

INVITATION FOR EXPRESSION OF INTEREST (EOI)

Supply, Installation and Maintenance of Dual Source Laser Cutter cum Engraver at Cluster Innovation Centre, University of Delhi

Submission of EOI Proposal	: Till 15:00 Hrs. of June 14, 2016
Opening of EOI Proposal	: 16:00 Hrs., June 14, 2016
Presentation of the Proposal	: 14:00 Hrs., June 16, 2016



**Cluster Innovation Centre
University of Delhi**



Cluster Innovation Centre University of Delhi, India

No. DUDIC/RPL/ENQ/2016/04

Date: 31.05.2016

Sub: Expression of Interest (EOI) for “Supply, Installation and Maintenance of Dual Source Laser Cutter cum Engraver” at Cluster Innovation Centre, University of Delhi

Sealed Expression of Interest (EOI) are invited by Cluster Innovation Centre, University of Delhi from Original Equipment Manufacturers (OEM) or their authorized distributors or vendors / suppliers with adequate credentials for supply, installation and maintenance of Dual Source Laser Cutter cum Engraver at Cluster Innovation Centre, University of Delhi (CIC, DU).

The EOI document is available at institute website www.du.ac.in (link: Tenders).The tentative cost of the equipment is **Rs. 50,00,000/- (Rupees Fifty Lakhs)**.

CIC, DU will examine the credentials of OEM or their authorized distributors or vendors/ suppliers based on the documents submitted and verify the experiences, turnover, list of satisfied clients, financial soundness and certification etc. and scrutinize the EOI submitted by them.

Interested OEM or their authorized distributors or vendors/ suppliers may submit their sealed EOI documents as per Pro-forma in Annexure-II. They must submit non refundable participation fee of Rs.1000/-(Rupees one thousand only) by Demand Draft drawn in the favour of ‘**The Registrar, University of Delhi**’ payable at **Delhi** along with EOI documents under a sealed envelope superscribed with “**Expression of Interest (EOI) for Dual Source Laser Cutter cum Engraver**” by post or handed over to the office of the undersigned on or before **June 14, 2016 by 15:00 Hrs.**

The EOI proposal will be opened on **June 14, 2016 at 16:00 Hrs.** Interested vendors may kindly be present at that time. Vendor’s presentation will be held on **June 16, 2016 at 14:00 Hrs. at the Committee Room, 1st Floor, Design Innovation Centre, DREAM Building, Gate No. 4, University of Delhi (North Campus) Chatra Marg, Delhi - 110007.**

The Director, Cluster Innovation Centre, University of Delhi reserves the right to reject any or all the offers without assigning any reason. Any attempts on the part of contracting firms to influence, negotiate, directly or indirectly with the institute will lead to exclusion from consideration and vendor may be debarred from tendering process in future.

**Director
Cluster Innovation Centre, University of Delhi**

1. Introduction

Cluster Innovation Centre, University of Delhi intends to set up a Rapid Prototype Lab to facilitate mock up and design process. Original Equipment Manufacturers (OEM) or their authorized distributors or vendors/suppliers, who have adequate credential for supply, installation and maintaining Dual Source Laser Cutter cum Engraver may submit EOI for the purpose.

2. Eligibility Criteria

- I. Name, address and contact details of present and past satisfactory services of **minimum three clients** to whom such equipments have been supplied.
- II. The OEM or their authorized distributors or vendors/ suppliers should have at least **five years of experience** in similar volume of works of supply, installation and maintenance of Dual Source Laser Cutter cum Engravers.
- III. A **Certificate** (notarised affidavit in Rs. 10 Stamp Paper) to be signed by MD/ CEO/ authorized signatory of the company that they have never been debarred or blacklisted for any services, supplies or products dealing in, by any organization or educational institutes/ universities.
- IV. **Turnover and Profit:** Average annual financial turnover should be at least 3 times of the estimated cost during the immediate last 3 consecutive financial years (ending with March 2016). Summary of annual average turnover and net worth (copy of audited statement of accounts/ balance sheet for the last three financial years ending with March 2016) be submitted. The company must be profitable during all these three years.
- V. The suppliers should be enough capable of demonstrating the proposed system at Cluster Innovation Centre, University of Delhi.

3. Scope

The Cluster Innovation Centre, University of Delhi is planning to equip a Rapid Prototype Lab and intends to purchase Dual Source Laser Cutter cum Engraver meeting following requirements:

1. CO2 and Fibre Laser Source
2. Large Cutting and Engraving Bed
3. Should follow the safety standard for IEC Class 3R
4. User friendly and safe
5. Optimised Raster, Vector or Combined Operating Modes
6. User friendly software capable of automatic control of speed and power

4. General Note

- I. The OEM or their authorized distributors or vendors/ suppliers must submit the documentary proof in support of meeting the eligibility criteria. Simply an undertaking by the vendors for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter pad of the company and enclosed in a cover to be submitted with the EOI proposal. Original product brochure must be submitted to corroborate this.
- II. In case the due date for opening the EOI document and the date of presentation happens to be holiday, the same will be notified on the website. The timing will however remain unchanged. Please note that the Institute remains closed on Saturdays and Sundays.
- III. Preferences will be given to companies having national presence and ISO Certification.

5. Correspondence

For any query pertaining to this document, correspondence may be made to:

The Director

Cluster Innovation Centre, University Stadium, University of Delhi, Delhi - 110007

Email: director@cic.du.ac.in

Phone: +91-11-27666702

Website: <http://du.ac.in> / <https://ducic.ac.in>

**Pro-forma for submitting Expression of Interest (EOI) on Supply,
Installation and Maintenance of Dual Source Laser Cutter cum Engraver
at Cluster Innovation Centre, University of Delhi**

[To be submitted by OEM/Vendor/supplier/distributor in their Letter Head]

Date:.....

From

To
The Director
Cluster Innovation Centre
University of Delhi
Delhi - 110007, India

**Sub: Expression of Interest (EOI) for Supply, Installation and Maintenance of
Dual Source Laser Cutter cum Engraver at Cluster Innovation Centre,
University of Delhi**

Ref. No.....dated.....

Dear Sir,

With reference to the above, we are pleased to submit our **Expression of Interest (EOI)** at Cluster Innovation Centre, University of Delhi, Delhi - 110007, India. We are enclosing the following information for your kind consideration.

A. About Company

1. Name & Status of OEM or their authorized distributors or vendors suppliers:
2. Name of Key persons CEO/MD/Chairman, etc.with contact no :
3. Registered with DGS&D/NSIC/SSI unit: Yes/No, If yes, Regn. No
4. Income Tax P.A.N. No.:
5. Bankers and their address along with type of Account & Account No.
6. PF No.ESI No.
(Please enclose documents pertaining the above PF and ESI no.)

B. Eligibility & Experience [Please refer to Annexure-I, Section 2 for details]

1. Name / contact and address details of present and past satisfactory services of **Minimum three clients** to whom such services have been extended.
2. A list of similar volume of works done by us in last five years is enclosed along with documentary evidences (Central Government / State Government / Private Organization)
3. At least five years of experience in similar works [enclose evidence]:
4. A Certificate (affidavit) to be signed by MD/ CEO/ authorized signatory of the company:
5. Average annual financial turnover and profit:
6. Last three years audited financial statements(ending with March 2016):
7. List of our valuable customers (with key persons' contact details).
8. Write up on Company's past experience as a solution provider for complete Dual Source Laser Cutter cum Engraver solutions

C. Proposal

1. Detail proposal of project with all relevant details:
 - a. Minimum Technical Specification Items Proposed
 - b. Hardware Specification (Ideal and Minimum)
 - c. Software Specification
2. After sales, Support:
 - a. Support on-site
 - b. Payment terms for on-site support (yearly basis)
3. Product end of support period if any
 - a. Expected Life of the Products

We confirm that we shall abide by all the conditions and we are willing to participate in consequent meetings/discussions in this reference. We shall be able to give demonstration of the proposed system. The expenditure will be borne by us.

Thanking you.

Yours faithfully ,

Name of Authorized Signatory
Signature / Date & Seal of the Company

DECLARATION

[To be submitted by OEM/Vendor/supplier/distributor in their Letter Head]

I son/ daughter of
proprietor /Partner /Director/ Authorized Signatory of

M/S.....am competent to sign this
declaration and execute this EOI document (Ref. No.dated
.....)

I have carefully read and understood all terms and conditions of the EOI and hereby
convey my acceptance of the same.

The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.

I / we/ am well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of our EOI at any stage. The decision of the Director,
Cluster Innovation Centre, University of Delhi in this regard will be final and binding to us.

Signature of the authorized person

Date:

Full Name:.....

Place:

Company Seal:.....

*Note: The above declaration duly signed and sealed by the authorized signatory of the
OEM/ vendors/ suppliers should be enclosed with the EOI document.*