



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

IIIT Nuzvid

Mylavaram Road, Nuzvid (Mandal), Krishna District, A.P. - 521202

No. IIIT Nuzvid/RGUKT/Xerox Machines/E-Proc/T15/2017-18

Date: 07-02-2018

NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF THE 2 Nos XEROX MACHINES

The tenderer should be a reputed manufacturer or his authorized dealer with not less than Two years of experience in supply and installation of the Xerox machines to Government Departments/State Government undertakings are requested to submit their bids online from 07.02.2018 to 21.02.2018 up to 05:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: www.rguktn.ac.in, www.rgukt.in or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal).

Time schedule of Tender related events

Bid calling date	31.01.2018
Bid Documents Downloading Start date	07.02.2018 from 3:00 P.M
Bid Document Downloading End Date	21.02.2018 till 05:00PM
Last date for uploading documents online	21.02.2018 at 05:30 PM.
Last date for Submission of documents (hard copies)	22.02.2018 at 12:00 PM.
Technical Bid opening date/time	22.02.2018 at 3:00 P.M.
Price Bid opening date/time	23.02.2018 at 4.30 P.M
Contact person	Administrative Officer, IIIT Nuzvid, RGUKT-AP

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: +91 40-39999700, 39999701

Sd/-

Administrative Officer
IIIT Nuzvid, RGUKT-AP

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on procurement@rguktn.ac.in on or before **13.02.2018**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on IIIT Nuzvid website i.e. www.iiitnuzvid.ac.in as well as on e-procurement platform <https://tender.apecprocurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

SECTION-I

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee	Rs. 3,000/- (By way of DD from any Nationalized Bank) (non refundable). By way of DD in favor of Director, RGUIIT, Nuzvid, payable at Nuzvid
EMD	Rs.50,000/- (by way of Demand Draft from any Nationalized Bank . By way of DD in favor of Director, RGUIIT, Nuzvid, payable at Nuzvid
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	180 days from the date of opening of commercial bid
Comprehensive Warranty	The onsite comprehensive warranty period for the photocopier machines will be 3 years. It will be onsite (IIIT Nuzvid office) comprehensive at site during warranty period. It will include all spares excluding consumables toner
Period for signing the order Acceptance	Within 7 days from the date of receipt of notification of award
Performance security value	Rs.25,000/-
Period for furnishing performance Security	Within 7days from date of receipt of award
Performance security validity period	60 days beyond contract period
Payment terms	80% Payment shall be released on successful installation of photocopier machines and 20% will be released after obtaining satisfactory certificate from the concerned authority within 30 days

TERMS AND CONDITIONS

- 1) IIIT Nuzvid Invites online bids for supply and installation of Two (2) numbers of photocopier Machines. The tenderer should be a reputed manufacturer or his authorized dealer. The technical specifications and configurations are given in the tender document.
- 2) Bids are invited on the e-procurement platform from the Registered Suppliers/contractors/ for providing stationery items at IIIT Nuzvid, RGUKT- Andhra Pradesh. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Andhra Pradesh, i.e. <http://tender.apecurement.gov.in>.
- 3) In-order to participate in the tender, bidders has to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html>. On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
- 4) The participating bidder/s will have to pay non-refundable tender processing fee of Rs.3,000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of **"The Director, RGUKT, IIIT - Nuzvid"** payable at SBI, RGUIIT, Nuzvid branch.
- 5) Tender received without Document fee and EMD or lesser amount will be summarily rejected. No exemption will be granted. Submission of the bid without EMD and document fee will not be entertained
- 6) **After uploading the documents, the copies of the uploaded documents of technical bid along with original Demand Drafts in respect of Tender Processing fee and Bid Security (EMD) should be submitted offline to Administrative Officer (i/c), IIIT Nuzvid by 12.00PM of 22.02.2018.**
- 7) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: 8333981189/98 or e-mail: ao.nuz@rgukt.in
- 8) IIIT Nuzvid will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with IIIT Nuzvid was found poor and also against whom there have been adverse reports of Poor Service, as defined in the other parts of the Bidding document.
- 9) Latest copy of the GST Certificate issued by the Department of Commercial Taxes, Copy of PAN Card and Bank Account details should be enclosed with the Tender Schedule.
- 10) The firm should have the experience for supply and installation of the Xerox machines to any Government Department/State Government undertaking in any one year during the last three years viz. 2015-16, and 2016-17. Proof of Experience Certificate/satisfactory certificate should be submitted.

- 11) The two separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-THREE). The sealed bigger envelope super-scribed as **"Supply and Installation of the Xerox machines to the IIIT Nuzvid."** should reach "The Administrative Officer, IIIT Nuzvid, Rajiv Gandhi University of Knowledge Technologies, Nuzvid, Krishna District, Andhra Pradesh - 521202" on or before 22-02-2018, 12:00 PM
- 12) Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice. Further, the requested hard copies of the same should reach the IIIT Nuzvid contact person on or before last date mentioned in the tender call notice. IIIT Nuzvid shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee. Any bid not received by the IIIT Nuzvid contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder
- 13) The Bids must reach this office before the due and time either in person or by post. Bids received after the stipulated time will not be accepted. For postal delays the concerned authorities are not responsible.
- 14) The rate should be quoted in the tender for each item in words and figures. Otherwise tender will not be considered. The offer should be valid for a period of one year from the date of approval of the tender.
- 15) A refundable Earnest Money Deposit (E.M.D.) for an amount of Rs.50,000/-(Rupees twenty five thousand only) in the form of a Demand Draft (Banker's Cheque) from a Nationalized Bank in favor of the "The Director, RGUIIT, Nuzvid" should be enclosed with the tender schedule. The bids without E.M.D. will be rejected summarily.
- 16) Incomplete tender schedule in any form will be rejected.
- 17) All the tenders received are subject to verification and approval by the University authorities and it shall be binding on all the tenders.
- 18) The acceptance of tender will be communicated to the successful tender only.
- 19) The bidder should submit/give declaration stating that they are not debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings /enterprises /Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India for non-satisfactory performance, corrupt & Fraudulent or any other unethical business practices in If the bidder is debarred/ blacklisted as mentioned above, such bidder becomes ineligible to participate in the bidding process. In case of any concealing of information relating to blacklisting or pending of cases as mentioned above or submission of fake information/fake documents, IIIT- Nuzvid reserves the right to cancel the work order/contract allotted, apart from forfeiting EMD/PBG. IIIT- Nuzvid reserves the right further to take penal action on the bidder.

- 20) The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into. The successful bidder shall have to enter into the agreement with the Institute
- 21) Payment shall be made within two months after receipt of material as per requirement, with that of the samples agreed to.
- 22) The Institute reserves right to accept the tender in total or part: or reject any tender on administrative grounds. If it feels that any of the item, even if it is not lowest rate, when it is a quality product. University can have right to go for issuing purchase order for those items.
- 23) The firms quoting for the tender should have at least Two years' experience in undertaking such type of jobs in Government offices concerned along with satisfactory service certificate mentioning name/designation/telephone numbers etc where they have rendered such work for three or more years.
- 24) The firm should not have been blacklisted during last three years in any government organizations. If it is found at any time during contract period that the firm is blacklisted then the contract will immediately be cancelled and the performance security deposit will be forfeited.
- 25) Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions.
- 26) 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
- 27) All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. Relevant product literature may be enclosed with the bid along with media (if any).
- 28) Vendors to Comply all the Technical Specifications as a part of Technical Bid, as mentioned in the tender document
- 29) The Photocopier machines can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization from the manufacturer/parent company to be enclosed in case of authorized dealer
- 30) If authorize dealer is quoting, then he has to submit tender specific authorization letter from OEM, stating "the (name of dealer with address) is quoting on behalf of us and we have an association of more than 2 years with the said dealer. Further any case, if the dealer would not be able to provide satisfactory service to "IIIT Nuzvid, RGUKT-A.P "or any disputes arise with the said dealer, then (Name of the OEM) will provide the service at the same price and terms & conditions of the tender to "IIIT Nuzvid, RGUKT-A.P ".
- 31) 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. The firms should also submit a list of three Govt clients/customers (with complete name, address of the firms and telephone number of the contact person therein) with details of the Photocopier machine of the type under reference supplied by them for information of the Institute.

32) 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 are not permitted.

33) VALIDITY AND EVALUATION

- i. The bids should be valid for a period of at least three months from the date of opening of the tender, within which the award shall be finalized.
- ii. The techno-commercial bids will be evaluated for satisfaction of the terms of the tender.
- iii. Conditional tenders are liable to be rejected.

34) Canvassing in any form will be viewed seriously and if any tender is found to be resorting to such practice, the tender of such firm will be rejected.

CONDITIONS OF CONTRACT

The terms and conditions of the contract will be as under: -

1. Photocopier machines to be supplied by the firm should be Digital only.
2. The number of photocopier machines are proposed to be purchased 2 in number, which are liable to increase or decrease at the sole discretion of the IIIT Nuzvid during the period of the contract.
3. All 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.
4. A complaint will be attended to within 24 hours from the time of its lodging failing which a penalty @ Rs.100/- per photocopier machine per day will be levied till the complaint is attended to and the photocopier machine made fully functional. During the contract period, it will be the responsibility of the contractor to keep the equipment's in perfect working condition.
5. In case, any photocopier machine is to be taken out for repairs to firm's workshop, a standby machine of same/higher configuration shall be provided by the firm. Toner/developer and other consumables will be provided by the contractor free of cost. The machine should remain functional all the time with production of acceptable quality of reprints.
6. Tenderer should have at least Two years of experience in the sales of Photocopier machines. Performance Statement as per Annexure to be filled up and documentary proof of the same to be attached.

7. Tenderer should have turnover of more than Rupees Twenty lakhs per annum in the sales/services of Photocopier machines during last two years. Audited Balance sheet and profit and loss account statement for last two 2 years to be submitted along with the bid.
8. Photocopier machines are proposed to be purchased under Single Package basis. In other words, the bidder whose, subject to being found technically qualified, quotes the least amount for supplying the Digital photocopier shall be awarded the contract.
9. Tenderer should have registration of GST/V.A.T., Documentary proof to be enclosed. The photocopier quoted should be of reputed standard make and should conform to the ISO Standard(s)
10. 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.
11. Delivery and installation period: Maximum Two (2) weeks from the date of purchase order. The installation report should be signed by the firm engineer jointly with authorized IIIT NUZVID personnel/representative. The Photocopier machines are to be delivered and installed at office of "IIIT Nuzvid, RGUKT-A.P".

Successful tenderer will have to adhere to the delivery schedule strictly.

SECURITY DEPOSIT: Security deposit in the form of Demand draft of Rs.25,000/- 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 and Six months, security deposit shall be returned to the selected bidder against his request letter.

Warranty:

The onsite comprehensive warranty period for the photocopier machines will be 3 years. It will be onsite (IIIT Nuzvid) comprehensive at site during warranty period. It will include all spares excluding consumables toner.

If the system remains down beyond 48 hours, the firm shall be liable to pay penalty at the rate of Rs.100/- per photocopier machine per day. In case of photocopier machines being down for more than seven working days, "IIIT Nuzvid" reserves the right to get it repaired from any suitable agency at the risk and cost of vendor.

Warranty period begins from the day of successful installation of photocopier machines to be certified by firms engineer jointly with authorized "IIIT Nuzvid" personnel.

The costs per year of the warranty shall be separate. The payment for warranty will be made on half-yearly basis at the end of each half-year.

Training :

The Bidder shall provide training for installation, maintenance & operative staff of the purchaser free of cost, as the time of installation at the premises of IIIT Nuzvid.

IIIT Nuzvid reserves the right to accept or reject any offer in part or full without assigning any reason there of, and to amend the terms and conditions before award of the contract.

Any disputes arising out of this tender will be under the jurisdiction of court of Vijayawada only.

- 35) The offer / contract will be awarded to the Lowest-1 as per our specifications firm (Item-wise) as per the decision taken by the Computer Purchases and Central Purchases Committee depending on the quality.
- 36) An agreement to be signed by the successful tenderer with the Administrative Officer, IIIT Nuzvid, RGUKT on the Non-Judicial Stamp Paper worth of Rs.100/- (Rupees one hundred only). On assigning the contract, the successful tenderer should submit a bank guarantee for Rs.25,000/-(Rupees twenty five thousand only) from a Nationalized Bank in favor of the "The Director, RGUIIT, Nuzvid".
- 37) It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The IIIT Nuzvid shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the IIIT Nuzvid over the tendered price together with all charges and expenses incurred towards purchase shall be recovered by the IIIT Nuzvid from the successful tenderer/firm.
- 38) In case the items are not supplied within the stipulated time, a fine of 250/- (Rupees two hundred and fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.
- 39) If the tenderer fails to abide by any of the conditions of the contract, the Director, IIIT Nuzvid, RGUKT will have the right to forfeit not only the E.M.D. but also the Bank Guarantee submitted by him.
- 40) Upon complete fulfillment of the terms and conditions by the successful tenderer, the amount so deposited towards earnest money/bank guarantee shall be returned to him deducting the amount, if any, due by the tender to the IIIT Nuzvid.
- 41) If any one item price quoted by more than one bidder is same, the IIIT Nuzvid have right to negotiate with the lowest tender(s) regarding price.
- 42) The Committee reserves the right to negotiate with lowest bidder(s) to arrive at a rate of any item.

SECTION –II

I. Procedure for Bid Submission

- a. Bids shall be submitted online on <http://tender.apecurement.gov.in> platform. The participating bidders in the tender should register themselves free of cost one-procurement platform in the website <http://tender.apecurement.gov.in>

- b. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- c. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at thee-marketplace.
- d. The bidders should scan and upload the respective documents in Pre- Qualification/Technical bid documentation including EMD. The bidders shall sign on all the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity. The hardcopies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized.
- e. The Documents that are uploaded online on e- market place will only be considered for Bid Evaluation.
- f. IIIT Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents. The IIIT Nuzvid shall not hold any responsibility on account of postal delay.
- g. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidders are found to be false/fabricated/bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited
- h. The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, super scribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop super scribing "**Tender Notice for purchasing of 2 Nos Photocopier Machines**" may be submitted in person or sent through Post by Dated: 22.02.2018, 12:00 PM.
- i. The online uploaded documents (bids) may be sent also so as to reach at the aforesaid address by 12.00 P.M by Dated: 22.02.2018. IIIT Nuzvid is not responsible for postal delay any. Only those bidders, whose technical bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence shall be entertained by the bidder after the last date of submission of the tender. Technical bids shall be opened on Dated: 22.02.2018 by Tender scrutiny committee.
- j. The rates should be quoted on online.
- k. The financial bids of the suppliers/contractors, who qualified the technical bid, shall only be opened

II. PREPARATION OF BID

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

Part-1: Technical bid: The hardcopies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized.

Part-2: Financial bid: The bidder shall prepare the price bid as prescribed proforma

III. FORCE MAJEURE

No liability shall be attached to the Bidder / Service Provider for non-operation or execution of his obligation under this contract as a result of Force Majeure or any other factor beyond the control of the Bidder / Service Provider.

No liability shall be attached to the Bidder / Service Provider for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

VIII. Termination of contract

In the event of any breach and / or failure on the part of the Agency/Contractor to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. IIIT Nuzvid also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by IIIT Nuzvid in the event of the aforesaid cancellation/suspension.

However, under the normal circumstances the IIIT Nuzvid will give 15 days' notice before the said cancellation/suspension. In addition if the contract is cancelled, the security deposit will be en-cashed and forfeited.

RGUKT - A.P

IIIT Nuzvid

TECHNICAL SPECIFICATIONS FOR Xerox Machines

1	First Copy Time	3.7 sec
2	Paper Size & Method	A3 & Black and White
3	Speed (A4/A3)	51/25 cpm
4	Print resolution	Up to 1200 x 1200 dpi
5	Warm-up Time	24 sec or less
6	Std Paper Source(s)	Dual drawer
7	Std Paper Capacity	2*550 sheets
8	Bypass/Paper Weights	100-sheet/52 to 220 gsm
9	Std/Max Paper Capacity	"Std: 1180 sheets (@ 80GSM) Max:6,330 sheets"
10	Copy Resolution	600 x 600 dpi
11	System Memory (Std/Max)	"3-GB RAM, 250-GB HD
12	Document Feeder	DADF
13	Document Feeder Capacity	"100 orig,
14	HDD Encryption	Std
15	Login Methods	"Picture Login, User Authentication & Department ID"
16	Control Panel	Keypad and 10.1 Inch mm color touch screen
17	Max Power Consumption	1500W
18	TEC Value	2.6 KWh
19	Toner Yield	"Min : 42,100"
20	Drum Yield	"Min: 3,18,000"
21	USB Interface	"Std 2.0, std 2.0 (host) x 2, std 3.0 (host)"
22	Network Interface	"Std Ethernet, Std Wireless"
23	Processor/MHz	dual custom processors/ 1.75 GHz
24	PDL	UFR II
25	USB Print	"Direct printing of JPEG, PDF, TIFF and XPS files"
26	Scan Speed	"70 ipm color, 70 ipm black"
27	Max Resolution	600 x 600 dpi
28	Scan Features	Skip Blank page while scanning on both DADF. Smart Scan (Scan different sizes at a time).
29	Document Storage	"100 Mailboxes to Store upto 30,000 documents"
30	Motion Sensor	Yes
31	Feeder Features	Reminder LED on Scanner unit
32	Feeder Features	Platen Alert Tone
33	Duplex Printing Automatic / Manual	Duplex Printing Automatic / Manual
34	Output	Duplex
35	Remote Operator Software Kit	Standard
36	Access Management System	Standard
37	Walkthrough Videos	Standard

Accessories, Spares & Maintenance			
01	Accessories	<ul style="list-style-type: none"> • AC power cable, • Suitable Stand to be provided if the height of the machine is not enough to operator the machine 	
02	Confirmation of availability of Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine	Yes/No
03	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier.	



RGUKT-A.P

IIIT-Nuzvid

CHECKLIST

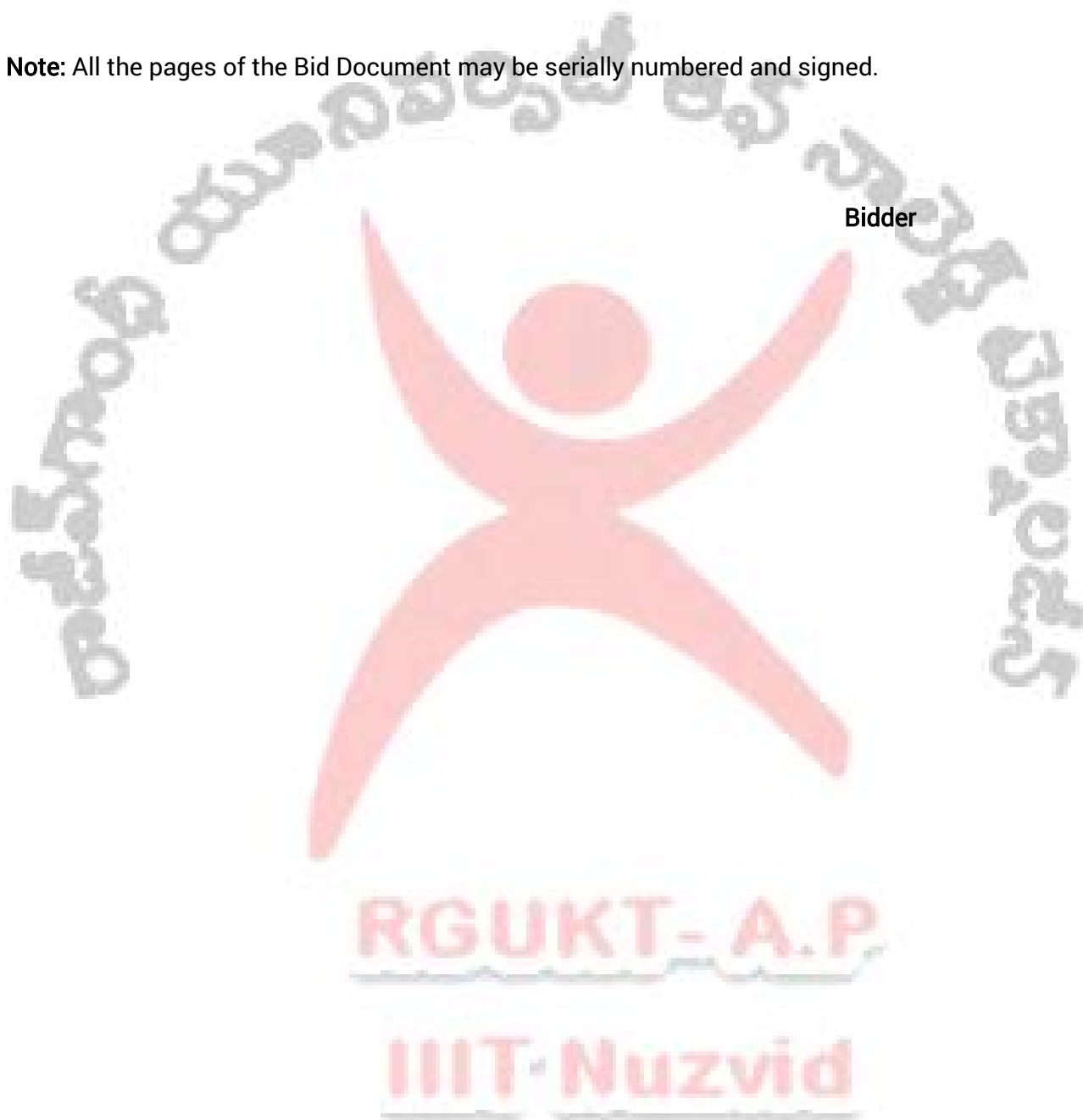
The bidder use may the check list below to ensure that the tender submitted is complete in all respects.

Cover 'A' should contain the following documents

S. No	Particulars	Yes	No
1	The original tender schedule		
2	Document Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Bidder Information and Bidder Letter		
4	Copy of PAN /TAN		
5	Copy of GST		
5	Tender specific authorization letter from OEM (In case of authorized dealer).		
6	List of the Govt clients/customers with complete name, address and contact numbers		
7	Audited Balance Sheet and Profit and Loss Account for last Two years		
8	IT returns for 2015-16, 2016-17		
9	Certificate of the bidder's turnover Rs.10 lakhs for each financial year 2015-16 and 2016-17 in rupees must be enclosed and be duly certified by firm of Chartered Accountant.		
10	Documentary proof of quoted photocopier conforming to the ISO Standards		
11	Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions		
12	Minimum Two years of experience in the sales of Photocopier(Documents required)		
13	Technical compliance as per mentioned technical specifications		
14	Supplier should have local service support(enclose registration copy)		
15	The bidder/OEM should submit/give declaration stating that they are not debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations		

	and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India for non-satisfactory performance, corrupt & Fraudulent or any other unethical business practices		
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Note: All the pages of the Bid Document may be serially numbered and signed.



Annexure -I

Bidder Information

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	Phone No.	
5	Fax No.	
6	Email	
7	Contact person details with phone no.	
8	Total No. of branch offices in AP	
9	Total Support engineers at -	
10	At Head office (No.)	
11	At branch offices (No.)	
12	Whether Manufacturer?	If Yes, Provide relevant documents
13	Whether authorized dealer/ Service Provider?	If Yes, Provide relevant documents
14	Details of EMD furnished	
15	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
16	Tender processing Fee (Nonrefundable)	Amount Rs. : DD No. : DD Date : Issuing Bank &Branch:
17	EMD	Amount Rs.: DD/BG No. : DD/BG Date: Issuing Bank &Branch:

Annexure - II
Manufacturer Authorization

To
The Director,
IIIT Nuzvid, RGUKT - 521202.

Dear Sir,

We manufacturers of original equipments at **(address of factory)** do hereby authorize M/s.**(Name and address of Agent)** to submit a bid, negotiate and receive the order from you against your tender enquiry.

The authorization should be in the nature of a letter, memorandum or certificate regularly granted by the manufacturer to its channel partners, authorized solution providers, system integrators, distributors, etc. or a specific letter issued for purposes of this bid. Such communication should include statements / undertakings from the said manufacturer to the following effect:

1. Guarantee and warranty coverage in respect of the goods and services manufactured by the said manufacturer shall be honored by that manufacturer, their channel partners, distributors, authorized service centers as the case may be.
2. The manufacturer updates the bidder and their technical personnel with relevant technical literature, training and skill transfer workshops etc. on a regular basis.
3. The manufacturer provides back to back technical support to the said bidder on a continuing basis.
4. The said bidder is authorized to provide service and solutions using hardware, firmware and / or software as the case may be.
5. We hereby extend our full guarantee and warranty as per clause/tender document ____of the general Conditions of Contract and Clause ____ of the Special Conditions of Contract for the goods and services offered by the above firm.
6. If our partner is unable to maintain the supplied parts/hardware/software/equipment, we undertake to nominate another Channel partner who can provide the services at the same prices and terms.

Note: The letter of authority should be signed by a person competent and having the power of attorney to bind the manufacturer.

Signature and seal.

Bid Letter Form

From: (Registered name and address of the bidder.)

To:

The Administrative Officer

IIIT- Nuzvid

I-3 Building, Nuzvid, Krishna District, Andhra Pradesh – 521202

Sir

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the works including supply, delivery installation of hardware, firm wares and software's as the case may be, in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated

Project title: We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents in accordance with the schedule of prices attached herewith and coverage options made by IIIT-Nuzvid.

If our bid is accepted, we undertake to;

1. Provide services/execute the work according to the time schedule specified in the bid document,
2. Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's signature

Date:

Annexure -III
Annual Turnover Statement

Bidder shall indicate herein his annual turnover during the following Two years based on the audited balance sheet / profit and loss account statement.

Financial Year	Annual Turnover (Rs.)
2015- 2016	
2016- 2017	

Average Annual Turnover during the above Two financial years: ` (Rupees
.....)

NOTE:

1. Copies of audited Balance Sheets with Profit & Loss Account statements for last Two years shall be submitted along with the tender.
2. Bidder shall indicate herein his Net Worth details during the following Two years based on the audited balance sheet/profit and loss account statement on the following basis.

Signature of the Bidder with official seal

RGUKT - A.P

IIIT - Nuzvid

Annexure-IV
NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the _____ [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will supply and installation of the 2 nos Xerox Machines as per the specification given by IIIT NUZVID and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, EMD to be forfeited, the firm will be blacklisted and IIIT NUZVID may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

RGUKT - A.P

IIIT Nuzvid

COMMERCIAL INFORMATION (FINANCIAL BID)

Subject: Notice Inviting Tender for supply & installation of Xerox Machines at IIIT- Nuzvid

S. No	Item Description	Qty	Unit rate	GST (%)	Total Amount without GST	Total Amount including GST
01	Xerox Machines and accessories 3 years comprehensive onsite warranty	02				

Date :

Place :

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

RGUKT- A.P

IIIT- Nuzvid