



# Cluster Innovation Centre (CIC)

## University of Delhi

Prof. M.M. Chaturvedi  
Director

26<sup>th</sup> February 2015

### NOTICE INVITING TENDER

HP Laser Printers		
Technical Specifications	Quantity	EMD amount
HP LaserJet Pro 500 color MFP M570dw	06	Rs.9,000.00

### INSTRUCTIONS

- This is a two bid process. The submitted sealed envelope must contain the following three separate envelopes clearly superscripted as
  - Envelope 1: **“the technical bid for .....”**
  - Envelope 2: **“the price bid for .....”**
  - Envelope 3: **“EMD draft for .....”**
- The tender must reach Cluster Innovation Centre (CIC), Room No. 308, 3<sup>rd</sup> Floor, University Stadium, G.C. Narang Marg, University of Delhi North Campus, Delhi – 110 007 by **3pm, 11<sup>th</sup> March 2015**. Delay due to any reason will not be entertained.
- The categories of items and quantity indicated are tentative. CIC, University of Delhi, reserves the right to increase or decrease the quantity or delete some or all of the items.
- Vendors can bid for one or more items out of the list. EMD amount is to be computed by combining the EMD items for which bid is submitted. EMD **be submitted** in the form of Bank Draft / Banker’s Cheque drawn from a scheduled bank in favor of **“The Registrar, University of Delhi, Delhi”**, payable at Delhi. **EMD** draft will be returned to the unsuccessful bidders within 3 weeks from the date of opening of the price bids.
- The total cost inclusive of all applicable taxes and duties must be clearly mentioned both in figures and words in the price bid, and this will form the basis of price comparison for the award of the tender. The price bid must separately mention the cost for standard warranty and for a warranty extended to three years.
- The technical bids will be opened at 10:00 A.M., 12<sup>th</sup> March 2015. The financial bids will be opened at 10:00 A.M., 13<sup>th</sup> March 2015.**
- Performance Bank Guarantee:** Vendor will have to submit a Performance Bank Guarantee of the value equivalent to 10% of the total contract value at the time of agreement and it must be valid six months beyond the period of warranty. This is only for the components of the bid for which OEM does not provide service warranty. Documentary proof of OEM offered warranty must be submitted.
- The rates approved shall remain valid for 6 months from the date of opening of the price bid and the vendor will be bound to accept repeat orders at the same price during this validity



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period. If the OEM withdraws the approved model, this has to be informed to CIC directly by the OEM.

### Conditions of eligibility and enclosures to be submitted in the technical bid

**(Read carefully, non-compliance will make the bidder ineligible for participation in the financial bid. Submit bids only if you satisfy the following conditions and enclose the required documentary proof in your technical bid envelope). Flag the documents as shown below.**

Clause	Condition	Document to be enclosed	Flag
1.	The bidder must be a single entity and not a consortium. Must be a registered company having its office in India.	Company registration certificate	A
2.	Must not be blacklisted by any government or autonomous organization.	Undertaking on official letterhead	B
3.	<b>Bid Validity:</b> Bids shall be valid for minimum <b>six months</b> from the date of opening of technical bid.	Undertaking on company letterhead	C
4.	Must be OEM or authorized dealer/channel partner of the OEM. For bidding for major items of multiple brands within the same tender, the bidder must have dealer/channel partner certificate from OEM	Certificate from OEM clearly specifying that the OEM will honor the warranty conditions for the period of warranty offered along with address of their service centers for this purpose.	D
5.	Must have necessary tax registrations	Copy of TIN, VAT, PAN registration	E
6.	The bidder must be financially sound. Must be profit making company for the last three financial years having average annual turnover that is 200 times the EMD amount asked for this tender.	Certified balance sheets and income tax returns	F
7.	Must have the experience of carrying out similar supply, installation & maintenance.	Details of three major projects carried out in the last two years along with copy of orders.	G
8.	The technical bid must comply with minimum technical specifications as mentioned in the "Technical Specifications" of this tender.	a. Detailed technical specifications specifying brand and model b. Checklist marked with reference to submitted proof. c. Printed brochures	H



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1.	The price bid must contain separately	a. Supply and installation of the item with one year warranty (inclusive of all taxes & charges) b. Cost of extension of warranty to additional two years (inclusive of all taxes & charges)	
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Sd/  
**Director,**  
**Cluster Innovation Centre (CIC)**  
**Room No. 8, 3<sup>rd</sup> Floor, University Stadium**  
**University of Delhi North Campus,**  
**Delhi – 110 007**