

# Notice Inviting Tender



## Management Development Institute -Gurgaon

**Tender Ref. No.:** MDI/CC/2023-24/Printer/05

**Tender Date:** Aug 18, 2023

**Sub:** Invitation of sealed quotations for SITC of new printers for MDI Gurgaon Campus with buy back of old printers.

**Tender Schedule: -**

Bid System	Two Bid System Financial Bid to be submitted in separate sealed envelope. Rest of the documents along with EMD to be submitted in separate sealed envelope as Technical Bid
Last Date of Bid Submission	September 11, 2023 3:00 PM
Online Pre-bid meeting	August 22, 2023 3:00 PM Register for the Online Pre-Bid meeting by expressing intent to join online meeting by sending email to <a href="mailto:ittender@mdi.ac.in">ittender@mdi.ac.in</a> latest by August 21, 2023 3:00 PM. Google Meet link will be shared with all those who register.
For any correction after Pre-bid meeting, the Addendum will be communicated on or after	On or after Aug 22, 2021
Bid should be addressed to	Senior Systems Analyst Computer Centre Management Development Institute Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)
EMD	EMD of Rs. 100,000/- (One Lakh) through Demand Draft from any scheduled bank in favor of Management Development Institute payable at Gurugram, Haryana.

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link: <https://mdi.ac.in/infrastructure/tenders.html>

**For any clarifications, write to Email- [ittender@mdi.ac.in](mailto:ittender@mdi.ac.in)**

The notice inviting bid along with instructions to bidders, Scope of Work, eligibility criteria, system of award of contract, etc. form part of the bid document containing 19 pages in all.

Sd/- For MDI-Gurgaon  
(Senior Systems Analyst)

(PART-I)

**General Information: -**

***Sealed Quotations are invited for new printers for MDI Gurgaon Campus with buy back of old printers as per the following terms and conditions:***

1. 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 bid process.
2. All documentation is required to be in English. Corrections/overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
3. **The Institute reserves the right to accept or reject any bid or to select the item or to reject the bidding process or any bid wholly or partly without assigning any reason.**
4. Incomplete bids or receiving the bid after closing date and time are liable to be ignored and rejected.
5. The Institute will not be responsible for non-receipt of tender quotations within the specified date and time due to any reason including postal delay or holidays.
6. **Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.**
7. No quotations would be accepted by E-mail and only hard copies will be accepted.
8. The tender documents are non-transferable and should be submitted in the exclusive name of the party to whom we will actually provide the Purchase order.
9. **Sub-contract is not allowed.**
10. The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
11. Tender once submitted shall not be returned to the tenderer in future.
12. The Institute reserves the right not to disclose names and rates of successful tenderers.
13. The financial bid shall be valid for at least 120 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
14. For any other query relating to the tender, the bidders may write to- [ittender@mdi.ac.in](mailto:ittender@mdi.ac.in) .
15. **MDI may, at its discretion, extend the date for submission and/or opening of the bid.**
16. Bid received after the closing date/time will not be considered. The bid shall be submitted in a sealed envelope duly marked as "Tender for SITC of new printers".
17. **If work is awarded and items not delivered by the vendor within scheduled time (Refer clause-21) as mentioned in this tender document, then EMD amount may be forfeited or liquidated damages may be enforced as mentioned in clause-23 or both forfeiture of EMD and liquidated damages may be enforced which will be discretion of competent authority of MDI-Gurgaon.**
18. Only those vendors should quote who can satisfy the scope of work, specifications and other requirements of MDI as stated in Annexure-2.
19. **Buy Back of Old printers:**
  - a. Tenderers should note that the old printers under buy back are being offered on AS-

- IS-WHERE-IS basis while quoting the buyback rates.
- b. The bidders are advised to visit MDI Campus to inspect old printers. Please contact Shri Pranav Kumar (Phone 0124-4560281) for inspection of old printers. No compensation/claims at a later stage shall be entertained.
  - c. Quantity of buy-back may vary. The discretion to utilize buy back remain with MDI
  - d. Refer Annexure-3 for brief details of items under buy back.
20. The delivery of items, testing and installation should be completed within Six weeks from day of the purchase order.

**21. Delivery, Installation, Commissioning:**

The delivery of items, testing and installation in all respects must be completed along with delivery of warranty documents & Licenses within Six weeks from the receipt of purchase order.

**22. Liquidated Damages: -**

In the event of failure to comply with the stipulated time schedule for delivery and installation of items due to fault of vendor, MDI-Gurgaon will have the right to recover from the vendor towards Liquidated Damages for delay, to the extent of 0.5% of the cost of purchase order per week or part thereof subject to a maximum of 5% of the total order value.

**23. Termination of contract-**

If performance of the vendor is not satisfactory in timely delivery of items or quality of product delivered then same will be informed in writing by MDI as warning letter and if inspite of issue of warning letter the items are not delivered or quality of delivered product is not satisfactory as per expectation of MDI within a fortnight then second warning letter will be issued.

If after issue of second warning letter also performance doesn't satisfy MDI expectation, then Institute reserves the right to terminate the work order by giving one-month notice in writing without assigning any further reason whatsoever.

After the contract comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment. No further claim from the vendor will be entertained.

After the contract comes to an end the vendor will withdraw their service/equipment from MDI-G premise within a month.

Decision of competent authority of MDI regarding determining the performance will be final.

**24. Format of Price Schedule and related terms:**

- a. ***Price must be quoted in Indian Rupees.*** Prices should be quoted as per the enclosed format both in figures and words. ***The rates offered should be inclusive of all proposed work and comprehensive in nature.***
- b. The charges quoted shall be kept firm throughout the pendency of contract of this work and no price escalation shall be entertained.
- c. **Any additional service required for successful completion of this work and not quoted in the financial bid by the tenderer then same shall have to be provided by contractor**

**at no extra cost if the work is awarded to the tenderer.**

**25. Payment Terms:**

- a. **80 percent of payment** of total Purchase Order value after successful supply of items and generation of the invoice for the same.
- b. **15 percent of payment** of total Purchase Order value after successful installation & testing of the system, handing over of warranty related papers of hardware and initiation of warranty period.
- c. **05 percent** of total Purchase Order value after completion of one years of standard warranty.
- d. **EMD would be released at the time of first payment without any interest.**

**26. Bid Rejection Criteria:**

- a. The bidder should submit authorization certificate from OEM of Hardware (Printers) without which bid shall be rejected.
- b. Bids without EMD would be rejected.
- c. Bids without Profile and declaration on company's letterhead would be rejected.
- d. Bidder not having turnover of Rs. 05 Crore during each year in last three financial years. The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. Bidders required to submit CA Certificate or any other relevant certificate indicating the turnover for the last 3 consecutive Financial Years (FY 2019-20, 2020-21, 2021-22)
- e. Declaration On Non-Judicial Stamp Paper of Rs. 10/-.
- f. Not submitting copy of GST & PAN registration certificate.
- g. If financial bid is submitted along with technical bid and not submitted separately in sealed envelope.
- h. If warranty declaration in company letter head not submitted.
- i. The bidder should quote for all the items mentioned in the tender, failing which, their bid will be rejected.
- j. The bidder should have an office in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number
- k. Not having minimum qualification criteria mentioned in clause-32.

**27. Any dispute/ difference arising out or relating to this Tender:**

Matters regarding any dispute shall be referred for arbitration to any officer appointed by the Director/Acting Director of Management Development Institute Gurgaon, whose decision shall be binding and final. Even after arbitration if any questions, disputes and/or differences arises under and out of, or in connection with the work, if concluded, shall be referred to the High Court of Haryana or any other court in the district of Gurugram (Haryana).

28. This tender document is not an offer and is issued with no commitment. MDI reserves the right to withdraw this notice inviting tender and or vary any part thereof at any stage. MDI further reserves the right to disqualify any bidder, should it be so necessary at any stage. Institute reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender. Institute reserves the right for distributing the work among several vendors.

29. Responses to Pre-Submission queries & issue of Addendum-

- a. After publication of NIT in tender page of MDI website, MDI will begin accepting written questions from the applicants for pre-bid meeting. MDI will endeavor to provide timely response to all queries. However, MDI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does MDI undertake to answer all the queries that have been posed by the applicants. For any clarifications, write to Email- [ittender@mdi.ac.in](mailto:ittender@mdi.ac.in) . No queries will be entertained after the pre-bid meeting.
- b. At any time prior to the last date for receipt of tender, MDI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the NIT document by an addendum.  
The addendum (if any) shall be posted online at <https://mdi.ac.in/infrastructure/tenders.html>.
- c. Any such addendum shall be deemed to be incorporated into this NIT.
- d. In order to provide prospective bidders reasonable time for taking the addendum into account, MDI may, at its discretion, extend the last date for the receipt of bids which shall again be notified online through MDI portal <https://mdi.ac.in/infrastructure/tenders.html>

30. Laws of the Republic of India are applicable to this tender.

**31. System of award of contract:**

The vendor who satisfies the qualification criteria and offering lowest rate (L1) (As per Financial bid format provided in Format-5) would be selected.

In exceptional situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

**32. Qualification Criteria:**

Following will be the minimum pre-qualification criteria. Each eligible bidder should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<b>S. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
1.	The applicant shall be a firm/ company registered under the Indian Companies Act, 2013, and who have their registered offices in India and (office in National Capital Region of Delhi will be preferred)	Copy of Certificate of incorporation or any other relevant documents, brief company profile with copy of GST & PAN.

2.	The firm should be in the business of providing similar services for at least 05 years as on 31.03.2023.	Certificate by Company Secretary of the Bidder's Organization or any other relevant documents.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2019-20, 2020-21, 2021-22)	Attach certificate from CA or any other relevant certificate.
4.	The Bidder should have an annual turnover of Rupees 05 Crore in each of the last 3 consecutive Financial Years (FY 2019-20, 2020-21, 2021-22).	CA certified document with name of CA registration number, signature and stamp or any other relevant certificate.
5.	Should have supplied printers (Min 70 Nos.) to at least 3 nos. Clients in (i). Central Govt./State Govt./PSUs/ Govt. bodies/IITs & IIMs/Reputed Educational Institute in India within last 3 years.	Copy of Work Order/ Contract along with Completion Certificate.
6.	Names & addresses of prestigious clients (at least three) along with their contact details (telephone number/E-mail) of the contact persons of the clients of recent past if available.	1. 2. 3.
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies/ IITs & IIMs/Reputed Educational Institutes in India.	Affidavit on Non Judicial Stamp Paper as per format in Annexure-1 to be submitted
8.	<b>Warranty and Support</b> All products should be quoted with at least 5-year warranty from OEM and next day business support. The Vendor shall provide comprehensive Support for all the equipment's listed in the document for a period of 5 years.	Declaration in this regard to be submitted in company letterhead.
9.	<b>Agree to the Scope of work and Specifications of items given in Annexure-2. Deviations would be rejected. Items quoted which are not as per specifications in Annexure-2 would be rejected</b>	Attach Product sheets of all the items quoted.
10.	<b>Authorization certificate from the OEM (whose products) quoted by the vendor</b>	Attach valid OEM Authorization Certificate for all products quoted

### 33. Instructions to Bidders-

- a. The bid is to be submitted in the manner prescribed below: -
- Applicant's Expression of Interest as per Format-1.
  - Contact Details as per Format-2.
  - Experience of the organization as per Format-3.

- Financial strength of the company as per Format-4.
- Authorization Certificate from OEM.
- Affidavit as per Annexure-1
- Agreement to Scope of Work & Specifications as per Annexure-2
- Company Profile.
- The BID document signed & stamped in each page.
- The filled up financial bid as provided in Format-5 duly signed and stamped.

The bidders are expected to examine all instructions, forms, terms& conditions, other details in the tender document carefully. Failure to furnish complete information as asked in the tender document or submission of a proposal not substantially responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

#### **34. Force Majeure:**

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

#### **35. Evaluation Procedure and Selection**

- Bidders will be technically qualified based on Information/documents provided by the Bidder and the products quoted meeting the specifications given in the Tender
- MDI decision will be final for the evaluation of Technical Bids and is binding on all bidders.

#### **36. Procedure for Evaluation of Responsive Technical Bids and awarding Technical Score:**

- Bidders will be technically qualified based on Information/documents provided by the Bidder.
- Only those Technical Bids that are found compliant/suitable after technical evaluation done by MDI will be considered for opening of financial bids.
- Any deviations, would lead to rejection of the technical bid.
- The Financial Bids of only those technically qualified Bidders who fulfill the minimum eligibility criteria as indicated in clause 32 and whose bids are not rejected as per Bid Rejection Criteria indicated in clause 26 would be opened

**37. Parameters for Technical Evaluation:**

S.No.	Description	
1.	Profile of Company & number of years in Business Max Score: 20	4 marks for each year in operation for every year beyond minimum requirement of 5 years of operation in similar lines
2.	Turnover Max Score: 20	05 Crores: 10 Marks 05-10 Crores: 15 Marks >10 Crores: 20 Marks
3.	No. of Similar printers Supplied and installed in last three years in any Institute/ University Max Score: 60	Upto 30 devices: 10 Marks for each project 30-60 devices: 20 Marks for each project >60 devices: 30 Marks for each project
To be technically qualified the vendor must obtains at least 70 marks out of 100.		

**38. Procedure for Selecting the bidder**

The work shall be awarded to the L1 (lowest rate) bidder from among the technically qualified bids.

**39. Other specific requirements from OEMs**

1. All replacements should be directly done by OEM. OEM should submit the advanced replacement methodology (h/w will be replaced in advance)
2. All products should be quoted with at least 5-year warranty and next day business support.
3. OEMs should have a warehouse in India for ease of replacement. Documentary proof would be required for replacement warehouse.
4. OEM should have a dedicated call-center number to log the calls and should submit escalation matrix on their letterhead.

The qualified bidder could be identified after considering both the bids Technical including product presentation.

**Declaration: -**

I/We do hereby confirm that I/We have the necessary authority and approval to submit this bid for procurement of printers for MDI Gurgaon Campus as per the terms & conditions mentioned above and also, hereby, agree and accepts the terms & conditions mentioned in clause 1 to 37 under General Information.

Date :-

(Signature)

Place:-



(Name of Authorised Signatory)

(Designation of Authorised Signatory)

(Name of Vendor)

**Checklist & Index for your bid**

To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us with assessment of your application.

***During bid Submission, please keep this page after the cover page.***

Checklist and Index of the required documents in the Order indicated Below

S.No. 1 to 10 would be part of Technical bid (sealed in separate envelope earmarked 'Technical Bid')

S.No.11 would be part of Financial bid (sealed in separate envelope earmarked 'Financial Bid')

<b>S. No.</b>	<b>Document to be Attached</b>	<b>Whether Submitted</b>	<b>Mention Page Number</b>
1.	Applicant's expression of interest (Format-1)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2.	Organizational Details (Format-2)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
3.	Experience in related fields (Format-3) annexed with Work Order/ Completion	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
4.	Financial strength of the organization (Format-4)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
5.	The bid document signed & stamped in each page.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
6.	Copy of GST / PAN No.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
7.	Affidavit as per format in Annexure-1	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
8.	Whether agree to the scope of work including the specifications of items given in Annexure-2.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
9.	Warranty Declaration on company letter head	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
10.	Valid Authorization from OEM for products quoted (Mention OEMs)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
11.	Financial Bid (Format-5) (To be submitted in separate sealed envelope)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

**(PART-II)**

**FORMAT-1**

For SITC of new printers for MDI Gurgaon Campus with buy back of old printers

**(Applicant's Expression of Interest)**

To,  
Senior Systems Analyst  
Computer Centre  
Management Development Institute  
Mehrauli Road, Sukhrali  
Gurgaon - 122 007, Haryana (INDIA)

**Sub:** Submission of bid for SITC of new printers for MDI Gurgaon Campus with buy back of old printers.

Dear Madam,

In response to the NIT for SITC of new printers for MDI Gurgaon Campus with buy back of old printers (published in <https://mdi.ac.in/infrastructure/tenders.html>) we would like to express our interest to supply the above proposed printer.

As instructed, we attach the following documents

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Financial strength of the organization (Format-4)
4. The BID document signed & stamped in each page.
5. The filled up financial bid as provided in Format-5 duly signed and stamped
6. Affidavit as per Annexure-1
7. Technical Compliance as per Annexure-2

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

**FORMAT – 2**

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Year of establishment	
3.	Number of employees	
4.	Main areas of business	
5.	Type of Organization Firm/ Company/ registered under the Indian Companies Act, 2013	
6.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. <b>If yes, details thereof also please, If No, attach Undertaking in regards to not being blacklisted. Affidavit as per Annexure-1</b>	
7.	Address of registered office with telephone no. & E-mail	
8.	Address of offices - in National Capital Region of Delhi if any	
9.	Authorized Contact Person with telephone no. & E-mail ID	
10.	Make and Model of printer Quoted (Attach Authorization from OEM and Product Data Sheet)	
12.	Make and Model of Heavy-Duty Printer Quoted (Attach Authorization from OEM and Product Data Sheet)	
13.	Delivery Period for printers (mention the no. of days/weeks required and attach Product Data Sheet)	

Enclose: -

1. Copy of Certificate of Incorporation or any other relevant document.
2. Copy of Article of Association or any other relevant document.
3. Affidavit in respect of 6 above.

Signature of the  
applicant Full name of  
the applicant

Stamp & Date

Note: This is to be furnished on the letter head of the bidder.

**FORMAT – 3**

Experience of supplying printers within last 3 years  
Add a row for Each Client  
\*Minimum three required

S .No.	Client Name (Higher Education Institute / University/ Govt. / PSU)	Size of the Project (No. printers/ Heavy-Duty printers supplied)	Value of the Project	Client Contact No.	Client Email ID	Completion Certificate Attached
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

Signature of the applicant Full name of applicant  
Stamp & Date

**FORMAT – 4**

<b>Financial Strength of the Organization</b>				
S. No	Financial Year	Whether profitable (Yes/NO)	Annual net profit (in Lakhs of Rs.)	Overall annual turnover (in Lakhs of Rs.)
1	<b>2019-20</b>			
2	<b>2020-21</b>			
3	<b>2021-22</b>			
Note: Please enclose auditor's certificate or any other relevant document in support of your claim.				

Signature of the applicant  
Full name of applicant

Stamp & Date

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

(DECLARATION ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

I/we \_\_\_\_\_ Partner(s)/legal Attorney/ Proprietor(s)/ Accredited Representative(s) of M/s \_\_\_\_\_ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.
4. My/our bid shall remain valid for a period of 120 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.
7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
8. I/We understand that MDI decision will be final for the evaluation and rejection of Bids.
9. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Date:

## Technical Specifications for printers

\*Attach technical data sheet of all the products quoted

S.No.	Detailed Specification* * Attach Product Sheet with Detailed Specifications	Product Make and Model quoted	Compliance	Deviations (If any). *Attach separate Sheets
1.	<p><b>All in One Printers – 69Nos.</b> HP Laser Tank MFP 2602 SDW Printer</p> <p>Multi-Function: Print, Scan, Copy, Wireless, Duplex, ADF   Mono (Black) Print Speed: up to 21 ppm (black) Duty Cycle: up to 25,000 pages (Monthly, A4) RMPV: Up to 250 to 2500 pages Processor: 500 MHz Processor with 64 MB RAM Connectivity: Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100 BT; 802.11 a/b/g/n (2.4/5 GHz) Wi-Fi radio + Bluetooth Resolution: up to 600 x 600 dpi (1200 dpi effective output) Input Tray: Main: up to 250 Sheets, Priority: 1 sheet   Output tray: up to 100 sheets Duplex printing: Automatic Compatible Operating Systems: Windows 11; Windows 10; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux Power Cable, Hardware Install Guide; Software CD (Includes User Guide)</p> <p><b>Warranty:</b> One year standard warranty with NBD Support with extendable support up to 5 years (if required)</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2.	<p><b>All-in-One Heavy Duty Printers – 20 Nos.</b> HP LaserJet MFP M 72630 printer Multi-Function: Print, Scan, Copy, Wireless, Duplex, ADF   Mono (Black) Print Speed: up to 30 ppm (black A4 normal); 20ipm (black A4 Duplex) Duty Cycle: up to 80,000 pages (Monthly, A4)</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>	



<p>RMPV: Up to 250 to 2500 pages  Processor: 500 MHz Processor with 64 MB RAM  Connectivity: Hi-Speed USB 2.0; Builtin Gigabit Ethernet 10/100 Base Tx Network port; 802.11 a/b/g/n (2.4/5 GHz) Wi-Fi  Resolution: up to 600 x 600 dpi (1200 dpi effective output)  Input Tray: Main: up to 1140 Sheets, 100-sheet multi-purpose tray, 2 x 520-sheet input tray STD  Output tray: 500 sheet face-down output bin  Duplex printing: Automatic  Compatible Operating Systems: Windows 11; Windows 10; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux  Power Cable,  Hardware Install Guide; Software CD (Includes User Guide)  <b>Warranty:</b> One year standard warranty with NBD Support with extendable support up to 5 years (if required)</p>			
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## Tentative list of old items offered under buy back

S. No.	Device	Description	Year of Purchase	Qty.	Company Response
1.	Printer	HP LJ Pro M128NF	2015,16	79	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Printer	HP LJ3015dn	2015,16,17	02	Yes <input type="checkbox"/> / No <input type="checkbox"/>

**Note:**

1. Buy back is mandatory
2. Items are being offered on AS-IS-WHERE-IS basis. The vendors submitting quote are requested to visit MDI Campus to inspect old printers. Please contact Shri Pranav Kumar (Phone 0124-4560281) for inspection of old printers. No compensation/claims at a later stage shall be entertained.
3. For the above items, the first preference for buyback would be offered to MDI Faculty & Staff. If any device remains after buy-back by faculty & staff, the same would have to be taken by the vendor.

**Format-5**  
**Financial Bid**

**A. Quote for SITC of new printers for MDI Gurgaon Campus**

S. No.	Description of Item & Specification(Model no if any)	Qty#. in Units	Make/ Model	Unit Price in Rs.	GST (%)	Total Price excluding GST in Rs.	Total Price including GST in Rs.
1.	All-in-One Printer as per specification in Annexure-2 Warranty: 5 years with NBD Support	69					
2.	All-in-One Heavy Duty Printer as per specifications in Annexure-2 Warranty: 5 years with NBD Support	20					
3.	<b>Total</b>						
4.	<b>GST</b>						
	<b>Grand Total</b>						

**B. Quote for Buyback#**

S. No.	Device	Description	Qty.	Unit Price in Rs.	GST	Total Price Excl. GST	Total Price Incl. GST
1.	Printer	HP LJ Pro M128NF	79				
2.	Printer	HP LJ3015dn	02				

Total Amount in Figures: Rs. \_\_\_\_\_

Total Amount in Words: Rupees \_\_\_\_\_

Delivery period in Weeks for Supply and Installation: \_\_\_\_\_

**Note:**

#Quantity of new purchase as well as buy back may increase/decrease.

- The Scope and specifications given in Annexure-2 must be agreed. The bid with deviations would be rejected.
- Quotation Validity Period: - 120 days from the last date of Submission of quotation/tender.
- In case of discrepancy in the amount quoted in figure and words, the amount mentioned,

which results in lowest payable by MDI will be taken into consideration.

- 5-year warranty from OEM with next day business support.
- Price quoted should be inclusive of freight, cartage, delivery and installation at MDI Gurgaon Campus. Nothing extra will be paid.
- #MDI may place the order for the whole/ some of the items indicated above. Quantity of each item may vary (increase/ decrease) at the time of placing the order. Decision of competent authority of MDI in this regard shall be final and acceptable to the bidder.
- **Not delivering items within the period indicated above would attract penalty**

Place:

Sign of bidder: -

Date:

Name of bidder: -

Firm's Name with stamp: -

(To be submitted on company letter head)