



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

सांविधिक संस्थान निफ्ट अधिनियम 2006, द्वारा शासित और
वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute under the NIFT Act, 2006 and
set up by the Ministry of Textiles, Government of India

1312(527)/Admn./HO/Hiring of Photocopier Machine /2018

13th November, 2019

Sub : Inviting sealed Limited Tender enquiry for Hiring of Photocopier Machine for Head Office & Delhi Campus -reg.

National Institute of Fashion Technology, a statutory Institute enacted by an Act of Parliament of India in 2006 and set up in 1986 under the aegis of Ministry of Textiles, Govt. of India intend for “ **Hiring of Photocopier Machine**” which is mentioned in our Tender Document which is enclosed herewith.

2. The bids can be dropped in the tender box placed in the B Block, II floor (HO), NIFT Hauz Khas, New Delhi – 110 016 by 02:30 PM on or before 05.12.2019. The bids will be opened on the same day i.e. on 05.12.2019 at 3:00 PM in the presence of the bidders or their representatives, if any.

Asha
13/11/19

(Asha Rani)

Asstt. Director (Admin)

Encl : As above

Copy to :-

Director (IT) for uploading the Limited Tender on NIFT website.

डिजाइन मैनेजमेंट और टेक्नोलॉजी का सर्वोच्च संस्थान

An Institute of Design, Management and Technology

(An ISO 9001: 2015 certified Institute)

NIFT Campus, Hauz Khas, New Delhi - 110016

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
HAUZ KHAS, NEW DELHI**

**TENDER DOCUMENT FOR HIRING PHOTOCOPIERS FOR
NIFT HEAD OFFICE & DELHI CAMPUS**

AT

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT CAMPUS, HAUZ KHAS, NEW DELHI
HEAD OFFICE**

To be deposited in the Tender Box at 2nd Floor, B-Block.

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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Notice Inviting Limited Tender

Dear Sir,

National Institute of Fashion Technology (NIFT) invites sealed tender under two Bid systems for HIRING PHOTOCOPIERS FOR NIFT HEAD OFFICE & DELHI CAMPUS. Please find enclosed herewith the tender documents along with specifications and all terms & conditions. The tender bids duly filled in all respect enclosing necessary documents may be addressed to the Director (Admin), National Institute of Fashion Technology, Head Office, Hauz Khas, and New Delhi -16 so as to reach **on or before 02.30 P.M on 05.12.19** and the tender may be dropped in the tender Box only available at 2nd Floor, B- Block, NIFT Hauz Khas, New Delhi . If last day happens to be holiday the next day will be the last date. The Technical bid will be opened on the same day at **3.00 P.M.** in presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.

The Technically qualified bidders will be intimated through phone/Email.

Earnest Money deposit required : **Rs. 15000/- (Rupees Fifteen Thousand only)** in the form of Demand Draft /Pay Order favoring NIFT-New Delhi – HO.

Last date for receipt of Tender : up to **02.30 P.M on 05.12.19**

Date of opening of Technical Bid : at **3:00 P.M on 05.12.19**

The date of opening of Financial bid shall be intimated through phone/email to bidders whose offers have technically qualified.

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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The National Institute of Fashion Technology intends to invite sealed quotations for **HIRING PHOTOCOPIERS FOR NIFT HEAD OFFICE & DELHI CAMPUS** from reputed Firms situated in Delhi/NCR. You are requested to quote against the above enquiry with your most competitive rates. The Tender documents may be downloaded from NIFT website i.e. www.nift.ac.in

The enquiry forwarded herewith should be submitted in sealed envelopes super scribed as "HIRING PHOTOCOPIERS FOR NIFT HEAD OFFICE & DELHI CAMPUS. **Technical Bid and Financial Bid should be submitted separately.** Technical Bid (Annexure-I) with EMD DD Rs. 15000/- alongwith all document in Ist envelope super scribing "Technical Bid" and "Financial Bid" (Annexure II) in II nd envelope super scribing "Financial Bid". Both the envelops must be put in IIIrd envelope and sealed with firm seal and addressed to the Director (Admin) Head Office, National Institute of Fashion Technology, Head Office, Hauz Khas, New Delhi – 110016 and to be deposited in the Tender Box only available at 2nd Floor, B-Block, NIFT Campus, Hauz Khas, New Delhi, Head Office on or before **2:30 P.M. on 05.12.19**. The Tender Documents received by Post/Courier and by other means will not be entertained. **Last Date/Time of submission of Tender is 05.12.19 up to 2:30 P.M.**

The selection of Bidder will be based as per following Terms & Conditions :

Technical Bid : The financial bid will be opened only of those bidders who will qualify technical bid.

Financial Bid : Rental Charges for Hiring Photocopier.

The Technical Bid of the tender will be opened on the same day i.e. **05.12.19 at 3.00 P.M.** in presence of such bidders who may wish to be present, either by themselves or through their authorized representatives.

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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1. Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
2. No. paper shall be detached from the tender.
3. All the pages of Tender shall be duly signed by the tenderer at the end of each page as mentioned in the prescribed tender format.
4. **The price quoted for hiring photocopier should be inclusive of all taxes.**
5. **5000 nos. (Five Thousand) copies per month per machine will be covered.**
6. No over writing, correction, insertion shall be permitted in any part of the Tenderer.
- 7 A Demand Draft of **Rs. 15,000/- (Rupees Fifteen Thousand only)** is required to be deposited as Earnest Money Deposit in favour of **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, New Delhi** along with Sealed Tender (Technical Bid). Any bid not accompanied by required EMD, shall be deemed to be invalid & will be rejected by NIFT. The earnest money of successful bidder will be returned without interest subject to deposit of security deposit amount.

7.1 The EMD shall be returned without interest:

- (i) To the unsuccessful bidders after the award of contract.
- (ii) In case bidding process is terminated by NIFT for any reason.

7.2 The Earnest Money Deposit of the successful tenderer shall be forfeited if the tenderer:.

- a) Withdraws tender offer before finalization of the same.
- b) Fails to accept the tender, if his/their tender is accepted by NIFT Head Office.
- c) Fails to deposit the security deposit within stipulated time limit.
- d) Fails to execute the agreement in the prescribed form provided by NIFT within 10 (Ten) days of the receipt of the letter awarding the contract.

7.3 Those bidders who are exempted from EMD cost, submit the certificate issued by concerned department like – “NSIC, MSME”.

- 8 The date of the demand draft will be after the publication of this tender.
- 9 The Successful Bidder shall deposit **5% of the total cost quoted** as Security Deposit to NIFT, within one week after Work Order in form of (DD, Bank Guarantee, FDR etc) in favour of NIFT, New Delhi. No interest shall be paid on security deposit which will be returned after successful completion of the contract period and after adjusting dues, if any.
- 10 The contract will be for a period of one year only, and extended upto maximum period of 3 years on satisfactory performance and mutual acceptable terms & conditions.
- 11 If at any time during the contract, it comes to the notice of the NIFT that the Agency/Contractor misled by way of giving incorrect/false information, which have

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been material in the award of contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the contractor.

- 12 Any act on part of the contractor to influence anybody in NIFT would make him liable for rejection of the tender.
- 13 An agreement should be signed within 10 days of the work order. The Agreement should be separate for Head Office and Delhi Campus.
- 14 **Late tenders will not be considered at all.**
- 15 National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors (**as shall be decided by NIFT**) besides the commercial bid.

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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16 Tender shall be accompanied by the relevant documents including the following
(Annexure-'I') :-

- (i) The proof of the Firm/Company situated in Delhi/NCR.
- (ii) The Proof of Annual turnover of minimum Rs. 5.0 Lakhs per year for the year 2015-16 , 2016-17 & 2017-18 in the form of the Audited Balance Sheet duly certified by CA.
- (iii) A list of organization where the bidder is currently providing such kind of services in the tender. Minimum 03 Government/ PSU/Autonomous bodies.
- (iv) Registration Certificate in support of GST No/TIN No. (Proof of copy attached)
- (v) Copy of PAN number of the firm/company for Income Tax. (Proof of copy attached)
- (vi) EMD of Rs. 15,000/- should be enclosed with Technical Bid in the form of Demand Draft./Pay order in favour of NIFT, New Delhi. Those bidders who are exempted from EMD Cost, submit the certificate issued by concerned department like – “NSIC,MSME”.
- (vii) The Bidder has to declare that he has not been debarred from participation in tender any where in NIFT HO & Center (Proof of self certified letter attached).
- (viii) Acceptance of Scope of Work.
- (ix) Experience Certificate from Government/PSU (Minimum Three years i.e 2015-16, 2016-17 & 2017-18) for providing the same services (Proof of work order attached).
- (x) OEM (Original Equipment Manufacturers) on Authorized Channel Partner (Copy of the Authorized dealer Certificate to be attached).

17 In Case L-1 is more than one, then the Technical qualification of the Tenderer will be the criteria and the decision of NIFT will be final.

18 Conditional Bids/Vague offers like “Duties as applicable” shall not be considered.

19 Tenders once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.

20 Execution of job should be of standard quality, neat and accurate according to the specifications of the machines where NIFT is satisfied. If the execution of the job is not upto the standard, suitable deductions will be made.

21 Non response to any complaint in 24 hrs time will invite penalty of Rs. 100/- per Machine per day.

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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- 22 The sites where the machines have to be installed, may be inspected during working hours on any day if required by the bidders.
- 23 The contractor will maintain history sheet of every systems/equipment provided under contract with detailed specification. Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the history sheet.
- 24 Complaint feedback/performance report: The contractor will maintain all records of the complaints in a Register.
- 25 Prices may be quoted on per unit basis for the items as per annexure-II.

26 Termination

- The contract can be terminated by either party giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final & shall be accepted without demur by the contractor.
- 27 NIFT shall in no way be responsible for any default with regard to any statutory obligation and the contractor will indemnify NIFT in case of any damage or liability which may arise on account of action of contractor.
 - 28 The payment shall be made on monthly basis and TDS as applicable will be deducted.
 - 29 All statutory obligations under various laws from time to time will have to be borne by contractor for which no extra payment shall be made to him at any time during the contract period.
 - 30 The contractor will deploy one Mechanic at NIFT Campus to ensure fault free working of all photocopiers.
 - 31 If the performance of the contractor at any time during the contract period is not found satisfactory and does not improve the performance even after a written notice from the Administration Department, the contract shall be terminated without any further notice with forfeiture of Security Deposit and the contractor will be blacklisted for future work.

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I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

32 Conciliation/Arbitration

- i) If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG-NIFT.
- ii) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG-NIFT.
- iii) The arbitration proceedings shall be in accordance with the provisions of Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
- iv) The venue of the Arbitration shall be New Delhi.
- v) The Arbitrator will give the speaking & reasoned award.

33 Applicable Law & Jurisdiction :

All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

- 34 NIFT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NIFT action.

35 Validity :

- The bid validity should be minimum for a period of 06 months from the opening of Financial Bid.
- The Quoted rates should be valid for a period of one year from the date of Work Order, the repeat order can be placed if required on same terms & conditions and mutually agreed consent by both parties.
- The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.
- The bidders should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.

If any clarification required you may contact undersigned at Phone No. 011-26542016.

Yours faithfully

Asht
AD (Admin.)

NIFT-HO

Encl . As above

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

Photocopier with ADF (Automatic Document Feeder) & Wi-fi enabled

Technical Specification (SCOPE OF WORK)

S. No.	Technical Specifications		Remarks
1.	The Contractor will supply the required Brand New Photocopier of any of the make like	Sharp, Canon, Xerox, HP, Kyocera, Richo & Toshiba only	
2.	Type	Desktop Type Wireless Network Printer / Copier / Scanner with Automatic Document Feeder & Duplex printing	
3.	Printing Technology	Laser Print Technology	
4.	Scanning Resolution	600 x 600 dpi or higher	
5.	Printing Resolution	1,800 x 600 dpi / 1200 x 1200 dpi/ or higher	
6.	Copy Resolution	1200 x 1200 dpi or higher	
7.	Max Size	A3	
8.	Processor	Dual Custom or higher	
9.	Memory	1 GB or higher	
10.	System Disk / HDD	160 GB or higher	
11.	Control Panel	7inch or above	
12.	Copy / Scanning Output Speed	A4 : 20 ppm (page per minute) A3 : 14 ppm (page per minute) (Machines having higher speed shall be preferred)	
13.	Warm-Up Time	20 sec. or less	
14.	RADF	50 to 100	
15.	DADF	Should be available	
16.	Print Speed	40 ppm or higher (Pages per minute) for A4 size	
17.	Copy Magnification (Zoom Range)	50 – 200 % (in 1% increments)	
18.	Paper Tray Capacity	Tray 1: 500 sheets or higher Tray 2: 500 sheets or higher Multiple Bypass Tray: 100 sheets or higher	
19.	Paper Weight (Tray & Multiple	60 to 120 gsm or equivalent	

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	Bypass Tray)		
20.	Auto Duplex	Standard	
21.	Support OS	Windows 7 / 8 / 8.1 / 10, Mac OS, Linux and Server Version	
22.	Interface	Wireless, Ethernet (10 / 100 / 1000 Base T) USB 2.0	
23.	Supported Protocol	TCP/IP(IPv4/IPv6), NetBEUI, LPD; RAW; SMTP; POP3; FTP; SMB; LDAP; NTLM, SNMP(V1/V3); HTTP(S)IPP; IPP over SSL; WSD(Print /Scan)	
24.	Scanning Speed (Color and Black & White)	45 OPM (300 dpi) or higher (color /black and white)	
25.	Output Format	TIFF, JPEG, PDF, XPS, XPSX, Doc, Docx etc.	
26.	Scanning Resolution	300 dpi / 400 dpi / 600 dpi or higher	
27.	Automatic Document Feeder	Shall have automatic document feeder for scanning operation	
28.	Power Supply & power consumption	AC 230 V, 50 Hz, 1 Phase, 1500 Watts maximum	

- Experience : Minimum 03 years
- The Machines should brand new machine sealed pack only.
- Bidder should be OEM or OEM Authorised partners.
- One Engineer to be provided for maintenance of the machines.
- All Consumable material excluding photocopy paper should be supplied by the contractor.
- NIFT is intending to hire the photocopier machines as follows :
 - (a) NIFT-Head Office : 05 nos.
 - (b) Delhi Campus : 12 nos.

However the requirement may vary at the time of placing order.

The Bidders have to quote rates for NIFT-HO & Delhi Center collectively. However successful bidders have to enter into agreement with NIFT-HO and Delhi Center Separately. Accordingly the monthly bills for providing services will be raised for NIFT-HO and Delhi Center individually.

I/We agree to supply the machines with above mentioned facilities.

I accept the above terms & conditions

Handwritten signature and date: 13/11/14

(Full Signature & Stamp of the Tenderer)

Annexure – 'I'

Technical Bid

1. Name of the Agency :
2. Name of the authorized person :
(Who signs on the tender document) :
3. Address of the Agency :
4. Phone No. :
5. Email-address :
6. Mobile No. :
7. Fax No. :

Eligibility Criteria for Selection :-

Sl.No.	Documents to be submitted	Proof Required
i	The proof of the Firm/Company situated in Delhi/NCR.	
ii	The Proof of minimum Annual turnover of Rs. 5.0 Lakhs per year for the <u>year 2015-16, 2016-17 & 2017-18</u> in the form of the Audited Balance Sheet duly certified by CA	
iii	A list of organizations where the bidder has currently providing such kind of services mentioned in the tender <u>(Minimum 03 Government/PSU/Autonomous bodies)</u>	
iv	Registration Certificate in support of GST No/TIN No. (Proof of copy attached)	
v	Copy of PAN number of the firm/company for Income Tax. (Proof of copy attached)	
vi	EMD Rs. 15000/- should be enclosed with Technical Bid in the form of Demand Draft/Pay order in favour of NIFT, New Delhi. Those bidders who are exempted from EMD Cost, submit the certificate issued by concerned department like – “NSIC,MSME”	
vii	The Bidder has to declare that he has not been debarred from participation in tender anywhere in NIFT HO & Center. (Proof of self certified letter attached)	
viii	Accepted Scope of Work	Yes/No

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ix	Experience Certificate from Government/PSU (Minimum Three years i.e 2015-16, 2016-17 & 2017-18) for providing the same services. (Proof of work order attached)	
x	OEM Original Equipment Manufacturers on (Authorized Channel Partner)	Copy of the Authorized dealer Certificate to be attached

Signature of Tenderer

: _____

Name of the Authorized Signatory

: _____

Name of the

Company/Firm: _____

Seal of the

Company/Firm: _____

Address

: _____

Contact

No.: _____

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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FINANCIAL BID

To be kept in sealed Envelope super scribing "Financial Bid"

I have visited the Institute and have understood the scope of work.

I have read the terms & conditions and scope of work.

I have signed on each page of Tender documents as a token of acceptance of scope of work and terms & conditions.

I have deposited a sum of Rs. 15,000/- as EMD, with Technical Bid)

I hereby quote my rates for the work on monthly basis.

Particulars	To be filled by the Bidder (Amount in figures)	To be filled by the Bidder (Amount in Words.)
Monthly Rent per machine up to 5000 copies (A-4)		
Rate per Extra Copy		

Signature of Tenderer

Name of the authorized Signatory

Name of the Company/Firm

Seal of the Company /Firm

Address

Contract

No. _____

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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