



DELHI INSTITUTE OF TOOL ENGINEERING
(Govt. of NCT of Delhi)



Campus-I: Wazirpur Ind. Area, Delhi – 110 052
Campus-II : Maa Anandmayee Marg, Okhla Ind. Area
Phase-II, New Delhi – 110020

E-mail: ditepurchase@yahoo.co.in ; www.dite.delhigovt.nic.in

Tender F. No. F10 (131)/ Pur.Br./ DITE/C-I

Due date & time: 22/05/2018, 12.00 P. M. (Noon)

NOTICE INVITING TENDERS (NIT)

Sealed tenders under single bid system are invited from GST registered suppliers for ***“Outsourcing of Photocopier Machine with LAN Print/Scan/Photocopy facilities paper size A3/ A4 on rental basis in DITE”*** by the Director-cum-Principal, Delhi Institute of Tool Engineering (DITE), Wazirpur Ind. Area, Delhi – 110052.

- I. **Due date and time for submission of bid: 22/05/2018 up to 12.00 P. M. (Noon)**
- II. **Estimated Cost of tender: Rs 30000/ per annum per machine (Rs Thirty Thousand only per annum per machine)**

Terms & Conditions

1. Bidders should submit bids in the prescribed format (Annexure-I) only along with “Important Documents” mentioned below in a sealed envelope. Deviations from the prescribed format will not be entertained and will be summarily rejected. The successful bidder has to supply photocopier at both the campuses at Wazirpur and Okhla .
2. Super scribe the Sealed Envelope as follows.

ENVELOPE	SUPERSCRPTION
	<i>““Outsourcing of Photocopier Machine with LAN Print/Scan/Photocopy facilities on rental basis in DITE paper size A3/ A4 ”</i> Due date: <u>22/05/2018 up to 12.00 p.m.(Noon)</u>

3. The validity of bid should be 180 days from the last date of submission/ due date of tender.
4. Bids will be opened & evaluated in the office of HOD (Purchase), “Delhi Institute of Tool Engineering”, Wazirpur Industrial Area, Delhi – 110052 by the competent purchase committee / authority in presence of bidders / representatives of bidders those who choose to be present at the designated date and time of bid opening (mentioned below as critical dates – Section).
5. Successful bidder must provide “Photocopier Machine Services” at both the campuses of DITE i.e at Wazirpur Campus, Delhi -110052 and Okhla campus New Delhi-110020 within a

period of 15 days from the date of issue of purchase order[PO] without any extra charges as per the quantity shown in the PO.

6. DITE reserves the right to cancel any or all the bids / Tenders without assigning any reason whatsoever.
7. The bidder should be registered with the GST Department and carry a valid GST registration issued by it.
8. Rates quoted should be clear in all respect and as per BOQ.
9. The price should be inclusive of all charges like packing, forwarding, transportation, loading, unloading & applicable taxes. GST/ Service tax/ Govt. levies etc. are applied at prevailing rates if at all applicable.
10. Specification / Clarification of the Photocopy Machine Service required can be obtained by visiting the institute on any working day between 10.A.M. to 3.00 P.M.
11. The payment shall be made after delivery of Services on monthly basis against the bills, subject to satisfactory performance report of the user department of DITE.
12. The contractor is duty bound to keep the photocopy machine installed at DITE in excellent running condition and in case if the down time is more than three working days, a penalty of Rs 100/- [Rs One hundred only] per day will be imposed and the same will be deducted from the bills payable.
13. The contract for Outsourcing Photocopier Machine Services can be terminated with one month notice by either party.
- 14. The place of clarification, physical submission of bids in sealed envelope & opening of bids shall be “Delhi Institute of Tool Engineering”, Delhi Institute of Tool Engineering, Wazirpur Indl. Area, Delhi – 110052.**
15. Late tenders, submitted beyond due date & time will not be accepted.
16. The bidder must not be blacklisted by any Delhi Government Department and the successful bidder will have to give an undertaking/affidavit in this regard.
17. For **further tender details**, refer website: www.delhi.gov.in (portal).
(Go to Tender, Go to tender notice information system, scroll “Training & Technical Education” then download). This tender document is also available on DITE website at <http://dite.delhigovt.nic.in>.

Scope of Work:

1. Installation of Digital Photocopy Machine ***Photocopier Machine with LAN Print/Scan/Photocopy facilities, paper size A3/ A4 on outsource basis*** for a period of one year, extendable up to three years on year to year basis on the same term & condition subject to satisfactory performance with multifunction facilities i.e. printer / copier/ scanner at each campus of DITE.
2. DITE reserves the right to install either one machine or two machines at either of its campuses.
3. Photocopier Machine should be compatible with Local Area Network (LAN) and shall have one USB port /LAN Port for connection/ removable storage device.

4. Provide service support will all spare parts, including drum, tonner so as to keep the photocopier machine in good working order & provide the said services during working hours without any additional charges.
5. Annual Contract shall include wear & tear, maintenance & repair of the Digital Photocopy machine with consumables and other machine part required for normal functioning of the machine.
6. Provide all xerographic supplies and any other material related to photocopy machine, as and when required, so as to provide uninterrupted services of photocopy machine.
7. Electrical Power, Photocopier paper, table, space and operator shall be provided by DITE.
8. Photocopy Machine operator shall have to be trained by the contractor.
9. Service call made by DITE for repair and maintenance of the machine should be attended and rectified within a period of 03 working days and also refer point no 12 of terms and conditions.

Critical Dates:

1. Start date time of tender bid : 02/05/2018 at 12.00 P. M.
2. Last date & time of submission/ :22/05/2018 up to 12.00 P. M. (Noon)
Due date of the tender bid
3. Time & date of opening of bid : 22/05/2018 at 12.30 P. M.

Important Documents: - (to be submitted in sealed Envelope)

1. Self –attested copy of **Annexure – I** duly filled, stamped and signed.
2. Experience of supplying such services in other Government Departments, if any.
3. Company letter head mentioning TIN, Service Tax no, PAN no, GST no, Address, Telephone no, Mobile number, Rubber seal, Authorized Person Name & Signature.

Delhi Institute of Tool Engineering

Annexure-I
(Financial bid Document)

Name of Work: ***“Outsourcing of Photocopier Machine with LAN Print/Scan/Photocopy facilities paper size A3/ A4 on rental basis in DITE’***

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Due Date: 22/05/2018

BILL OF QUANTITY(BOQ)

Option A: Financial bid for providing Two number of photocopier machine [one each at Wazirpur Campus and at one number at Okhla campus] of Delhi Institute of Tool Engineering (DITE) on rental basis

S. no.	Item Description	Rate for both the machines	Taxes for both the machines	Total Amount for both machine
(i)	(ii)	(iii)	(iv)	(v) [iii+iv]
1.	Providing <i>TWO Photocopier Machine with LAN Print/Scan/Photocopy facilities paper size A3/ A4 on rental basis in DITE’</i> [one no at Wazirpur campus of DITE and one number at Okhla Campus with facility of photocopies /prints up to <u>10000</u> [ten Thousand per month per machine (as per scope of work mentioned in tender document)			
2	Rates per Photocopy (for photocopies/print beyond <u>10000</u>)			

Option B: Financial bid for providing Four number of photocopier machines [Two at Wazirpur Campus and two number at Okhla campus of Delhi Institute of Tool Engineering (DITE) on rental basis

S. no.	Item Description	Rate for four machines	Taxes for four machines	Total Amount for four machines
(i)	(ii)	(iii)	(iv)	(v) [iii+iv]
1.	Providing Four <i>Photocopier Machine with LAN Print/Scan/Photocopy facilities paper size A3/ A4 on rental basis in DITE’</i> [Two no at Wazirpur campus of DITE and two number at Okhla Campus with facility of photocopies /prints up to <u>10000</u> [ten Thousand per month per machine (as per scope of work mentioned in tender document)			
2	Rates per Photocopy (for photocopies/print beyond <u>10000</u>)			

Note:

1. The price should be inclusive of all charges like packing, forwarding, transportation, loading, unloading, installation and applicable taxes/ GST/ Service Tax/ Govt. Levies. Etc. unless specifically asked for.
2. There are two campuses of DITE situated at Wazirpur, Delhi, 11052 and Okhla Industrial Area, New Delhi-11020. Photocopier machine on rental basis is to be provided at each campus as per the terms and conditions and scope of work defined in tender document.
3. Financial bid for both the options as mentioned below must be quoted separately in the format as given below. Bidders have to apply for both the options i.e. Option A & Option B above. In case only option is indicated the bid will be summarily rejected.
4. *Option A is for providing one number of photocopier machine at each campus of DITE on rental basis*
5. *Option B is for providing two numbers of photocopier machine at each campus of DITE on rental basis.*
6. *DITE reserves the right to release PO as per its requirement and the quantity may increase/decrease during the period of contract by giving a months' notice.*
7. Bidders are required to quote lump sum rate for providing photocopier machine services up to 10000 [ten thousand] copies, rates per photocopy beyond 10000 and tax component shall be quoted separately.
8. Bidders are required to quote per copy rates for item mentioned as above, in case if the number of copies exceeds beyond 10000 copies, tax component shall be quoted separately.

(Signature of the bidder with Date & stamp)
Address, e-mail ID, Telephone No & Mobile number