

**Ref. No. : MDI/ HP & Xerox Printers**

**Date: September 8, 2017**

**Dear Sir,**

**Subject: Invitation of Sealed quotations for HP & Xerox Printers and Buy-Back of Old Printers.**

Sealed Quotations are invited **HP & Xerox Printers and Buy-Back of Old Printers**. As per the scope of work and terms and conditions mentioned in the enclosed document.

Sealed Quotations **HP & Xerox Printers** should be submitted in two sealed envelopes duly super scribed as:

- Technical Quotation for **HP & Xerox Printers and Buy-Back of Old Printers**.
- Financial Quotation for **HP & Xerox Printers and Buy-Back of Old Printers**.

Both the quotations should be submitted in the separate sealed envelopes.

1. No quotations would be accepted by e-mail and only hard copies will be considered.
2. Please write Subject line and Tender Reference on the Top of the envelope.
3. **All pages of this tender should be signed and stamped.**

In order to take any query regarding the specification and terms and conditions, pre bid meeting will be held on September 12, 2017 at 03.00 p.m. Kindly submit your query by e-mail latest by September 11, 2017 . The e-mail id is : ittender@mdi.ac.in.

If any correction after Pre-bid meeting then Addendum will be published on the MDI website on or after September 13, 2017 .

The quotations should be submitted in the sealed covers super scribed as addressed to:-

Senior Systems Analyst  
Computer Centre  
MANAGEMENT DEVELOPMENT INSTITUTE  
Mehrauli Road, Sukhrali  
Gurgaon - 122 007, Haryana (INDIA)

For any Query Kindly contact:

Mr. D.K. Ahuja  
Tel: 0124-4560327,

**Sealed Quotations should reach on or before 3 PM of September 18, 2017 .**

## **Terms & Conditions:**

1. Kindly provide Profile of your Firm/Company along with the Year of establishment, Annual revenues for the last 3 Years Names & addresses of similar clients (at least three) and at least one in large size academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Please provide photo copies of Purchase Orders.
2. Vendor should be OEM or Authorized Business Partner of the **HP and Xerox** as per details in the Technical bid . Attach the relevant and valid document of OEM in support of authorization.
3. Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
4. Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person. **Kindly submit the Technical and Financial bid in the prescribed Format.**
5. 80% within 3 weeks after delivery and installation of the product at site and on receiving of bills. and 20% within one month of satisfactory installation report and receiving of warranty documents.
6. The quoted price shall be valid for at least 6 months. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
7. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the MDI.
8. In case the full quantity of Equipments is not supplied within the date stipulated penalty shall be imposed @ 0.2 % of the order value for each week of delay subject to a maximum of Rs. 20,000/- (Rs. Twenty Thousand only).
9. Sub-contract of project and services is not allowed.
10. Quantity of Buy-Back of Old Printers may increase or decrease.
11. We may procure Part-A and Part-B separately.
12. MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.

**Any other Information from the Vendor attach separate, Sheet (Do not change the bid format)**

Date :

(Signature)  
Name of Vendor

**Annexure I**

**Technical Bid (PART – A)**  
**Sealed Quotation HP& Xerox Printers**

S. No.	Description	Company Response	Remarks												
1	<ul style="list-style-type: none"> <li>• Profile of your firm/company</li> <li>• Year of establishment</li> <li>• Number of employees</li> <li>• Annual revenues for the last 3 Years</li> </ul> <p><b>Attach CA certificate .</b> Kindly Attach separate sheet on company letter head.</p>	<table border="1"> <thead> <tr> <th>Year</th> <th>1</th> <th>2</th> <th>3</th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	1	2	3	Revenue								
Year	1	2	3												
Revenue															
2	Names & addresses of prestigious clients (at least Three) and at least one in large size academic institution along with the telephone numbers of the contact persons of the clients where you have Provided <b>HP Printers</b>														
3	Authorized partner of HP (Attached valid Certificate )	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
4	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No. : 3. Mobile no. : 4. Official E-mail id :														
5	<b>HP LaserJet Pro MFP M227sdn</b> & with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
6	<b>HP Laserjet Pro M501dn printer</b> with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation.	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
7	<b>HP Laserjet 1025 Color printer</b> with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
8	Vendor should agreed to all the above items	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
9	<b>Any other Information from the Vendor attach separate Sheet (Do not change the bid format)</b>														

Date:

(Signature)  
Name of Vendor

**Buy-Back of Old Printers as is where is basis:**

<b>Printer Model</b>	<b>Qty.</b>	<b>Company Response</b>
HP 3050	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP 3005N	2	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP 2605DN	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP OfficeJet K550C	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP 1005	5	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP 2015DN	4	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP P1008	4	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP 1522NF	06	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP P3015DN	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP CM1312NF	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP LJ 1150	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP LJ 1320N	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP LJ 2608 C	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP 1020	12	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP LJ 2420D	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
HP P3015C	1	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>Total</b>	<b>43</b>	

## PART – B

S.No.	Description	Company Response	Remarks
1	Names & addresses of prestigious clients (at least Three) and at least one in large size academic institution along with the telephone numbers of the contact persons of the clients where you have Provided <b>Xerox &amp; HP</b>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2	<b>Authorized partner of Xerox &amp; HP (Attached valid Certificate )</b>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
3	<b>Xerox WC-7830i printer</b> with 3 Years Onsite Comprehensive Warranty Xerox care Pack , with Installation, Printer should support printing of Certificate Sheets (Glossy) with following details :- Height : 28 cm Width : 21.7 cm GSM : 300 FSMA: Full Service Maintenance Agreement inclusive of spare, service and consumable FSMA rates are for per copy/print.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
4	HP pagewide Pro 552DW printer with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation Printer should support printing of Certificate Sheets (Glossy) with following details :- Height : 28 cm Width : 21.7 cm GSM : 300	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
5	Any other Printer Model HP/ Xerox support the printing of Certificate Sheets (Glossy) with following details :- Height : 28 cm Width : 21.7 cm GSM : 300 <b>Kindly Attach the Technical sheet</b>		

Date :

(Signature)  
Name of Vendor

## Financial Bid (PART – A)

Sealed Quotation for HP Printers

## Format of Financial Bid

S. No.	Description	Qty.	Unit Price	Amount
1	HP LaserJet Pro MFP M227sdn & with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation	30		
2	HP LaserJet Pro M501dn printer with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation.	8		
3	HP LaserJet 1025 Color printer with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation.	1		
A	<b>Total</b>			
B	<b>Taxes</b>			
C	<b>Grand Total (A+B)</b>			
	<p><b>Payment Terms:</b></p> <p>80% within 3 weeks after delivery and installation of the product at site and on receiving of bills.</p> <p>20 % of after satisfactory installation delivery of warranty documents.</p>			

## Buy-Back of Old Printers as is where is basis:

S.No.	Printer Model	Qty.	Unit Price	Amount
1.	HP 3050	1		

2.	HP 3005N	2		
3.	HP 2605DN	1		
4.	HP OfficeJet K550C	1		
5.	HP 1005	5		
6.	HP 2015DN	4		
7.	HP P1008	2		
8.	HP 1522NF	06		
9.	HP P1008	2		
10.	HP P3015DN	1		
11.	HP CM1312NF	1		
12.	HP LJ 1150	1		
13.	HP LJ 1320N	1		
14.	HP LJ 2608 C	1		
15.	HP 1020	12		
16.	HP LJ 3015C	1		
17.	HP LJ 2420D	1		
<b>18.</b>	<b>Total (Buy- Back of Old Printers)</b>	<b>43</b>		

### Financial Bid PART – B

S. No.	Description	Qty.	Unit Price	Taxes	Amount
1	<b>Xerox WC-7830i printer</b> with 3 Years Onsite Comprehensive Warranty xerox care Pack , with Installation Certificate Sheets (Glossy) with following details :- Height : 28 cm Width : 21.7 cm GSM : 300	1			
1A	For the above <b>Xerox WC-7830i printer</b> kindly give the price of with FSMA: Full Service Maintenance Agreement inclusive of spare, service and consumable FSMA rates are for per copy/print.  COLOR A4 - Color A3 - B&W A4 – A3 – Per Print/Copy.				
2	HP pagewide Pro 552DW printer with 3 Years Onsite Comprehensive Warranty HP care Pack , with Installation. Printer should support printing of Certificate Sheets (Glossy) with following details :- Height : 28 cm Width : 21.7 cm GSM : 300				
3	Any other Printer Model HP/ Xerox support the printing of Certificate Sheets (Glossy) with following details :- Height : 28 cm Width : 21.7 cm GSM : 300 <b>Kindly Attach the Technical sheet</b>				

S No.	Description	Company Response
1.	Delivery Schedule	Immediate (Kindly mention the period)

Date:

(Signature)  
Name of Vendor