



Tel.22582106 (Direct); 22582972-74

Hospital: 22586262

Fax : 0091-11-22590495

Website: www.ucms.ac.in

UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F. No. (16)(7)/UCMS/CS/Printer, Scanner and RAM/LTE/ 2013-14

Dated: 03.06.2014

(Speed Post)

To,

M/s

.....

.....

Sub:- Invitation of Bids for the Supply of Printer, Scanner & RAM.

Sir,

University College of Medical Sciences, University of Delhi, which is one of the prestigious Medical Institute, invites sealed bids from eligible original manufactures or Authorized Distributors in **TWO BID SYSTEM** for the supply and installation of the item as per list attached at "**Annexure-I**".

1. Interested Bidders are requested to submit their bids in TWO PARTS duly sealed in separate envelopes for technical bid (as per **Annexure -"VII"**) and price bid (As per Format given at **Annexure – "VIII-A" or "VIII-B"**, whichever is applicable) in prescribed format. Bidder shall ensure that their bids, complete in all respects, are submitted at the office of the Asstt. Registrar (Central Store), Room No.06, Ground Floor, University College of Medical Sciences, Dilshad Garden, Delhi – 110095 **on or before 28-06-2014 upto 12:30 p.m.** failing which the bids will be treated as late and rejected.
2. The bid submitted by telex/telegram/Fax/E-mail etc. shall not be considered.
3. The bid not submitted in the prescribed formats or incomplete in detail is liable for rejection. The UCMS is not responsible for non receipt of bids within the specified date and time due to any reason including postal delays or holidays.
4. Bid received without separate sealed envelopes as mentioned above will not be accepted.
5. The Technical bids will be opened **on 30-06-2014 at 11:30 a.m.** in the College in presence of the representatives (if any) of the firm(s). In case, any unscheduled holidays occurs on prescribed closing/opening date, next working day shall be prescribed date of closing/opening. If any further amendment/ changes made by the College, the same will be uploaded on the College website only.

Terms & Conditions of the Bid

1. Eligibility Criteria

- Bidder must be a registered firm in India under the applicable law.
- Bidder should have reputed background and should be established the business (for which the bid is made) for at least 3 years.
- The bidder shall furnish, as part of its bid offer, documents establishing the bidder's eligibility to participate in the bid and its qualifications to perform the Contract. The documentary evidence of the bidder's qualifications to perform the Contract, shall establish to University College of Medical Sciences's satisfaction that the bidder's is eligible as per the criteria outlined in the Eligibility Criteria stated above.

2. Two Bid System

Bid should invariable be submitted in two bids system containing two parts, Part – I as Technical Bid in one sealed envelope and Part – II as Price Bid in another sealed envelope. Both the sealed envelopes should then be put in one big envelope and all the three envelopes also superscribed as “***Bids for the Supply of Printer, Scanner & RAM***”.

ENVELOPE Part- I (Technical Bid):

The Technical offer should be complete in all respects and contain all information asked for, **except prices**. The Technical Bid should include all components asked for in Annexure II. The format for submission of technical offer is as follows:

- Check List as per **Annexure – II**
- Acceptance letter as per **Annexure III**
- The Company profile as per **Annexure IV**
- Non-Blacklisting Certificate – **Annexure - V**
- Details of Service/Support Centers as per **Annexure VI**
- Technical Offer with Specifications as given in **Annexure VII** complete with all the columns filled in. **This should not contain any price information.**
- CST/VAT Registration No. (Copy of the Certificate must be enclosed if applicable).
- Service Tax Registration No. (Copy of the Certificate must be enclosed if applicable)
- PAN No. (copy must be enclosed)

The Technical Bid may be submitted neat manner preferably in spiral binding. Each Page of the document shall bear seal and signature of the authorized signatory. Documents submitted must have the relevance with the technical specification. No documents, brochures, leaflet, etc, shall be submitted in loose form or which have not been asked. Proper reference of such documents must be indexed.

ENVELOPE Part - II (Price Bid):

- The Price Bid should give all relevant price information as per **Annexure VIII-A, and VIII-B** as the case may be. The Bid Form must be filled in all respect, without any errors, erasures or alterations.
- If prices are quoted in foreign currency, converted INR value should be calculated on the date of issuance of this letter.

3. Offer validity Period

The offer must be valid for a period of 120 days from the opening date of the Price bid. Any offer falling short of the validity period is liable for rejection.

4. Earnest Money Deposit

- EMD of Rs.9,000/- (Rupees Nine Thousand Only) in the form of Demand Draft in favour of “**The Principal, University College of Medical Sciences**”, payable at Delhi shall be attached with the Technical bid, failing which the bid shall be rejected.
- In case the successful bidder withdraws his offer within the validity of bid or before entering into contract within the bid validity period, the EMD will be forfeited & the bidder will have no right to claim for refund of the EMD.
- If successful bidder does not honour his commitment after placing the order, the EMD will be forfeited and the loss incurred by the College will be recovered from the bidder.
- The EMD will be returned to the un-successful Bidder as early as possible after finalization of Contract.

5. Manufacturer’s Authorization Certificate

Bidders, other than sole agents in India of the manufacturers, must submit a letter of authority from their manufacturers that they have been authorized to quote on behalf of the manufacturer.

6. Costs

The offer should include the following:

- Cost of the equipment inclusive of all taxes & statutory levies and charges for onsite installations.
- At least 3 years onsite comprehensive warranty or maximum warranty period provided by the manufacturing firm (whichever is higher) covering all parts & labour. This period will start from the date of satisfactory installation/delivery and successful acceptance of all the goods by the UCMS.
- **Special discounts/rebates, wherever applicable, keeping in view that the supplies are being made to an educational institution, may please be indicated. The Quotes for this should be quoted in both exchange rate and Indian rupees. For the purposes of comparison, the exchange rate will be as on the date of issuance of this letter.**

7. Modification and Withdrawal of Offers

The bidder may modify or withdraw its offer after its submission, provided that written notice of the modification or withdrawal is received by University College of Medical Sciences prior to the closing date and time prescribed for submission of offers. No offer can be modified by the bidder, subsequent to the closing date and time for submission of offers. In the event of withdrawal of the offer by successful bidders, the EMD will not be refunded.

8. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, University College of Medical Sciences may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the bidder is required to give presentation on the systems offered.

9. Technical Inspection and Performance Evaluation

The evaluation criteria adopted by University College of Medical Sciences, Dilshad Garden, Delhi – 110095 would apply uniformly to all bidders.

After opening Price Bid of the shortlisted bids, if there is any discrepancy between words and figures, the amount indicated in words will prevail.

10. Verification

The University College of Medical Sciences reserves the right to verify any or all statements made by the bidder in the bid document and to inspect the bidder's facilities, if necessary, to establish to its satisfaction about the bidder's capacity to perform the job.

11. Award Criteria

University College of Medical Sciences will issue the **Purchase Order** as **FINAL CONTRACT** to the Bidder whose bid has been determined to be substantially responsive and who has offered lowest evaluated price.

Bidder must quote all 5 items (Laser Printer (Mono), Color Laser Printer, Dot Matrix Printer, Scanner & RAM), failing which the bid may be similarly rejected. Final order will be awarded on the basis of lowest quoted price in total for all 5 items as mentioned above.

12. Delivery & Installation Period

The University College of Medical Sciences would like to have the following time schedule for completion of the activities from the date of placement of orders.

- a. **Delivery:** As given in the Purchase Order.
- b. **Installation and operationalisation:** Immediately, but not later than 2 weeks from the date of delivery.
- c. The bidder shall be responsible for proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be entertained.

- d. Part delivery will not be allowed. The Principal University College of Medical Sciences will have the discretion to invoke the payment from the Bank for any breach of contract.

13. Performance Security

After the satisfactory installation/delivery and before the payment, the successful vendor shall furnish a Performance Security (on Rs.100/- non-judicial stamp paper) of 10% of the cost of the purchase order in the form of Bank Guarantee issued by a Scheduled Bank in favour of “**The Principal, University College of Medical Sciences**”. The performance guarantee shall remain valid till 30 days after the warranty period.

In case the successful bidder fails to provide satisfactory service during the Contract period or found at default, the Performance Security will be forfeited.

14. Payment Terms

- i. **For Indigenous** :- 100% payment after satisfactory installation and submission of Bank Guarantee.
- ii. **For Foreign** :- Payment shall be made 100% through irrevocable letter of credit on the net CIF value at New Delhi as per details below:-

80% net CIF price will be paid against shipping documents and 20% after the successful installation and submission of Bank Guarantee.

15. Warranty

- (i) At least 3 years onsite comprehensive warranty or maximum warranty period provided by the manufacturing firm (whichever is higher) covering all parts & labour charges free of cost from the date of satisfactory installation and commissioning/acceptance of the equipment by the UCMS. During the warranty period, the bidder will have to undertake comprehensive maintenance of the entire hardware, hardware components, systems software, equipment and accessories (including 3rd party software, if any) supplied by the bidder at the places of installation of the equipment. No claim whatsoever shall be entertained on the purchaser for the replaced parts/goods thereafter. No Traveling allowance or transportation cost will be paid by the UCMS during the warranty period.
- (ii) The Selected firm will have to arrange for demonstrations of the equipment at their own cost, if required by the College.

16. Guarantee of genuineness of item(s)

The equipment must conform to the highest quality and standard. In case of software, the bidder should guarantee that the software supplied to the Indenter is licensed and legally obtained. All hardware and software must be supplied with their original and complete printed documentation. Consistency must be maintained for the entire lot of the equipment offered. All the required quantity of an item in schedule of requirement must be of the same brand and same model number. Part numbers also must be same for all pieces of an item. The bidder should not substitute any internal components or subsystems of equipment by similar items from a different manufacturer. All the equipment and peripherals should be supplied with the relevant interface cables.

17. Training:

1. The bidder will provide hands on training on bidders own cost for operating/handling the equipment within 15 days of installation.
2. The bidder will provide all the operational & maintenance manuals and tools (if required) of all items, equipments at the time of installation.

18. Repeat Order

If the order is placed in excess of the quantities shown in the bid notice, the bidder shall be bound to meet the requirement. Repeat orders may also be placed on the rates and conditions given in the bid provided.

19. Force Majeure

The bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of UCMS in fires, floods and freight embargoes.

If a Force Majeure situation arises, the bidder shall promptly notify UCMS in writing of such conditions and the cause thereof within twenty calendar days unless otherwise directed by UCMS in writing, the bidder shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, UCMS and the bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of UCMS shall be final and binding on the bidder.

20. Jurisdiction

The jurisdiction of the courts shall be Delhi only.

21. Income Tax at source shall be deducted as per rules, before making final payment.

Yours sincerely,

**sd/-
(S. K. Dogra)
Deputy Registrar**

Encl:- As Above

Details of the Items required with Specification:-

S. No.	Name of the Items with Specification	Qty. Required (in Nos.)
1.	<p><u>Laser Printer (Mono)</u></p> <p>(i) Print Speed:- Up to 15 ppm letter (ii) Resolution:- 1200 dpi effective output quality (600 by 600 dpi with REt and FastRes 1200 technology) (iii) Memory:- 2 MB RAM (iv) Input :- Input tray, single-sheet, specialty paper input slot (v) Output:- Face down bin (vi) Type of Paper:- Plain, LaserJet, Photo, envelopes, transparencies, labels, cardstock, postcards, letter, legal, executive (vii) Interfaces:- Hi-Speed USB 2.0 port (viii) Languages:- Host-based printing (ix) Client operating:- Microsoft® Windows 2000 and XP 32 bit & above (x) Include:- LaserJet Black Print Cartridge, Getting Started Guide, CD (includes software and user's guide), power cord</p>	21
2.	<p><u>Laser Printer (Colour)</u></p> <p>(i) Print Speed:- Black (Normal , letter): Up to 17 ppm; Color (Normal, letter): Up to 4 ppm (ii) Print Resolution:- Black (Best): Up to 600 x 600 dpi; Black (Normal): Up to 600 x 600 dpi; Color (Best): Up to 600 x 600dpi (iii) Standard Connectivity:- Hi-Speed USB 2.0; Fast Ethernet 10/100 Base-TX (iv) Supported Network:- via built-in networking solution: TCP/IP, IPv4, IPv6, Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing (v) Media Type Supported:- Paper (bond, brochure, color, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock (vi) Media Sizes Supported:- Letter, Legal, executive, 4 x 6 in, 5 x 8 in, 8.5 x 13 in, envelopes (No.10, Monarch), custom:3 x 5 to 8.5 x 14 in (vii) Memory:- 64 MB DRAM, 4 MB Flash (viii) Paper Handling:- Input tray, output bin (ix) Languages:- Host-based printing (x) Client operating systems:- Microsoft® Windows 2000 and XP 32 bit & above (xi) Include:- LaserJet Color and Black Print Cartridge, Getting Started Guide, CD (includes software and user's guide), power cord</p>	03
3.	<p><u>Dot Matrix Printer</u></p> <p>(i) Pins:-24 (ii) Print Speed(cps):-360 cps (High Speed Draft 12cpi) (iii) Input Buffer:-128 KB (iv) Paper Path:- Manual Insertion : Rear in, Top out Push Tractor : Rear in, Top out Pull Tractor : Rear/Bottom in, Top out Cut Sheet Feeder : Rear in, Top out (v) Interfaces:- Parallel interface Serial interface; USB interface</p>	02

<p>4.</p>	<p><u>Scanner</u></p> <ul style="list-style-type: none"> (i) Scanner type:- Flatbed (ii) Real Life Technologies:- Red-eye Removal, Adaptive Lighting-improve contrast, dust and scratch removal and color restoration (iii) Transparent Materials Adapter:- Integrated (iv) Preview Speed:- 1 Up to 8.5 sec (v) Task Speed:- 1 4 x 6-in color photo to file (200 dpi, 24-bit, TIFF): about 11 sec for multiple image scan, about 30 sec for single image scan; 35 mm slides to file (300 dpi, 24 bit, TIFF): about 6 sec for multiple image scan, about 24 sec for single image scan; 35 mm negatives to file (300 dpi, 24-bit, TIFF): about 8 sec for multiple image scan, about 40 sec for single image scan OCR 8.5 x 11-in text page to Microsoft Word: about 25 sec for single image scan; 4 x 6-in (10 x 15 cm) color photo to share/e-mail (150 dpi, 24-bit): about 30 sec for single image scan; 8.5 x 11-in (A4) (vi) Color bit depth/Grayscale levels:- 256/96-bit (vii) Image scaling or enlargement range:- 10 to 2400% in 1% increments (viii) Maximum document scan size:- 8.5 x 12.3 in (216 x 311 mm) (ix) Media Types:- Paper (plain, inkjet, photo, banner), envelopes, labels, cards (index, greeting), 3-D objects, 35 mm slides and negatives (using transparent materials adapter), iron-on transfers (x) File Formats:- For images: PDF, BMP, TIFF, TIFF compressed, PCX, JPEG, FlashPix (FPX), GIF, PNG; for text: HTML, TXT, Rich Text Format (RTF) For text and image pages: PDF, PDF (searchable), FlashPix, PNG image : Photographic Format Types Reflective scan of printed photos up to 8.5 x 12.3 inches, transmissive scans of positive and negative film, 35mm negative film strips, mounted slides (xi) Control Panel Buttons:- 4 front-panel button (Scan, Scan film, Copy, Scan to PDF) (xii) Connectivity:- Hi-Speed USB (compatible with USB 2.0 specifications) 	<p>04</p>
<p>5.</p>	<p><u>RAM</u></p> <ul style="list-style-type: none"> (i) 2GB DDR3 (ii) 2GB DDR2 	<p>134</p>

CHECK – LIST**Name of Item:****Name of Bidder:****Name of Manufacturer:**

S. No.	Description	Yes/ No/ NA	Page No. in the bid document	Remarks
1.	Have you enclosed the covering/acceptance letter as per Annexure III?			
2.	Have you enclosed EMD of required amount for the quoted bid?			
3.	Have you enclosed the company profile as per Annexure IV?			
4.	Have you enclosed the Non-blacklisting Certificate as per Annexure V?			
5.	Have you enclosed the detail of Service/Support Centers as per Annexure VI?			
6.	Have you enclosed the Technical offer with specification as per Annexure VII?			
7.	Have you enclosed the CST/VAT Registration Certificate (if applicable)?			
8.	Have you enclosed the Service Tax Registration Certificate (if applicable)?			

N. B.

1. All pages of the bid should be page numbered and indexed.
2. The bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
3. It is the responsibility of bidder to go through the Tender document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorized to sign on behalf of the Bidder)
For and on behalf of

(Name, address and stamp of the bidding firm)

(On the bidder's letterhead)

To,

The Principal,
University College of Medical Sciences,
Dilshad Garden,
Delhi – 110095

Bid Ref. No. _____
Date:- _____
Due Date:- _____

(Acceptance Letter)

Sub:- Bid for the Supply & Installation of Printer, Scanner & RAM

Sir,

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the bid, we hereby enclose our offer for the supply of the following item as detailed in your above referred bid.

Item Description	Make & Model

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. We also understand that the University College of Medical Sciences is not bound to accept the offer either in part or in full and that the UCMS has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft for Rs. _____ favouring **“The Principal, University College of Medical Sciences”** issued by _____ **Bank**, _____ **Branch**, and payable at Delhi, towards Earnest Money Deposit.

Yours faithfully,

Authorised Signatory
(Name & Designation, seal of the firm)
Date:

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Item	Details
1.	Name of Company	
2.	Mailing Address	
3.	Telephone and Fax numbers	
4.	Date of registration of the Company	
5.	Year of commencement of Business	
6.	Name and designation of the person authorized to make commitments to the College	
7.	Turn over of the company (not of group) 2011-2012 2012-2013	
8.	Sales Tax Number (Proof enclosed)	
9.	Service Tax No. (Proof enclosed)	
10.	Tin No. (Proof enclosed)	
11.	VAT No. (Proof enclosed)	
12.	ISO/ISI No. and (Proof enclosed)	
13.	Are you manufacturer or authorized dealers ?	

Signature (Name & Designation)

Date :

**Certificate from the bidder on their letterhead stating that the
Company has not been blacklisted by any government organization,
Non-Government or Public Sector organization**

To,

The Principal,
University College of Medical Sciences,
Dilshad Garden,
Delhi – 110095

Subject:- _____

Dear Sir,

This is to certified that M/s _____ has not been blacklisted and no criminal case is pending in any Government Organization, Non-Government or Public Sector organization before submission of this bid document.

Yours faithfully,

**(Signature)
(Name & Designation)
(Company Seal)**

**Date:
Place:**

Details of Service/Support Centers

Name of the Bidder _____

S.No.	Place	Own Office/	Postal Address	Contact Person &	Number of Engineers		Service Facilities available (Yes/No)
		Franchise		Contact Details	H/W	S/W	

Signature (Name & Designation)

Date :

Annexure VII

No column under technical bid should be left blank. The vendor must specify the compliance of specification required.

TECHNICAL BID

Name of Item:-

Sl. No.	Description	Remarks, if any
1	Make (bidder should specify):-	
2	Model (bidder should specify):-	
3	Technical Specification of the item:-	
4	We agreed to provide at least 3 years onsite comprehensive warranty or maximum warranty period provided by the manufacturing firm (whichever is higher) from the date of installation and commissioning including both Hardware and Software and no extra charge with be payable.	

Signature (Name & Designation): _____

Date : _____

Note:- Technical documents (Product of the Brochures, Leaflets, manuals etc.) must be enclosed with the Technical Bid.

PRICE BID

A) PRICE BID FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

1	2	3	4	5	6								7
S.No.	Brief Description of Goods	Make and Model No.	Country of Origin	Quantity (Nos.)	Price per unit (Rs.)								Total Price (at Consignee Site) basis (Rs.)
					Ex - factory/ Ex - warehouse /Ex-showroom /Off - the shelf (Basic Cost)	Excise Duty (if any) [%age & value]	Sales Tax/ VAT(if any) [%age & value]	Packing and Forwarding charges	Inland Transportation, Insurance for a period including 3 months beyond date of delivery, loading/ unloading and Incidental costs till consignee's site, if any (e)	Incidental Services (including Installation & Commissioning, Supervision, Demonstration and Training) at the Consignee's site (f)	Any other charges (if applicable) (g)	Unit Price (at Consignee Site) basis (h)	5 x 6(h)
					(a)	(b)	(c)	(d)	(e)	(f)	(g)	(a+b+c+d+e+f+g)	

Total bid price in Indian National Rupees in words (as per Column 7): - _____

Note: - If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Place: _____

Date: _____

Name _____

Business Address _____

Signature of Bidder _____

Seal of the Bidder _____

PRICE BID**B) PRICE BID FOR GOODS TO BE IMPORTED FROM ABROAD**

1	2	3	4	5	6	7						8	9
S.No.	Brief Description of Goods	Make	Model	Country of Origin	Quantity (Nos.)	Price per unit (Currency)						Total CIF at new Delhi Airport	Total Price
						Ex-works value	Discount if any	Total Ex-works value (a-b)	Packing Forwarding & FOB Charges	Air Freight & Insurance Charges	Any other charges (if applicable)	(G)	(H)
						(a)	(b)	(c)	(d)	(e)	(f)	(c+d+e+f)	6X 8

Total bid price in foreign currency in words as per Column 9:- _____

Total bid price in Indian National Rupees as per Column 9:- _____

Note: -

1. If prices are quoted in foreign currency, converted INR value should be calculated on the date of issuance of this letter.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. The bidder will be fully responsible for the safe arrival of the goods. All other terms and conditions are accepted as per the bid documents.

Place: _____

Date: _____

Name _____

Business Address _____

Signature of bidder _____

Seal of the bidder _____