

Issued to: _____

**Short Tender No 11/UPTTI/2016-17
Tender Document for COE Office.
(Equipments)
Schedule-1**

**Last date of submission: 28-03-2017 at 10.30 A.M.
Time and date of opening of Technical bid : 28-03-2017 at 11.00 A.M.
Time and date of opening of Financial bid : 28-03-2017 at 02.00 P.M.**

**Uttar Pradesh Textile Technology Institute,
Kanpur**

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF Items as per List enclosed as annexure-I

and as per

Short Tender notice No: as above

(Please note that schedule of requirement of all items under this Tender notice is also displayed on the notice board and at our website www.uptti.ac.in.

1. You are invited to submit your most competitive quotation for the following goods:-

Sl No	Brief description of the goods	Specification*	Qty	Delivery Period	Place of Delivery	Installation requirement if any	EMD (Rs.)
1	Digital Photocopier Copier with Printer (Size A3) with DUPLEX-Automatic	As per annexure-1 and 2	01	One Week	UPTTI Kanpur	Including all	2500.00
2.	Online UPS, 5KVA		01				2500.00
3.	Printer LaserJet Scan Copy		02				1500.00

2. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract **shall be included in the total price of individual equipment.**
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. *(Please note that the bid will be rejected in the absence of above)*

- d) The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation for one schedule.
4. **Validity of Quotation**
- Quotation shall remain valid for a period not less than 60 days after the deadline date specified for tender submission.
5. **Evaluation of Quotations**
- (i)The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.
6. **Award of contract**
- The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the respective individual item of the schedule. Bidder can quote for one of all items.
- 6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. **100% Payment after receipt, check/installation & commissioning and verification of material but within 30 days. Please note that payment terms demanding advance of any type will not be acceptable.**
8. Warranty/ Guarantee of one year from the date of Installation shall be applicable to the supplied goods and services unless otherwise specified in the **special terms & conditions** of the tender document or in the specification sheet.
9. You are requested to provide your offer according to the date & Time mentioned in the tender notice.
10. We look forward to receiving your quotations and thank you for your interest in this project.

11. General Terms and conditions/Guidelines/Instructions for preparation and submission of offers/Tenders:

(11.1) How to prepare the offers/Tenders:

The essential details of specifications & instructions are to be followed strictly in accordance with the tender notice. The tendering firms are requested to submit their offer in two parts. The first part will be named as **TECHNICAL OFFER** & the second part will be called **FINANCIAL OFFER**.

The Technical offer as well as financial offer are to be prepared separately,(i.e. in separate covers), indicating very clearly on the envelopes with the relevant enclosure given as under:

Both Technical Offer and Financial Offer must be kept in one covering Envelope (i.e. in Third envelope) and should be properly sealed. In Technical Offer and Financial offer BID COVERS, it may specifically be indicated properly the Tender Notice No: _____, Dated _____ Due/Opening on _____ on.

- (11.2) In case of U. P. state firm, enclose valid trade tax registration certificate. In case of outside U.P. firms, enclose valid C.S.T. registration certificate or VAT registration certificate.
- (11.3) All the enclosures should be valid on the date of opening of the Tender
- (11.4) After opening the tender any changes in the rates shall not be acceptable and offer will be rejected in this case.
- (11.5) It shall be responsibility of the tendering firms to present themselves on the date of technical & Financial opening and meeting thereof and acquaint themselves with the shortcomings. No separate intimation will be sent to them in this regard.
- (11.6) The security money/Earnest money as specified above shall have to be given/ submitted along with the technical offer. **Offers without E.M/Security will be rejected.**
- (11.7) Tenderer (Authorized person) shall **sign the offer and all the enclosure being submitted by them with their designation, seal and date.** All documents may be numbered starting from the first pages 1, 2, 3.....
- (11.8) If any regulatory act is applicable in item then enclose copy of clearance of the competent authority.
- (11.9) **Conditional offers shall not be acceptable and such offers shall be rejected out rightly. Optional bids will also be**

rejected. Please do not bid with options in bid. Please note again that anything **OPTIONAL** in the quotation will disqualify the quotation even after opening the financial bid. You are requested to quote your final configuration which you fee is conforming to our specifications.

12. **Special Terms & Conditions:**

1. **Prices:**

- a) The quoted prices should be Inclusive of all (Net). The price for each of the above items may be quoted separately in order to enable us to increase or decrease the quantity depending upon site requirement.
- b) Bidder may quote any one or all items of this tender. The estimation of lowest price will be done on individual item basis of this tender.
- c) Prices are to be quoted strictly in the following format. Please note that no forms for sales tax rebate will be provided.
- d) Please note that no duty exemption certificate will be provided.
- e) The quotation, in which total value in not indicated in the above format, will be rejected.

2. **Warranty: One year comprehensive for the whole system.**

- a) Recurring annual charges for any AMC or renewal for the one years must be included in the above rates.
- b) The rates must be quoted inclusive of one years warranty for each of the above equipment system and inclusive of all renewals for the warranty period for software/ equipment etc.**

3. **Technical bid should be accompanied with the following documents:**

- a. The bidder should have **certificate of OEM authorization** for the equipment quoted. Please enclose the required certificates with the technical bid. In absence of which, the bid shall not qualify for financial comparison.

Please produce certificate in the OEM's original letterhead only. In case scanned copy of authorization letter on original letterhead of OEM has been obtained through mail. The soft copy of the attachment is to be provided to us on the day of opening of Technical Offers. Certificates which are not clearly visible or signature without name and designation of the authorized signatory will not be accepted

- b. The bidder should have supplied the items of like nature in at least one government departments / Public Sector companies or limited companies, universities or large schools of repute, costing not less than Rupees 10 lakhs. **Please attach proof (order copy) with technical Bid.**
 - c. Technical Leaflet/ catalogue / Brochure of the product quoted
 - d. The certificates as per terms and conditions mentioned in specification sheet (Annexure-II) of concerned schedule of requirement
 - e. A demand draft for earnest money of the quoted price (Refundable to non-successful bidders within seven working days from the date of opening of tender). The DD should be made in favour of 'Director, Uttar Pradesh Textile Technology Institute, Kanpur', payable at Kanpur.
 - f. **In the absence of Earnest money or in case of Earnest money deposited less than the required, the bid will be considered as non responsive.**
 - g. The copy of receipt of tender document fee.(The tender document **fee is Rs 500/=** and is payable in cash or through DD in favour of Director, Uttar Pradesh Textile Institute, Kanpur, Payable at Kanpur. Photocopies of Bid document or downloaded from our website can be used but the document fee as described above must be deposited to us before submitting the tender.
 - h. General information form as per annexure-I
 - i. The certificate of registration in the sales tax / trade Tax/VAT
 - j. **Please ensure that the quoted item must be in conformity with the specifications/ requirement as per our document.**
4. The bidder shall have to deposit a bank guaranty for the 10 % amount of the final order for the period of warranty (one year), if the order is to be placed in favor of the bidder. This BG will be released on the successful completion of warranty period.
5. Payment: After delivery
6. Delivery: Within : one week

Director
Uttar Pradesh Textile Technology Institute,
11/208, Parwati Bagla Souterganj, Kanpur

Tel.No 0512-2530199
Fax No.0512-2531814
E-Mail: info@uptti.ac.in

13. FORMAT OF QUOTATION
(May be retyped on Supplier's Letterhead)

Name of the Supplier: _____

Address of the Supplier: _____

Supply and Installation of Items at UPTTI Kanpur					
S.NO.	ITEM DESCRIPTION	UoM	Qty	Rate(Rs.)	Total(Rs.)
SUPPLIES					
1	Digital Photo Copier with Printer (Size A3) with DUPLEX-Automatic	Nos.	1		
Service Tax@.....					
				TOTAL	
S.NO.	ITEM DESCRIPTION	UoM	Qty	Rate(Rs.)	Total(Rs.)
SUPPLIES					
2	Online UPS, 5KVA	Nos.	1		
Service Tax@.....					
				TOTAL	
S.NO.	ITEM DESCRIPTION	UoM	Qty	Rate(Rs.)	Total(Rs.)
SUPPLIES					
3	Printer Laserjet Scan Copy	Nos.	2		
Service Tax@.....					
				TOTAL	

Signature of Supplier (Please Sign in above Box)	Date (Please write in above Box)	Place (Please write in above Box)	Rubber stamp (in Above Box)

(Please sign and stamp on each page of quotation).

14 General Information Form

1	Name of the Firm	
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2	Address of the Firm	
3	Sales Tax registration Number	
4	Tender fee receipt no	
	Tender fee receipt date	
5	EMD Details	Bank Draft to be attached on the Top of Technical Bid.
	EMD Amount	
	Bank Draft Number	
	Name of Bank	
	Branch	
	Date of Bank Draft	
6	Certificate of Sales Tax registration.	Attached as Page Number _____ of Technical bid.
7	Catalogue of Item no 1	Attached as page numbers from _____ to _____ of Technical Bid.
8	Catalogue of Item No 2	Attached as page numbers from _____ to _____ of Technical Bid.
	Catalogue of Item No 3	
11	Letter/ Certificate of Authorization from the OEM of Item No 1	Attached as Page Number _____ of Technical bid.
12	Letter/ Certificate of Authorization from the OEM of Item No 2	Attached as Page Number _____ of Technical bid.
13	Letter/ Certificate of Authorization from the OEM of Item No 3	Attached as Page Number _____ of Technical bid.
14	Documents certifying 3 (b) in Special Terms & Conditions above	Attached as page numbers from _____ to _____ of Technical Bid.

Signature of Supplier (Please Sign in above Box)	Date (Please write in above Box)	Place (Please write in above Box)	Rubber stamp (in Above Box)

Annexure-I &II
List & specification for Items
For COE Office Equipments (Schedule-1)

Specifications

1. Digital Photo Copier with Printer (Size A3) with DUPLEX-

Automatic Document Feeder for A3, B4,A4, Minimum copying speed(cpm) 20/20, paper size (Original/Image):A3/A3, RAM(MB):16, resolution:scan;300x300dpi,copy:600x600dpi, Print;600x600dpi memory capacity128mb, paper capacity; cassette1;upto300sheets,bypass tray;50sheets,Zoom;50-200%,Category Duplex, with networking feature along with box stand of photo copier having two shelves for stationary along with 3kva single phase voltage stablizer, output voltage;220 ± 3%,Protection overload /short circuit.

Brands: like Xerox/Canon/Konica Minolta/HP etc/Equivalent.

2. Online UPS:

5KVA, Single phase online UPS APC/ Equivalent. supported by Battery bank consisting of 16 Nos., 12V-42AH AMARON/YUASA /QUANTA/EXIDE make SMF Batteries to provide 60 min. backup time with open iron rack, interconnecting links, installation and commissioning, input voltage ;100-280 volts AV, input frequency ; 50 hertz, output voltage 230V AC out Freq. 50 hertz DSP control double conversion online tech. using IGBT, efficiency more than 94%, emergency generator compatibility, power off , software for auto shutdown & network monitoring, compatible to windows 7, 8,10 , Inbuilt automatic bypass cold start on battery power, lighting and surge protection , diagnostics must be fully incorporated.

3. Printer:

Model: HP Laserjet M1005 MFP Print Scan Copy All in One/ Eq.