



# National University of Study and Research in Law, Ranchi

## NOTICE INVITING TENDER

The National University of Study and Research in Law, Ranchi (NUSRL) is a university established by Act No. 4 of Jharkhand State Assembly in 2010. Sealed bids for **“Supply and Installation of Photocopier Machine to NUSRL”** are hereby invited from eligible contractors by the undersigned, subject to the terms and conditions enumerated hereunder.

On behalf of Registrar, NUSRL, Ranchi, Sealed tenders are invited in the Two Bid System (i.e., Technical Bid and Financial Bid) from eligible /Firms/Companies/ Distributors/ Dealers on mutually agreed terms and conditions and satisfactory performance for Photocopying machine to Administrative Office and Faculty Cubical, NUSRL, Kanke, Ranchi – 834006, Jharkhand, India.

### **IMPORTANT INSTRUCTIONS FOR BIDDERS**

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. The bid should not be conditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Bidder shall bear all costs associated with the preparation and submission of its bid and Client will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **TENDER SCHEDULE**

<b>Description of Work</b>	<b>“Supply and Installation of Photocopier Machine to NUSRL”</b>
<b>Tender Identification Number</b>	NUSRL/RFQ/23-24/008
<b>Date of Issue of Tender</b>	18.09.2023
<b>Last Date for Submission</b>	Up to 4.00 PM on 25.09.2023
<b>Time of Completion</b>	<b>2 Weeks Against PO</b>
<b>Tender Opening Date</b>	<b>25.09.2023</b>
<b>Tender Bid Validity</b>	<b>180 Days</b>



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NUSRL wishes to invite tenders for Supply of 2 No's Photocopier Machine under buyback of old machine at NUSRL, Ranchi. Offers are hereby invited from reputed manufacturers/authorized dealer of Photocopier machine in two bid system.

1. The intending bidder shall submit the bids for the enclosed specification (**Annexures I & II**)
2. **Eligibility:**
  - a) The company/firm should be in existence for at least five (5) years.
  - b) The bidder should have at least three (3) years of experience in successfully handling similar nature of work.
  - c) GST Registration Number of the bidder's firm (Enclose scan copy of GST Registration)
  - d) PAN number (Enclose scan copy of PAN card)
  - e) Vendor should enclose OEM distributorship / dealership / Manufacture Authorization Form (MAF) certificate of the offered make of Photocopy Machine.
3. The bidders should submit their responses as per the format given in this bid in the following manner
  - a) Annexure I - Technical Bid
  - b) Annexure II - Financial Bid
4. The response to bid (as mentioned above) should be covered in separate sealed envelopes superscribing, "Technical Proposal" and "Financial Proposal" respectively.
5. The two envelopes containing copies of Technical Proposal and Financial Proposal should be put in another single larger sealed envelope clearly marked "Response to Tender for <Tender Identification Number> and the wordings "DO NOT OPEN BEFORE".
6. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, e-mail id and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
7. The duly filled and sealed offer document including complete set of supporting documents shall be submitted to:

### **The Registrar**

**National University of Study and Research in Law**

**At - Nagri, P.O. - Bukru, Kanke - Pithoria Road,**

**Kanke Ranchi - 8340 06 (Jharkand)**

8. The offers submitted shall be valid for a period of 180 days from last date of submission of tender.



### Terms and Conditions:

1. Acceptance of tender will rest with the employer who reserves right to accept or reject any or all tenders, in part or full, without assigning any reason thereof. Any tender who does not fulfill any of the prescribed conditions would be liable to be rejected.
2. Bidders may reach out at [purchase@nusrlranchi.ac.in](mailto:purchase@nusrlranchi.ac.in) for any information or clarifications related to tender.
3. Rates quoted by the bidders shall be inclusive of all applicable taxes, including GST. Income Tax and all other statutory deductions like labour, cess etc., will be deducted from the payments made as per prevailing rules.
4. Vendor/Firm quoted models should be of reputed standard make and should conform to the ISO Standard(s).
5. The Bidder should provide a Defect Liability Period (DLP) of a minimum of 1 year for Printer supplied to NUSRL.
6. The Rate quoted shall be firm and fixed till the completion of the entire work & shall not attract any escalation under any circumstances whatsoever.
7. The University shall not bind itself to accept the lowest quoted rate. The University shall accept the quotation that is in the best interests of the University, as determined by the University authorities. The University reserves the right to not accept any of the Quotations submitted during this process.
8. The University shall issue a Purchase Order to the successful Bidder ("Selected Bidder") within 30 days of the opening of the quotations. The PO shall consist of terms and conditions, specifications (**Annexures I & II**). Acceptance of the PO by the Selected Bidder shall form a binding contract with the University.
9. Date of start of work shall be reckoned from the date of the issue of the PO.
10. The commercial bid will be opened after the scrutiny/short list of the technical bid submitted by the agencies.
11. Payment terms for the work shall be as per the following milestones
  - 100% of the total PO value will be paid against supply and installation on delivery after the PO is issued.
  - Applicable taxes at source (TDS) and any other taxes if any will be deducted by NUSRL at the time of making payment.
  - Security deposit/ performance guarantee shall be returned after successful completion of warranty of 2 (Two) years without any interest.
  - Payments will be made by 30 days basis on submission of bill/invoice and satisfactory report from user department.
12. NUSRL reserves the right to conclude the quantity with entire or partial as mentioned in the document.
13. The NUSRL will hold an amount of 10% of the total quoted Price as a security deposit and the same shall be released without any interest after warranty



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period of 2 (two) years from successful installation and demo of the Photocopier machine.

14. Any damage to NUSRL property will be made good at Selected Bidder's risk and cost. NUSRL will not be held responsible for payment of any compensation to the labourers engaged by Selected Bidder. Selected Bidder will pay all compensations including accident compensations due to its labourers.
15. Selected Bidder shall follow all safety rules and security procedure that are in force and applicable during execution of work.
16. Selected Bidder shall comply with applicable provisions of all acts, statutes, rules and regulations of Central and State Governments, as the case may be.
17. The bidder may quote for the specific brand/model of Digital Photocopier or all the brands giving details of make, brand, part number, model number etc.
18. The Work must be carried out within the stipulated completion period, with all due diligence, failing which, Selected Bidder shall be liable to pay a Penalty for Delay of an amount equal to 0.2% of the Contract Value per day of delay. The Total Penalty imposed in the contract period shall not exceed an amount equal to 5% of the Contract Value.
19. The Authority of the University reserves the right to reject any of the offers without assigning any reasons thereof. The terms and conditions stipulated in this Notice Inviting tender are binding on the Bidder.
20. Submission of the tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted.
21. NUSRL has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the tender and the bidder has no claims against such right. The University has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be in Ranchi.
22. All entries in tender document should be in English and in ink or typed. All corrections should be attested under full signature of the Vendor/Firm. Corrections where necessary should be made by scoring the wrong words/figures by drawing a line across them and attesting these with full signature of the Vendor/Firm. These shall not be erased or overwritten.
23. Incomplete tenders, conditional tenders, tenders received through courier / post or late or tender not conforming to the terms and conditions prescribed in the tender documents will be rejected.
24. Bidders may have to attend the concerned offices of the employer for clarifications required by them in respect of their quotations without any commitment on the part of the employer.



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### Acceptance of Letter of Intent (LOI) by Bidder

After communicating the Employer's acceptance of the tender, if the tenderer fails to return the duplicate copy of Letter of Intent duly signed in token of their acceptance within 3 days from the date of issue of LOI, the offer will be cancelled & university shall ban the contractor from subsequent bidding for a period of three years.

I / We hereby declare that I / We have read and understood the above instructions and the same will remain binding upon me / us in case the work is entrusted to me / us.

Signature of the Vendor/Firm with Seal

Place:

Date:



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### Other Terms and Conditions:

1. The Photocopier machines should be new only. The minimum specifications of the machines which will be supplied by the firm should match the specifications as mentioned in Tender document.
2. The successful firm will have to submit the original invoices of the photocopier machines, which is to be installed in Administrative Office and Faculty Cubical at NUSRL, Ranchi.
3. Photocopier machines are proposed to be purchased under Single Package basis. In other words, the bidder who, subject to being found technically qualified, quotes the least amount for supplying the digital photocopier shall be awarded the contract.
4. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
5. Security deposit in the form of Demand draft of 10% of the contract value shall be submitted by the (L1) bidder before awarding any contract by the purchaser. Above amount shall be taken as security deposit and any penalty charges over the period shall be adjusted/recovered from this amount. After completion of Two years, security deposit shall be returned to the selected bidder against his request letter.
6. The onsite comprehensive warranty period for the photocopier machines will be 2 years. It will be onsite (NUSRL, Ranchi) comprehensive at site during warranty period. It will include all spares excluding consumables toner.
7. Warranty period begins from the day of successful installation of photocopier machines to be certified by firms engineer jointly with University representative.
8. The bidder shall provide all training, material and documents at his own cost.
9. The maintenance job will include the following in the warranty period:
  - a) Serviceability of photocopiers at 100% satisfaction level.
  - b) Maintenance of photocopiers include periodic servicing/cleaning, repair of all minor and major components and whenever necessary replacement of parts.

  
Assistant Registrar (I/C)



**Annexures I**

**Technical Bid**

<b>Sl. No.</b>	<b>Description</b>	<b>Offered Model Meeting Technical Compliance (Yes/No)</b>
<b>General Technical Specification</b>		
1.	Copy / Print Size: A3/A4	
2.	Copy Speed: 30 CPM or more in A4	
3.	Print Type: Laser/Ink Tank (Color)	
4.	Print Speed: 30PPM or more in A4	
5.	Duplex Copying & Printing	
6.	Paper Handling Capacity 60-200 GSM	
7.	Paper Capacity Standard: 2 x 550 Sheets Universal Cassette	
8.	100 Sheets Stack feed by pass	
9.	RAM- 2GB	
10.	Zoom-25-400%	
11.	Warm up time - 10 to 20 Sec	
12.	DSDF (Dual Scan Document Feeder)-100 Sheets	
13.	Network Interface 10/100/1000 Base-E, Wi-Fi, Mobile	
14.	Toner Capacity 25000-30,000 copies approx.	
15.	Scan Speed: Duplex: 25 Pages	
16.	Scan Format: PDF, TIFF, XPS, JPEG, Slim PDF, PDF/A	
17.	Scan Feature: File, email, USB, e-filing Box, TWAIN, Local HDD	
18.	Copy Print Selection: 1-9999	
19.	Display: 10.1" LCD Panel	
20.	Security Features Private Print	



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	Encrypted PDF, User Authentication, Role Based Access Control, IP/MAC Address Filtering, SNMPv3, SSL.	
21.	Energy Star Qualified	
<b>Accessories Spares &amp; Maintenance</b>		
1.	Accessories: <ul style="list-style-type: none"><li>• AC power cable</li><li>• Min 5 Mtr long network printer cable</li><li>• Suitable Stand to be provided if the height of the machine is not enough to operate the machine</li></ul>	
2.	One stabilizer of required rating.	
3.	Minimum 2 (Two) Years from date of purchase.	
4.	Availability of spare parts and after sales services for 10 years after the delivery of the machine.	
5.	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier/Printer/scanner	

Signature of the Bidder \_\_\_\_\_

Date: \_\_\_\_\_





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## Technical Bid

### To Be Filled by the Bidder

The bidder is required to provide the following details in the prescribed format and also enclose self-attested copy in support of the information provided, wherever applicable:

1.	Name of the Bidder (Firm)	
	Address of the Bidder/ Firm	
	Contact Phone number(s) of the bidder: Email ID:	
	Year of Establishment	
	GSTIN & PAN No. (Enclose GST Registration certificate and PAN)	GSTIN: PAN:
	Experience of last three year in similar field. (Enclose work orders/ completion certificate)	
	Whether the offered make/ model meet the technical specification mentioned in Annexure-I. If yes, attached signed copy of Annexure-I.	

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Signature of the Bidder \_\_\_\_\_

Date: \_\_\_\_\_



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## Annexures II

### Financial Bid

Sl. No.	Item Description	Qty	Rate	GST %	Amount
1	<b>Photocopier Machine</b> <b>Make:</b> <b>Warranty:</b>	<b>1 No</b>			
<b>Total</b>					
<b>GST</b>					
<b>Grand Total</b>					