

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, Ghatikia, P.O.- MahalaxmiVihar, Bhubaneswar-751029

No: 3200 / OTR; Dated: 10.10.2023

TENDER CALL NOTICE

Sealed tenders are invited from reputed Original Equipment Manufacturers (OEM) / Authorized Dealers for the supply, installation and testing of Mono Laser Printers for the Odisha University of Technology and Research, Bhubaneswar. The sealed tender will be received by speed post/registered post only. **The authority will not be held responsible for any postal delay.** The tender document received after the scheduled date and time will not be accepted. **The last date of tender submission is 03.11.2023 up to 3:00 P.M.** The tender bid documents with other details are to be downloaded from the Website: www.outr.ac.in. The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

Sd/-
REGISTRAR

BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE
FOR
SUPPLY, INSTALLATIONS & TESTING OF
Mono Laser Printers
FOR
ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH



(Formerly College of Engineering & Technology, Bhubaneswar)
Techno Campus, Ghatikia, Bhubaneswar –751029

DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER FOR

1.	Tender Opening	04. 11 .2023 at 04.00 PM
----	----------------	--------------------------

Purchase & Installation of Mono Laser Printers with their
Installations and testing
FOR

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Bhubaneswar – 751029, Orissa

Sealed Tenders are invited from reputed Original Manufacturers and Authorised Dealers, for supply, installations and testing of Mono Laser Printers for the ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Ghatikia, Bhubaneswar – 751029.

1. Scheduled Tender Activity:

Sl. No.	Activity	Date
1	Due date for tender	03 .11.2023
2	Last Date of Tender Document Submission	03.11 .2023 up to 03.00PM
3.	Tender Opening	04.11.2023 at 04.00 PM

Items	EMD (in Rupees)	Cost of Tender Document (in Rupees)	Period of complete Delivery, Installation and Commissioning
Mono Laser Printers	See under clause no. 5.1 of this tender	Rs.500/	6 weeks

Commercial bid & Technical bid must be enclosed separately.

The Tender documents can also be downloaded from our website outr.ac.in and the tenderer has to submit a separate draft of Rs.500.00 + GST as applicable in favor of “Odisha University of Technology and Research” payable at Bhubaneswar in any Nationalized Bank towards tender paper cost) along with submitted tender, otherwise the offer submitted by the tenderer will be cancelled.

2. Eligibility of Tenderer and General Instructions:

2.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed **original manufacturer** and/or the Authorized Dealers of a reputed manufacturer. Manufacturers should provide all documents relating to their **Manufacturing Capabilities**.
2. If the tenderer is an Authorized Dealers of a reputed manufacturer, **necessary OEM authorization certificate must be enclosed otherwise bid will be rejected**.
3. OEM authorization certificate will be Tender specific.
4. The tenderer must provide evidence of successful supply orders of Mono Laser Printers with installations and successful after sales support in reputed government/ public sector organizations.
5. The tenderer must have cleared Sales Tax and Income Tax payment up- to- date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up- to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.

2.2 General Instructions:

The tenderers who are **the Original Manufacturers / Authorized Dealers** of the product must be manufacturing the complete product, selling under the specified brand name and model are the eligible participants.

The tenders will be opened on **04.11.2023 at 04.00 PM** in presence of the tenderers or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled and earnest money deposited will be forfeited.

All offers should be typed or printed clearly in English and the price quoted for each item should be firm.

Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.

The annual turnover of the tenderer should be more than Ten lakhs in each year for the last three financial years. The Chartered Accountant audited statements are to be submitted along with the technical bid.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, the tenderer should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum time and maximum time to repair/replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', 'subject to prior sale', etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The quantity mentioned against each item is approximate but it may change during finalization.

The bid will be considered on turnkey basis i.e. cost of all items, installations and testing together and fulfilling the technical specifications mentioned in this tender. The bid will not be considered on individual item basis.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened. In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

2.3 Submission of Tenders:

The sealed envelope must show the name of the tenderer and his address and should be super scribed as “**Tender for Mono Laser Printers**” on the top of the envelope.

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

The tenders should be submitted at the Office of the **Registrar, Odisha University of Technology and Research, Techno-Campus, Ghatikia, Bhubaneswar-751029**

The sealed tender will be received by **Speed Post/Registered Post only** and addressed to the **Registrar, Odisha University of Technology and Research, Techno-Campus, Ghatikia, Bhubaneswar-751029** super scribed as “**Tender for Mono Laser Printers for the OTR**”. No hand delivery or courier is acceptable.

3. Requirements by Tenderer before Supply:

3.1 Rating Plate, Name Plate and Labels:

Each of the items is to have permanently displayed or sealed packet to it, a name of the manufacturer etc.

3.2 Packaging:

All the items are to be suitably protected, covered in water–proof packing and crated to prevent damage or deterioration during transit and storage till the time of supply/installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

3.3 Inspection:

OTR reserves the right to reject any items, if these do not comply with the specifications during site testing, installation and commissioning stage.

3.4 Environmental Condition:

All the items supplied shall be rugged and should operate without any deviation in quality, or degradation of performance. All the specification/parameters shall be guaranteed over the following environmental conditions:

4. Requirements by Tenderer after Supply:

4.1 Supply:

All the items are would be delivered by the supplier at ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Ghaikia, Bhubaneswar – 751029, in any Department, any building, & any floor and perform the installations and testing at his own cost.

All the items should conform to the latest relevant National/International standards and shall be completed in all respect.

Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the installation of the all items shall be supplied by the tenderer at no extra cost.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of lodging the complain.

The articles ordered must be supplied in one lot within 6 (SIX) weeks of placing of the purchase order.

In case of delay in delivery or successful installation, a penalty of 1% (one per cent) per week shall be levied.

OUTR reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be to the seller's account.

In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

The suppliers shall be responsible for releasing the consignments from the carriers/transporters.

All the items shall be delivered at site at the cost of the tenderer.

All taxes, levies, surcharges, handling freight and insurance, if any, should be paid and handled by the tenderer.

4.2 Installation and Commissioning:

Installation and Commissioning shall include the following:

- a) It will be the responsibility of the tenderer to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to OUTR.
- b) The tenderer is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
- c) Installation, if any, must complete within a week after delivery on site.

4.3 Documentation:

If necessary, detailed technical manuals, handbooks, drawings, Warranty card and Factory Quality Assurance checklist, test results and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and System Safety procedures.

5. Financial Terms:

5.1 EMD

The tenderer has to submit a Demand Draft/Banker's Cheque/Pay Order/Bank Quarantine towards EMD amounting to **Rs.10,000/-** (Rupees Ten Thousand only) in favor of **Registrar, Odisha University of Technology and Research, Techno-Campus, Ghatikia, Bhubaneswar-751029** payable at Bhubaneswar in any Nationalized Bank towards EMD. **Without EMD for an item, the tender will not be considered.**

There will be no interest paid to the tenderer towards EMD money opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

No one should submit a tender who is unable to furnish the EMD as indicated above and supply of the all items within the specified period as indicated in the indent/order issued for the quantities decided in his favor.

5.2 PRICES:

Price quoted should be **FOR Bhubaneswar only.**

Price should be quoted for unit item; however, the actual requirements may be much more. The numbers of items required are given which may vary (increase/decrease) after words as per requirement. (A tenderer may propose to give discounts if any for purchase of more than one unit of a particular item.). The bid will be considered on turnkey basis i.e. cost of all items, installations and testing together.

5.3 Sales Tax Concession:

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

5.4 Discount:

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of all items

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

5.5 Payments:

In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful supply, installations and testing of the all items.

5.6 Penalty:

If the delivery is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1% (one per cent) per week of the total value of the concerned items.

Annexure-I
(in the letter head of the bidder)

TECHNICAL BID

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :
Mobile no. :
5. Tender paper cost deposited : Yes /No (tick one)
If yes, give details :
6. EMD deposited : Yes/ No (tick one)
If yes, give details :
7. Registration of the firm : (submit the documentary proof)
8. Tax Clearance up to :
Name of the document(s) submitted: (submit the documentary proof)
9. TIN/PAN :
10. GST/GSTIN as applicable : (submit the documentary proof)
10. Manufacturer's Authorization : (submit the documentary proof)
11. Turnover for the last three years :
(enclose the CA certified audited statements showing turn over for last three years)
12. Clientele list
13. Any other document etc. submitted :

Date;

Place:

Signature of the authorized person & seal

6. Technical Specifications: for Mono Laser Printers

The list of items with their technical specifications are as follows:

Sl.	Name of the Item	Specification		Compliance (Yes/No)	Make & Model	Qty.
1	Mono Laser Printers	Printers type	Mono Laser			01nos.
		Cartridge type	Composite			
		Print speed (A4)	Up to 20 ppm or higher			
		Processor	400 MHz or higher			
		Memory	64 MB or higher			
		Connectivity	Hi-Speed USB 2.0, Wireless 802.11 b/g/n			
		Input capacity	150-sheet input tray or higher			
		Starter cartridge yield	1500 pages or higher			
		Warranty	3 years onsite			
2	Mono Duplex Laser MFP Printers	Print technology	Laser			01nos.
		Cartridge type	Composite			
		Function	Print/Scan/Copy			
		print speed (A4):	29 ppm or higher, 18 ipm duplex			
		Processor	500 MHz			
		Connectivity	1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n			
		Scan type	Platen			
		Scan file format	JPEG, TIF, PDF, BMP, PNG			
		Input tray	150-sheet input tray			
		Duplex printing	Automatic			
		Duty cycle	20,000 pages			
		Starter toner	1000 pages or higher			
		Warranty	1 year onsite warranty			

- OEM presence should be in INDIA for at least 15 years or more.
- Letter of Incorporation to be attached.
- Technical Compliance and Warranty Confirmation to be presented in OEM Letter Head.
- Certificates to be provided- BIS certificate ROHS malicious Code for A4 Printers
- MFP Cartridge type should be composite and full toner to be supplied.
- OEM last Five financial year turnover certificate up to FY 21-22 more than 100 crores.

All the items are to be supplied & installed at the site decided by the University. The bid will be considered on turnkey basis i.e. cost of all items, installations and testing together.

The approximate number of printers will be 81 and 07 in category 1 & category 2 respectively.

7. Instruction to the Tenderer:

7.1 Instructions to Offer Technical and Price Bids Separately:

Technical Offer (**Annexure-I**) and Price Bid (**Annexure-II**) should be separately given in two different covers.

Each cover should be earmarked as to know the contents within as either “**Technical Offer**” or “**Price Offer**”.

Both these covers should be placed in a third cover super scribed as “**Tender for Mono Laser Printers of the University**”.

Specify brand name and full model name and catalogue number for each offer. Include the printed catalogue and price list if any for each of items quoted.

Specify the list of Accessories to be given free of cost, along with the items as “**Free Accessories**”; these should be fully compatible with the quoted models.

7.2 Solving Disputes:

OUTR, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

The OUTR authority has all rights to accept/reject any tender without assigning any reasons thereof.

NB: (i) The above terms and conditions except those otherwise agreed upon shall form a part of the Purchase Order.

(ii) Sign on each page of this tender document and return it along with the offer enclosing this part together with the technical offer.

Annexure-II
(in the letter head of the bidder)

PRICE BID

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail & Mobile no. :
5. Tax Clearance up to :
6. TIN/PAN :
7. Rate of the all items (in Indian rupees in English only). The cost should be inclusive of supply, installations and testing of these items.

- IMP:** (i) All the items must be of as per the specifications.
(ii) Price bid will not be considered for any particular item if make of it is not mentioned.
(iii) Quantity required are approximate which may change during finalization.
(iv) The bid will be considered on turnkey basis i.e. cost of all items, installations and testing together.

PRINTERS

Sl. No.	Name of the items with technical specifications	Qty	Rate per unit item in Rs.	GST @ % Per unit item in Rs.	Total amount in Rs.
1	Mono Laser Printers	1			
2	Mono Duplex Laser MFP Printers	1			

Date:

Place:

Signature of the authorized person & seal