



PURCHASE AND INVENTORY CONTROL OFFICE
JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025
Ph: 011-26982759

E-Tender for hiring-cum-CAMC of Document Processor alongwith Booklet Finisher, Staple, Trimmer and Perfect Binder

JMI/PICO/NIT-04/2020-21-II

Date 28.10.2020

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, online bids (two bids system) are invited for the **Hiring-cum-CMC of Document Processor** for the office of Controller of Examinations. The hiring of the machine will be for a period of **five** years which can be extended on yearly basis subject to satisfactory performance and other terms and conditions. Bid documents with other terms & conditions can be downloaded from Website: <https://mhrd.euniwizarde.com> and be uploaded on it. The hard copies alongwith notified EMD should be submitted to the following address:

Sl. No	Name of Work	Enquiry Ref. No.	Qty.	EMD to be given in INR/ equivalent Foreign currency	Request till date & Time	Last date & Time for online submission of bids	Date/Time for opening of Technical bid
1	Hiring cum CMC of New Document Processor	No. JMI/PICO/NIT-04/2020-21-II	02	Rs. 50,000/- EMD Online/Offline facilities available in the system	10.11.2020 16:00 Hrs	10.11.2020 16:15 Hrs	10.11.2020 16:30 Hrs

Eligibility of Bidders-Pre Qualification

- i. Companies/partnership firms/Proprietorship firms duly registered with the GST authority.
- ii. Firm that is providing similar kind of services to any of the Govt. Departments/ Universities/PSUs of Govt. of India/reputed companies for at least three years.
- iii. Copy of Aadhaar Card of Proprietor/Partners/Directors. Copy of PAN Card and GST Number.
- iv. Firm should have a gross turnover of Rs. 20.00 lakhs during the last 3 years. Copies of IT Returns may be furnished in support.
- v. The bidder should not have been black listed at anytime in the past by any of the Departments/Universities/PSUs of Govt. Of India. An Affidavit in this regard may be submitted.

Note: - All documents should be scanned clearly and in readable format before final submission and same should be uploaded on the e-Tendering portal.

Terms & Conditions:

1. All bidders shall be required to deposit an EMD amount of Rs. 50,000/- in the shape of DD in favour of Registrar, Jamia Millia Islamia, New Delhi. The EMD amount will be returned to the unsuccessful bidders after the finalization of the hiring of machine.
2. The machine to be supplied by the bidder should be digital only and should be of reputed make like Canon, Toshiba, Kyocera, Samsung, Sharp, Xerox etc.
3. The successful bidder should deliver the Document Processor alongwith Booklet Finisher, Staple, Trimmer & VDP software with a capacity of 20 A3 pages folding and Perfect binder unit within 10 days from the date of order to the office of Controller of Examinations.
4. Rate : The bidder may quote rate on per copy basis for different outputs slabs.
5. Payment: Will be made on quarterly basis through e-payment. No advance will be paid.
6. Payment will be made after deducting the taxes as per existing rules (income tax, TDS or any other tax) at source.
7. In case of failure on the part of bidder's role during the contract period, the JMI has the right to get the work done by any other party and JMI shall deduct the charges payable for the service from your bills.
8. The Jamia Millia Islamia will provide space for installation of machine, power connection, paper and operator free of cost. The machine will be operated by Jamia Millia Islamia.
9. The machine will be provided by the successful bidder at his cost. The machine will also be maintained by the bidder at site and to ensure the smooth functioning of machine. The bidder shall provide all the spare parts alongwith all consumables (except power and paper) for trouble-free operation of the machine during the contract period.
10. The Document Processor will be under Hiring-cum-Annual Comprehensive Maintenance Contract for a period of 60 months.
11. The bidder shall employ only competent, skillful and orderly work men to perform the installation, preventive and breakdown maintenance of machine (without any further charges). Full time Engineers/Technicians should pay regular visits for the proper maintenance of machine even after office hours and on public holidays, if required in case of emergency.
12. In the event of breakdown, the bidder shall ensure that the fault will be attended within two hours from the date/time of intimation by JMI over phone (call/SMS/Whatsapp), email or through letter. Any technical problem should be resolved within 12 hours and maximum one day in case of change of parts etc. Otherwise the vendor should arrange alternative arrangement so that the University work will not suffer. Parts to be replaced by the bidder as & when needed, free of cost.
13. A penalty of 0.5% of the ordered value will be imposed for delay in repairing of a week or part thereof subject to a maximum of 10% of the value, if the machine is not repaired in due time as per Work Order.
14. No Extra charge will be paid for the shifting of machine from one place to another place, if needed.

15. **Minimum Technical Specifications for Black & White Document Processor**

Functionality	Print/Scan & Copy
Output Speed	130 PPM
CPU	Intel Based
HDD	500GB
RAM	4GB
Control Panel	8 inch touch screen
Copy Resolution	600 dpi
Print Resolution	1200 dpi
Scan Resolution	600 dpi
Document Feeder	200 sheets ADF
Scan Speed	Simplex: 120 ipm; Duplex: 220 ipm
Print Area	323 x 480 mm (upto A3)
Warm-Up Time	Less than 5 Minutes.
Paper Capacity	upto 5000
Paper Size	A4/A3
Networking	Ethernet (RJ45)
Operating System	windows/Linux
Power Plug	Indian Switch type
Max Document Storage	5000
Max Pages storage	10000
Folder Manage	upto 100 (with Password)

Accessories

1. Large Capacity Tray
 2. Multi bypass tray
 3. Sheet Finisher with Sheet Stapler
 4. Sheet Booklet Finisher
 5. Booklet Trimmer
 6. Ring Binder
 7. Perfect Binder
 8. Steam Punch
 9. Booklet Maker
16. The rate of hiring-cum CAMC will include hiring charges of equipment including its comprehensive insurance, cost of the maintenance services, all the spares and consumables (except paper, power and operator) required for trouble free operation of the equipment and will remain fixed through the contract period.
 17. The bidder may undertake a comprehensive insurance against theft damage, fire or any other item that is considered necessary for ensuring safety of his equipment.
 18. In the evaluation and comparison of bids; Jamia Millia Islamia reserves the exclusive right to reject any or all tenders.
 19. Jamia Millia Islamia, at its absolute discretion, reserves the rights to award the contract to any party irrespective of the financial bids.
 20. No charges will be payable like transportation etc. for providing the services of attending complaints covered under CAMC.

21. The University reserves the right to postpone the date of receipt and opening of tenders or cancel the tenders without assigning any reason whatsoever.
22. The Vice Chancellor, Jamia Millia Islamia is the final authority for settlement of any dispute.
23. The Vice-Chancellor, JMI as the Chief Executive Officer (CEO) of the University in his/her absolute discretion reserves the right to reject/withdraw the contract at any time without assigning any reason by giving one-month advance notice to the Service Provider.
24. Any changes or additions to the Agreement shall only be valid if agreed in writing by both parties.

Renewal of Comprehensive Annual Maintenance Contract (CAMC)

The contract will be for a period of five years. If the services provided by the bidder are found to be satisfactory, the contract can be further extended for another year with mutual understanding and as per the terms and conditions of the Tender.

TECHNICAL BID

JAMIA MILLIA ISLAMIA Maulana Mohammad Ali Jauhar Marg, Jamia Nagar New Delhi-110025		
<u>Technical Bid</u>		
E-Tender for hiring-cum-CAMC of Document Processor alongwith Booklet Finisher, Staple, Trimmer and Perfect Binder		
NIT No.		JMI/PICO/NIT-04/2020-21
Name of the Firm		
S. No.	Description	Remarks
1	Scanned copy of EMD as specified in the invitation to Bids.	
2	Copies of Companies/Partnership firms/Proprietorship firms duly registered with GST authority	
3	Copy of Aadhaar Card of Proprietor/Partners/Directors. Copy of PAN Card and copy of GST Number.	
4	Technical Specification Compliance Form;	
5	Copy of proof of firm that they are providing similar kind of Services to any Govt. Departments/Universities/PSUs of Govt. of India/reputed companies for at least three years.	
6	Firm should have a gross turnover of Rs.20.00 lakhs during the last three years. Copies of IT Returns may be furnished in support.	
7	The bidder should not have been black-listed at anytime in the past by any of the Departments/Universities/PSUs of Govt. of India. An Affidavit in this regard may be uploaded.	

8	Singed and Scanned copy of all Annexures duly filled.	
9	Terms & Conditions deviation	
10	Technical specification of the document processor to be provided: Functionality, Output Speed, CPU, HDD, RAM, Control Panel, Copy Resoultion, Print Resolution, Scan Resolution, Document Feeder, Scan Speed, Print Area, Warm up time, Paper Capacity, Paper Size, Networking, Operating System, Power Plug, Max Document Storage, Max Pages Storage, Folder Manage	

Note: - Technical Bid downloading/uploading only in the prescribed excel format available on the system.

(For Reference Only)

Financial Bids

S.No.	Item Description	Rates per copy	GST	Total amount per copy (inclusive of taxes)
1.	Charges for A4 Prints (B&W) Upto 75,000 prints quaterly	Rs.		
2.	Charges for A4 Prints (B&W) Between 75,000 to 1.00 lakh prints Quaterly	Rs.		
3.	Charges for A4 Prints (B&W) Above 1,00,001 prints Quaterly	Rs.		
4.	Charges for A3 Prints (B&W) Upto 75,000 prints quaterly	Rs.		
5.	Charges for A3 Prints (B&W) Between 75,000 to 1.00 lakh prints Quaterly	Rs.		
6.	Charges for A3 Prints (B&W) Above 1,00,001 prints Quaterly	Rs.		
7.	Book binding (Booklet Finisher with a capacity of 20 A3 pages folding)	Rs.		

Note: - Financial Bid downloading/uploading only in the prescribed excel format available on the system.

Instructions to Bidder for online participation

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered by payment of 2000/- exclusive onetime fee for 1 Year on the portal for participating in the e-tenders published by the department. Detailed registration help manual is available in bidder help manual kit.

2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details.

3. Bidders must have a valid email id and mobile number.

4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.

5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.

6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.

7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.

8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.

9. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.

10. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bid sheet. After saving, the same bid sheet must be uploaded in the portal.

11. Bidders must pay required payments (Tender fee, EMD, Tender Processing Fee etc as available on the portal) as mentioned in the tender document, before submitting the bid.

12. Bidders are recommended to use PDF files for uploading the documents and file size must not cross 5MB. Only price bid sheet will be in Excel format.

13. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...

14. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.

15. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.

16. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.

17. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.

18. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.

19. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

For E-Tendering Help/Support in participation or guidance: -

Helpdesk No. – 01149606060 or you may contact to below persons for any clarifications

Navneet – 9560364871

