ENGLISH PROJECTS (INDIA) LTD.  
(A. Govt. of India Enterprise)  

NOTICE INVITING e-TENDER (NIT)  

Unit-1  

Single stage two envelope system (e-tender) is invited for “Supply & Installation of 3 Nos. A3 size Multifunction Printers cum photo copier on “Per Copy” basis for a period of 3 years on Rental basis for use in various departments of EPIL, New Delhi”.  

The detailed description, Scope of work, technical specifications, instructions to bidders etc. is as follows:  

1.1 DETAILS OF THE PROJECT:  

Supply & Installation of 3 Nos. A3 size Multifunction Printers cum photo copier on “Per Copy” basis for a period of 3 years on Rental basis for use in various departments of EPIL, New Delhi  

Unit-2  

2. Data Sheet  

Please refer to Key Details below in the Data Sheet for all important information related to Supply & Installation of 3 Nos. A3 size Multifunction Printers cum photo copier on “Per Copy” basis for a period of 3 years on Rental basis for use in various departments of EPIL, New Delhi.  

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender No</td>
<td>DLI/CON/ITD/626</td>
</tr>
<tr>
<td>2.</td>
<td>Tender Type</td>
<td>Open Tender (e-tender)</td>
</tr>
<tr>
<td>3.</td>
<td>Name of Work</td>
<td>Supply &amp; Installation of 3 Nos. A3 size Multifunction Printers cum photo copier on “Per Copy” basis for a period of 3 years on Rental basis for use in various departments of EPIL, New Delhi</td>
</tr>
<tr>
<td>4.</td>
<td>Estimated Cost</td>
<td>Rs.5.40 Lacs</td>
</tr>
<tr>
<td>5.</td>
<td>Delivery period of the items</td>
<td>30 days from the date of acceptance of Order.</td>
</tr>
<tr>
<td>6.</td>
<td>Cost of Tender document</td>
<td>Rs.1,180/- (Non-refundable) (inclusive of 18% GST) in the form of crossed demand draft from any nationalized/scheduled Bank in favour of ‘Engineering Projects (India) Ltd’, payable at New Delhi.</td>
</tr>
</tbody>
</table>
Please note carefully Instructions to the bidders, the requirements for submitting Tenders and the date and time for submittal. The Tenders must be received in the office of EPI not later than the specified date and time. Tenders received after the due date and time or those which are incomplete are liable to be rejected. Further, corrigendum/ addendum, if any, issued to the tender document, shall also be published on the website. It is the bidder’s responsibility to submit the completed tender document taking into account all addenda/corrigenda issued. EPI reserves the right to accept or reject any or all Tenders received or annul this Tender process at its absolute discretion without assigning any reason whatsoever.

The Price bid of those bidders whose bid has been technically accepted on the basis of documents submitted shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 bidder shall be accepted subject to the confirmation of the authenticity of the PQ documents/BG from the concerned department/Bank.

The detailed description, Scope of work, Qualification/ Eligibility Criteria, instructions to bidders etc. is as follows: -
3. **Prequalification Criteria**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters</th>
<th>Requirement Description</th>
<th>Supporting Document Required</th>
</tr>
</thead>
</table>
| 1.     | Bidder should be either Original Equipment Manufacturer or should be Authorized Dealer/Channel partner. | -                       | Copy of proof to be enclosed.  
The Certificate/Authorization Letter specific to this tender must be issued by Authorized Representative of the OEM |
|        | In case the bidder is a Dealer/Channel partner of the OEM, a valid certificate/Authorization Letter and Agreement copy (if any) by the OEM, clearly stating the relationship, guaranteeing support for offered components for a period of at least 3 years and authorizing the Partner to quote and supply new printers for this tender is to be furnished. | -                       |                                |
| 2.     | Experience of at least 2 years in executing similar kind of work minimum 2 PSU /Govt. work order | -                       | Copy of work order/experience certificate to be enclosed. |
| 3.     | The bidder should have office at Delhi/NCR.                                  | -                       | Please submit address proof such as telephone bill/Electricity Bill/ Rent Agreement/Ownership deed etc. |
| 4.     | The bidder should not have been blacklisted in any of the Central or State Government departments including PSU’s. | -                       | (Attach Undertaking) |
| 5.     | The bidder should have registration under GST & should have valid GSTIN number. The bidder must submit as compliances of GST Act, the invoices in GST compliant format, failing which the GST amount shall be recovered/ | -                       | (Attach copy of certificate) |
adjusted by EPI without any prior notice from the next invoices or available dues with EPI. The bidder is requested to update/upload the GST/ Taxes data periodically so as to avail Input Tax Credit (ITC) by EPI, failing which it shall be recovered/adjusted by EPI without any prior notice from the next invoices or available dues with EPI. Also bidder need to consider all ITC received/receivable by it so as to ensure that as per GOI orders quoted prices are after due passing or the ITC benefit to the consumer.

6. Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical Bid and a request letter for exemption from submission of Tender fee and EMD (Attach Copy)

### Unit-4

4. **Scope of work**

Supply & Installation of 3 Nos. A3 size Multifunction Printers cum photo copier on “Per Copy” basis for a period of 3 years on Rental basis for use in various departments of EPIL, New Delhi.
4.1 Acceptance Test Procedure

- IT division of EPI shall examine all the A3 size Printers supplied by the successful bidder for specification and successful installation of the same.
- On the successful completion of Acceptance Test and installation, the acceptance certificate signed by the authorized representative(s) of EPI will be issued to the successful bidder.

4.2 Scope of Work and specification.

A) Scope of Work includes supply (on Rental basis) & installation of new printers, maintenance and services of 3 Nos. Printers (as per specification stated below) on per copy basis. The service includes the following:

- Resolution of service calls logged by EPIL against the printer.
- Servicing of the printer.
- Replacement of all Spares including plastic parts (no spares are excluded)
- Supplying all consumables of supplied printer except paper.

B) Period of contract: 3 (three) years from the date of acceptance of installation; extendable further on mutual agreement.

4.3 General Terms and Conditions

a. Consumables /Spares: The vendor must keep sufficient amount of spares of toners at EPI
b. Operating Systems supported:
   The printers must work in the network from Windows 8/10, Windows 7, Windows Vista and Windows XP clients. Printer & Scanner Drivers for all the operating systems mentioned above must be provided by the vendor.
c. Maintenance of printers:
   The vendor must have a call centre for call logging complaints of EPIL. Call logging should be possible either through email or phone call. The email id and/or phone number will be used for logging complaints and request for consumables.
   1. EPIL will inform the complaints through Email/phone for which vendor will allot a complaint number that will be used for further references. The printer serial number will be provided as reference.
   2. In case the issue cannot be resolved within 8 working Hours, a spare printer of the same or higher specifications shall be provided. Payment for spare printer will be done on the same rate as of the replaced printer. Spare printer should be of same or higher configuration and counter reading less than or equal to the counter reading of the defective printer.
3. Vendor shall be responsible for running the printers at the uptime of 99%. The deduction for downtime shall be calculated for the uptime below 99% of each printer.

4. The deduction time will be calculated monthly basis and will be deducted proportionally from the bill based on the downtime.

5. The support level required for the equipments mentioned shall be 9 hrs x 6 working days.

6. Vendor should submit the bill with downtime report certified by EPIL. Bill should clearly mention the Serial number of Printer, No. of pages printed, 98% of pages printed, rate, Amount, less Deduction, Applicable taxes, Total Amount, Work order Number.

7. Downtime shall include, but not limited to the following:
   - Machine does not switch on.
   - No display in the control panel.
   - Print or copy or scan function are not in usable condition.
   - Quality of the print/copy/scan is not in acceptable/legible condition.
   - Any defect in printer part affecting the print/scan/copy feature.

8. The complaint calls should be closed only after receipt of the call completion report and confirmation by telephone/E-mail by us.

9. Any shifting of printers from one location to another within the premise must be done free of cost, power and networking points will be provided by EPIL.

10. In case the printer cannot be repaired satisfactorily the printer will be replaced by a new printer.

11. Software will be provided by the vendor, which works in network (LAN) to centrally monitor the health of the printers on line. The minimum data required online is the percentage usage of toners, paper jam or offline, IP address, Total pages printed.

12. The printer should have an inbuilt page counter. The counter also must be visible on line at any time.

13. All the printers supplied and installed shall be NEW and confirming to the contract technical specifications. The certificate of newness is to be furnished at the time of installation.

14. Quality of printing should be new. If unsatisfied by user, printer to be changed immediately. Else it will be considered as downtime.

d. **Technical Specifications for rental Multifunction Printer/Photo copier.**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Feature</th>
<th>Specifications</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum copying speed (CPM)</td>
<td>20/20</td>
<td>3 nos.</td>
</tr>
<tr>
<td>2.</td>
<td>Paper Size (Original/Image)</td>
<td>A-3 &amp; A-4</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Zoom range</td>
<td>25% to 400%</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Networking Features</td>
<td>Network Printer cum scanner</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>---------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Scanner</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>By pass tray</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Resolution</td>
<td>600x600 dpi</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Memory</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Duplex Printing</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>USB Scanning</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Unit-5**

5. **Commercial Terms & Conditions**

i) **The period of the contract is three years** however EPIL shall reserve the right to terminate the contract, with one month’s notice, at any time during the contract period, without assigning any reasons. In case of termination of contract by EPIL, any claim other than the cost of prints till the termination date will not be payable.

ii) During the contract period, EPIL reserves the right to add/remove printers with one month’s notice. In case a printer is added/removed to/from the contract “Cumulative Minimum copies per month for all printers” will change accordingly.

iii) **Payment Terms:**

The payment will be made monthly, on certification by IT Division, New Delhi, as per the counter readings certified by EPIL.

iv) **Delivery:** Printers shall be delivered within 30 days from the date of acceptance of order.

v) **Confidentiality:** Vendor/Lessor and its representatives shall, at all times, undertake to maintain complete confidentiality and integrity of all data, information, software, drawings & documents, etc. belonging to the purchaser/ lessee and also of the systems, procedures, reports, input documents, manuals, results and any other company documents discussed and/or finalized during the course of execution of the order/ contract.

vi) The vendor has to take back the printers after completion of contract period.

vii) **Security Deposit:** The successful tenderer shall be required to furnish security deposit equal to 5% of the value of the contract.
EPI reserves the right to accept or reject any or all tenders and also the right to place orders for full or part quantities or split amongst various bidders without assigning any reason whatsoever.

Tenders to be addressed to:

**ED (Contracts)**  
**Engineering Projects (India) Ltd,**  
3rd floor, Core 3, Scope Complex,  
7, Lodhi Road, New Delhi – 110003,  
Ph: 011- 24361666, 011- 24365012  
Fax: 011 - 24363426  
E-mail: contracts@engineeringprojects.com

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**Unit-6**

6. **Financial Bid format (Price Bid):**

Please provide your financial offer in following format only.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of A3 size Multifunction Printers cum photocopier, Network printer cum scanner</th>
<th>Qty.</th>
<th>Rental Charges/ Basic Unit price Per Copy for A4 Size (Rs/paisa) inclusive of all taxes</th>
<th>Total price inclusive of all taxes Per Copy of A4 size (Rs/paisa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rental Charges per Printer upto 5000 pages</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Cost of Per page (A4 size) beyond 5000 pages</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Grand Total (total of sl. No. 1 and sl. No. 2, Inclusive of all taxes including GST)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Rupees in words .............)

**Note:** 1. Price of 1 no. copy of A3 size =Price of 2 no’s of A4 size has been considered.

2. Prices are inclusive of all Taxes & Duties including GST.

3. L1 Bidder shall be determined on the basis of grand total price mentioned in sl. no. 3 of the financial bid format.
Instruction to Bidders

i. Tender fee, EMD (In original), Power of Attorney, NSIC/MSME certificate, if bidder is claiming EMD/Tender fee exemption and Pass Phrase (Both for technical and financial bid in separate envelope) to decrypt the bid must be submitted in physical form at the address given at the following address:

ED (Contracts),
Engineering Projects (India) Ltd,
3rd floor, Core 3, Scope Complex,
Lodhi Road, New Delhi – 110003,
Ph: 011-24361666, 011-24365012
Fax: 011 - 24363426
E-mail: contracts@engineeringprojects.com

on or before Last date and time of online bid submission. If the above documents are not received in time then their offer shall not be considered and EPI shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

ii. The bidders are required to deposit Earnest Money Deposit (EMD) of an amount of Rs. 10,000/- (Rupees Ten Thousand Only) as follows:

a) The EMD shall be in the form of Crossed Demand Draft drawn in favour of Engineering Projects (India) Ltd., New Delhi. Tenders not accompanied with EMD shall be rejected. No interest shall be payable for the sum deposited as EMD.

b) The bidders are also required to deposit Tender Document Fees (Non Refundable) of an amount of Rs. 1,180/- (Rupees One Thousand One Hundred and Eighty Only) (inclusive of 18 % GST) in the form of crossed Demand Draft drawn in favor of Engineering Projects (India) Ltd., New Delhi. Tenders not accompanied with Tender Document Fee shall also be rejected.

iii. EPI reserves the right to postpone the tender submission date and issue required amendment, if any. Selected bidders may be called for discussions/ clarifications/ presentation after the tenders have been scrutinized.

iv. No deviation shall be allowed from the terms and conditions stipulated in the ‘Tender Documents’ and tender containing deviations are liable to be rejected. If any Deviation is inescapable, the same must be specified in a separate ‘Deviation Sheet’ and kept in 1st envelope along with techno-commercial bid, otherwise, the bidder shall be deemed to have accepted all conditions specified in these ‘Tender Documents’. EPI does not bind itself to accept any or all deviations. EPI reserves its right to reject such tenders without any further correspondence with the bidder and their price bid shall not be opened.

v. Bids shall remain valid for a period of 90 days after the date of price bid opening or as may be extended from time to time. If any bidder withdraws his tender before the said
period or makes any modifications in the terms and conditions of the tender which are not acceptable, Engineering Projects (India) Limited without prejudice to any other right or remedy shall be at liberty to forfeit the Earnest Money deposited.

vi. Bidders are requested to send their queries regarding ‘Tender Documents’ if any in writing by post or fax or email latest by the 11.05.2018 upto 05.00PM and to the address specified in the Data sheet.

vii. These ‘Instructions to bidders’ shall form part of the ‘Tender documents’.

viii. Submission of a tender by the bidder implies that he has read the complete contract documents and has made himself aware of the scope, terms & condition and specifications of the work to be done. No claim of tenders whatsoever, within the purview of this clause, shall be entertained at any stage.

ix. EPI takes no responsibility for tenders lost/delayed in postal transit and therefore, bidders should lodge their tenders sufficiently in advance.

x. EPI reserves the right to reject any or all tenders or annul this process at any stage and also the right to place orders for full or part work without assigning any reasons thereof. The bidder shall have no claim on EPI on this account whatsoever.

xi. EMD of the successful bidder shall be returned on receipt of security deposit.

xii. The successful bidder, on award of the work shall not sublet the whole or part of the work without the written permission of EPI.

xiii. The words Bidder/Successful Bidder/the Implementation partner/Contractor are synonymous.

xiv. The order shall be governed by the Indian laws for the time in force.

xv. Jurisdiction – All disputes shall be subject to Delhi Courts only.

xvi. **Arbitration Clause/ Dispute Resolution**

Before restoring arbitration as per the clause given below, the parties if they so agree may explore the possibility of conciliation as per the provisions of Part III of the Arbitration and Conciliation (Amendment) Act 2015. When such conciliation has failed, the same shall be referred to the Sole Arbitrator appointed by the Chairman & Managing Director (CMD) of Engineering Projects (India) Ltd. (EPI) or any other person discharging the functions of CMD of EPI. The person approached for appointment as Arbitrator shall disclose in writing circumstances, in terms of Sub-Section (1) of Section (12) of the Arbitration and Conciliation (Amendment) Act 2015 thereof. The Arbitrator shall be appointed within 30 days of the receipt of letter of invocation of arbitration duly satisfying the requirements of this clause. The language of the Arbitration shall be English. The Venue of the Arbitration Proceedings shall be New Delhi.