Annexure-V**).

12. The Bidder must attach at least two Purchase Orders (POs) of the value of Rs. 1.5 crore or above in last three years i.e. 2015-16, 2016-17 and 2017-18 placed by Government Departments/PSUs/ Autonomous Bodies/Government Corporations with proof of supply of Computer Hardware and Software.
13. Undertaking in the form of Affidavit duly attested by Executive Magistrate/Notary Public containing declaration of blacklisting or otherwise of the Bidder by the organizations in accordance with **Annexure-IV**.
14. The Bidder must have infrastructure support in the form of direct service centre or franchisee or OEM's service centre in Delhi/NCR Region. The Bidder must submit details of his infrastructure with reference to location, Technical manpower and availability of inventory of spares etc. and also indicate his business model for providing warranty and after sales support in the format given in **Annexure-VII**.

(All documents furnished must be serially numbered and indexed)

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

PROFORMA FOR PART-B OF TECHNICAL BID

Sl. No.	Name of item(s)	Specification /configuration warranty given in Tender document	Model quoted by the Bidder	Specification quoted by the Bidder	Deviation if any from the Tender specification

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

UNDERTAKING IN THE FORM OF AFFIDAVIT DULY ATTESTED BY EXECUTIVE MAGISTRATE/NOTARY PUBLIC

I/We undertake that: -

- (i) The undersigned certifies that I/We have gone through the terms and conditions of the above Tender notice including services during warranty/ **extended warranty**, complaint redressal and maintenance therefor and undertake to comply with the same. **The rates quoted by myself/ ourself are valid for twelve months from the last date of submission of Bid.**
- (ii) I/We _____ do hereby solemnly affirm and declare that the My/Our firm /company/business entity is not blackl i s t e d by any Government Department/Autonomous Organization etc. or prosecuted by any court of law .
- (iii) I/We also confirm that in the event of my/our Tender being accepted, I/We hereby undertake **to execute a contract and to furnish Performance Security** in the form of Demand Draft/Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank in favour of “Drawing & Disbursing Officer, Lok Sabha” payable at New Delhi.

Dated:

Signature of Bidder/Authorized Signatory

(Rubber Seal)

Annexure – V

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

To

Sub: Authorization of OEM for supply, installation, warranty, services.

Sir,

I/We _____(OEM) having my/our registered office _____ (address of the OEM) am/are an established manufacturer of _____ (name of quoted items). I/we _____(name of OEM) solely authorize _____(Name of the Bidders authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned Tender. I/we certify that above authorized partner meet the Tender eligibility requirement of this Tender defined for OEM's authorized partners. I/we have also **entered into an agreement with our authorized partners** that they will supply, install and provide warranty support for this Tender on behalf of us.

2. Our full support is extended in all respects for supply, onsite warranty and maintenance of our products. I/we shall also ensure to provide the service support including supply of spare parts for the same for a further period of **FIVE** years after expiry of warranty under the terms and conditions of above Tender.

3. In case of default in execution of this Tender by our authorized partner viz _____(name of the authorized partners), the (OEM) shall own responsibilities for successful execution of contract/warranty/maintenance/service support **through ourself or another Authorized partner.**

For _____(name of) Bidder/OEM

(Authorized signatory)

Name & Designation: _____

Note: This letter of authority should be **on the letterhead of the manufacturer** and should be **signed by legal head or HR Head or CS of OEM**. This may be enclosed with the Bid. Any modification done to the above format will not be acceptable.

- For default OEM products –separate letter is to be produced by each OEM.

ANNEXURE - VI

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

Schedule of Rates (Financial Bid) for hardware items

From

To

The Additional Director (C&JCFRDI),
Computer (HW&SW) Management
Branch Lok Sabha Secretariat
FB-149, Parliament Library
Building, New Delhi-110001.

Sir,

I/we declare that I/we have gone through and shall abide by the terms & conditions detailed in the Tender document for supply of items required. The rates are as under:-

Sl. No.	Name of item(s)	Model quoted by the Bidder	Configuration/Specification quoted by the Bidder	Qty.	Rate per unit without any taxes/ charges (in Rs.)	GST @	Total Amt. (in Rs.)
1.							
2.							

Total Cost (INR) -----

In words (Rupees.....)

Signature, name & address of
authorized signatory of the
firm with seal

Annexure -VII

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

LETTER OF AUTHORIZATION FOR ATTENDING OPENING OF BID

Subject. Authorization for attending the opening of technical bid onand financial bid on of the procurement of 175 B&W multifunctional printers.

The under-mentioned person is hereby authorized to attend the Bid opening for this Tender on behalf of(name of the Bidder)

Representative

Name specimen signature

Alternative representative

Name specimen signature

Name of the Bidder/ Authorized signatory

(With seal)

Annexure VIII

E-Tender for Procurement of 175 B&W Multifunctional Printers to be installed in Lok Sabha Secretariat

Support Infrastructure available with the bidder

Sl No.	Name of State/Region	Contact details such as Names, Address, Phones, e-mails, website etc.	Own/Franchisee Support Centers	Manpower
1	Delhi/NCR			

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link '**Online bidder Enrollment**' on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENT

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organisation Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. The number of documents including the names and content of each of the document that need to be submitted are given in the advertised tender. Any deviation from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard document (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' or 'other Important Documents' are available. These documents may be directly submitted from the 'My Space' are while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable in the tender document.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/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 the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc., the bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. 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 opener's public keys. Overall, the uploaded tender documents being readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
 - 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.
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