

INDIAN INSTITUTE OF FOREIGN TRADE B 21 QUTAB
INSTITUTIONAL AREA NEW DELHI 110016

Gen Admin/ Photocopier Machines/ 2021-22

Date: 24.03.2021

TENDER NOTICE

Sub: Comprehensive Annual Maintenance Contract for Photocopier Machines in IIFT.

A. IIFT is an Autonomous Body under the Department of Commerce, Government and as well as a Deemed to be University under UGC. IIFT invites **sealed tender** along with **financial bid** for the FSMA for the Photocopier Machines installed in IIFT initially for 01 year which may extendable based on the satisfactory performance. Details of Photocopier Machines are given below:-

Sl. No.	Description of Photocopier Machine			Rate per photocopy (Excluding paper & Photocopier operator)	GST in %
	Make	Model	Qty		
1.	Canon Digital Photocopier	IR-2016J	12		
2.	Canon Machine	IR-2116J	1		
3.	Canon Machine	IR-5065	1		
4.	Canon Digital Copier with Printer	IR-2318L	2		
5.	Canon Digital Copier	IR-6055	1		
6.	Canon Digital Multifunctional Copier Machine	IR-6075	1		
TOTAL			18		

B. DETAILS OF TENDER

- a) Last date of downloading of Tender Documents: - 01.04.21 at 12.00 Noon.
- b) Last date of submitting of Tender Documents: - 01.04.21 at 16.00 PM.
- c) Opening of Tender :- 05.04.2021 at 11.30 AM

C. Eligibility Criteria:-

Following Essential Documents should be submitted with the technical bid failing which the tender shall be rejected.

1. **Bid Security Declaration, attached at Annexure - 1**
2. Tender Cost of Rs.100/- in form of Demand Draft in favor **INDIAN INSTITUTE OF FOREIGN TRADE** payable at **New Delhi**
3. Self Attested copies of registration certificate of GST and OEM Certificate.
4. Self Attested copies of PAN Card.
5. Details of the organizations for which the FSMA service has been provided during the last 3 years.

Technical bid not accompanied with above documents will not be entertained.

D. Terms & Conditions:-

1. Sealed Technical quotation comprising of all documents & certificates listed under “**Eligibility Criteria**” must reach in office of **INDIAN INSTITUTE OF FOREIGN TRADE, New Delhi Room No. 522 (A), on 01/04/2021 by 04.00 PM.**
2. The FSMA will be comprehensive & includes preventive maintenance / monthly regular services of the Photocopier Machines and / or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machines active and free from any defects / disturbance.
3. **Bidders must have OEM Certificate and its proof.**
4. **Only manufacturers/ their authorized service agents need to apply.**
5. The FSMA charges shall include all consumable items i.e. Cartridges, Toners except Papers.
6. **The agency may inspect the system/machine on any working days from 11.00 AM to 04.00 PM before submitting the tender.**
7. In case of successful bidder(s) found in breach of any conditions(s) of the tender / agreement at any stage, the security money deposited shall be forfeited besides other legal action warranted.
8. All the machines must be serviced onsite at IIFT premises. The agency will provide adequate standby machines / systems if the problem is not solved within 24 hours.
9. All the complaint should be attended within 24 hours, **failing which penalty for not attending the complaint will be Rs. 200/- per day.**
10. The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract. Any plea raised by successful bidder about his dissatisfaction with regards orderliness of the machines will not be entertained.
11. The payment will be made to the agency on monthly basis after satisfactory completion of service.
12. Competent Authority, IIFT reserves all right to reject or accept any or all quotations without assigning any reason.
13. **Performance Security** : The successful bidder would have to deposit 3% of the value of the contract towards performance security deposit through Demand Draft/pay order/FDR/Bank Guarantee from a commercial bank in favor of IIFT which would remain with IIFT during the contract period and no interest shall be payable on the Security Deposit amount.
14. **Liquidated Damages:** Half percent per week of delay subjected to a maximum of 5% the order value will be levied for delay in execution of the contract

15. **Penalty Clause** : In the event of non compliance of any of the terms & conditions of this contract and non-satisfactory performance of the agency, the penalty of maximum 10% of the bill value will be imposed on the agency subject to the extent of actual damages/ quality lapse as decided/ calculated by IIFT.
16. **Arbitration** : Any dispute or difference, whatsoever arising between the firms out of or relating to the Tender shall be referred to the Director IIFT for referral of such disputes to a sole arbitrator, to be appointed by mutual consent of the parties to the contract. The arbitrator shall give reason (s) for the award. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in IIFT New Delhi.
17. **Effect and Jurisdiction** : The law applicable to this tender shall be the laws in force in India. The courts in New Delhi, shall have exclusive jurisdiction in all matters arising under and on account of this tender.
18. **Force Majeure**: If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- a). Any law, statute or ordinance, or action or regulations of the Government of India.
 - b). Any kind of natural disaster
 - c). Strikes acts of the Public enemy, war, insurrections, riots, lockouts sabotage
19. **The agency will be required to submit performance guarantee equivalent to 3% of the order value. The PG may be in form of DD or Bank Guarantee from a scheduled bank. The BG may be encashed by the Institute in case of services not found satisfactory.**
- The details of the Photocopier Machines installed at IIFT is places at Annexure- 2

-Sd/-
(Karun Duggal)
Section Officer
Gen. Admn., IIFT.011-
39147322

Declaration of Bid Security

I _____ Son/ Daughter/ Wife of _____ on behalf of the _____
(Name of the Company) do hereby declare that if we withdraw or modify our bids for
the EOI during the period of validity, or if we are awarded the contract and we fail to
sign the contract, or to submit a Performance Security before the deadline defined
in EOI, we will be suspended for a period of 01 year from being eligible to submit
EOI/ Proposal for contracts with IIFT.

Name:

Company:

Signature:

Details of the Photocopier Machines

S.No	Model No/ Machine Sr.No	Purchase Year
1	IR 2016/ MCU03961	May 2007
2	IR 2016/CKP06077	July 2007
3	IR 2016/CKP05905	February 2008
4	IR 2016/CKP05906	February 2008
5	IR 2016/CKP05997	February 2008
6	IR 2016/CKP05494	February 2008
7	IR 2016/CKP05523	February 2008
8	IR 2016/CKP05525	February 2008
9	IR 2016/MCU02127	February 2008
10	IR 2016/CKP05493	February 2008
11	IR 2016/CKP05522	February 2008
12	IR 2016/CKP05872	February 2008
13	IR 2318L/EQV13750	April 2010
14	IR 2318L/EQV14029	April 2010
15	IR5065	November 2010
16	IR6075	March 2012
17	IR-ADV 4545	October 2018
18	IR 2006N/2FG05755	December 2019