

Notice Inviting Tender



Management Development Institute Gurgaon

Ref. No.: MDI/CC/2024-25/Printer/05

Date: 14.08.24

Sub: Invitation of sealed quotations for 15 Nos. of HP Printer for MDI-Gurgaon Campus.

Tender Schedule

Bid System	Single Bid (Superscribe on the sealed envelope "Bid for printers")
Last Date of Bid Submission	22.08.24, 3:00 PM
Bid should be addressed to	Senior Systems Analyst Computer Centre MANAGEMENT DEVELOPMENT INSTITUTE Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)

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>

Checklist and Index of the Technical Bid Document in the Order indicated Below

S. No.	Document to be Attached	Whether Submitted
1.	Tender Document signed and stamped on each page	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Filled in and signed Technical Bid on company's letter head	Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	Profile of the Company	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	Client Details for Supplying & Installing similar HP Printers devices in the given format	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5.	OEM Authorization Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	Confirmation that Technical specifications are as per Annexure-1. Attach details of additional features offered	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	Confirmation that all products carry standard one year warranty & support.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	PAN, TAN, GST along with the copy of registration	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Terms & Conditions are as under:

- 1) The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- 2) The financial bid shall be valid for at least 90 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 3) The items should be supplied and installed at MDI Campus, Gurgaon, nothing extra shall be paid towards the cartage, packing, forwarding, Octroi etc.
- 4) In case any item is found to be defective /substandard, the same shall be rejected. Institute shall not make any payment for such items and shall be removed from the site immediately.
- 5) MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- 6) In case the items are not delivered and installed within due date then penalty shall be imposed @ Rs. 1,000/- for each day subject to a maximum of Rs. 10,000/- (Rs. Ten thousand only).
- 7) MDI reserves the right to exclude any item or increase/decrease the number of items at the time of placing the order.
- 8) MDI reserves the right to allot/cancel the tenders invited as it may consider/deem fit and proper and to reject the tenders/applications without assigning any reasons at any stage.
- 9) No bid will be accepted on email. The bid must be submitted in hard copy in a sealed invoice superscribing "Bid for 15 Nos. of HP Printers"

10) MDI may, at its discretion, extend the date for submission of the bid.

11) ACCEPTANCE AND WITHDRAWAL

The final acceptance of the tender would entirely vest with MDI, who reserves the right to accept or reject any tender, without assigning any reason whatsoever. There is no obligation on the part of MDI to communicate in any way with rejected bidders. After acceptance of the tender by MDI, the bidder shall have no right to withdraw his tender or claim higher price.

- 12) Bids received with incomplete information is liable for rejection.
- 13) The Institute reserves the right not to disclose names and rates of successful bidder.
- 14) Any Bid received by MDI after the deadline for submission of bids will be summarily rejected.
- 15) 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 of Management Development Institute Gurgaon, whose decision shall be binding and final.
- 16) Eligibility Criteria
 - The bidder should be a Company registered in India.

- The bidder should have a good reputation in the market and their clientele shall preferably include reputed University/ Institute / PSU/ Govt. etc.
- The bidder should have appropriate support relationship with OEM Channel/Service partner etc. and must submit OEM authorization documents.
- The bidder should have executed at least three similar work order of same or higher value during the last three years.

17) Evaluation Procedure and Selection of Bidder

- The work would be awarded to the L1 Tender.
- **Bid Rejection Criteria:** The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected
 - ✓ Non submission of signed &+ stamped tender documents on each and every page
 - ✓ Submission of unsigned financial bid.
 - ✓ Not submitting OEM Authorization for the product quoted
 - ✓ Bid(s) not complying with Delivery, installation & commissioning, warranty, penalty, etc clauses will be rejected.
 - ✓ The bidder should quote for all the items mentioned in the tender, failing which, their offer will be rejected.
 - ✓ The bidder should have an office in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number
 - ✓ The bidder should not have been barred/ blacklisted by any Central/ State Government departments/ Organizations/ PSUs/ University/ Institute. Declaration On letterhead as per format given in Annexure-2

18) PAYMENT TERMS:

- 90% (Ninety percent) of the total bill value of items supplied will be paid within 1 month of complete delivery of items and satisfactory commissioning of all the items and delivery of warranty documents, Software Licenses and certification of site, Documentation and training at the MDI campus
- 10% of will be one month after successful delivery, test and installation.

Date :

(Signature)

Name of Vendor

Format-1

Sealed Quotation for delivery and installation of Digital Standby

S. No.	Description	Company Response	Remarks							
1.	Profile of your firm/company	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
	Year of establishment									
	Number of employees									
	Annual Turnover for the last 3 Years.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Turnover</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	1	2	3	Turnover			
Year	1	2	3							
Turnover										
2	Names & addresses of prestigious clients of reputed Institute/ University/ PSU/ Govt etc. (at least three) along with the telephone numbers of the contact persons of the clients where you have supplied similar devices (submit PO Copy).	Yes <input type="checkbox"/> / No <input type="checkbox"/> 1. 2. 3.								
3	Whether Authorized partner of OEM. (Attached valid OEM Certificate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
5	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No.: 3. Mobile no. : 4. Official E-mail id:	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
6	A declaration on company's letterhead that the Bidder has not been blacklisted must be submitted by Bidder.	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
7	The Items quoted meets the technical specifications as given in Annexure-1 Attach technical data sheet of all the products quoted For any additional feature being provided by you, Kindly attach the additional sheet	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
9	All products should be quoted with at least One-year standard warranty and support from OEM.	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
10.	Payment Terms : <ul style="list-style-type: none"> • 90% (Ninety percent) of the total bill value of items supplied will be paid within 1 month of complete delivery of items and satisfactory commissioning of all the items and delivery of warranty documents, Software Licenses and certification of site, Documentation and training at the MDI campus • 10% of will be made one month after installation 	Yes <input type="checkbox"/> / No <input type="checkbox"/>								
11.	Delivery Time	Immediate (Please mention the time period required)								

Format-2

Details of Clients for delivery and installation of HP Printers (Insert Additional Rows to give Additional Client details)

S. No.	Client Name (Institute / University/ PSU/ Govt.)	Make/ Model & Nos. of HP Printers device supplied	Qty & Value of the devices supplied	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"/>

DECLARATION ON COMPANY LETTER HEAD

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 60 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, forfeiture of all dues including Earnest Money (EMD) and 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 of Technical 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 10 nos. of HP Printers

***Attach technical data sheet of all the products quoted**

S. No.	Detailed Specifications of the HP Printers including the following	Compliance	Mention Deviations (if any)
1.	<p>Printer HP LaserJet MFP M 329 DW (All-in-One Back-to-Back Printing)</p> <p>Detailed Specifications Multi-Function Printer with Back-to-Back Printing Supporting Print, Copy and Scan/ Yes Print Speed: Up to 19 ppm; Print Resolution Black (best): Up to 600 x 600 dpi; Print Technology Laser; Print Cartridges Number 1 Black; Standard Print languages Printer Smart Software Features Apple AirPrint™, Mopria-certified, HP Auto-On/Auto-Off, Wi-Fi Direct, HP Smart App Scan Type / Technology Flatbed/ CIS; Scan File Format JPG, RAW (BMP), PNG, TIFF, PDF; Scan Input Modes Scanning via HP LaserJet Software Scan or TWAIN-compliant or WIA-compliant software; Scan Size Maximum Flatbed: 8.5 x 11.7 in Standard Connectivity Hi-Speed USB 2.0 port; built-in Wifi 802.11b/g/n with Wireless Capability; Mobile Printing Capability Apple AirPrint™; Google Cloud Print 2.0; Mopria-certified; Wi-Fi Direct, HP Smart App; Memory Standard: 32 MB; Maximum: 32 MB; Processor Speed 500 MHz; Duty Cycle Monthly, letter: Up to 8000 pages; Media Types Supported Plain paper, envelope, postcard, Label; Paper Handling 150-sheet input tray; 100-sheet output bin; Standard Paper Trays: 1 input tray; Input Capacities: Up to 150 sheets standard; Up to 10 envelopes; Output Capacities: Up to 100 sheets stand Product Dimensions W x D x H: 14.2 x 10.4 x 7.8 in; Maximum: 14.2 x 16.8 x 13.7 in; Product Weight 11.9 lb Warranty: One-year standard warranty Energy Efficiency Compliance ENERGY STAR® qualified; Control Panel Icon LCD, 8 buttons, 4 LED indicator lights; Software Included For Windows OS: HP Software Installer, HP Software Uninstaller, HP PCLmS Printer Driver, HP Device Experience (DXP), HP Web Services Assist (HP Connected), Device Setup & Software, User manuals, HP Printer Assistant, HP; Scan Driver, HP Scan Application.</p>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2.	One-year Standard Warranty	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

FORMAT-3
Financial Bid

Sealed Quotation for supply and installation of 10 nos. of HP Printers

Sr. No.	Description	Qty. in Units	Unit Price in Rs.	Total Price excluding GST in Rs.	GST rate	Total Price incl. GST
1.	HP Printer HP LaserJet MFP M 329 DW as per Specifications in Annexure-1 with One-year standard Warranty, installation & Commissioning.	15				
2.	Grand Total					

Total Price in Figures: Rs. _____

Total Price in Words: Rupees _____

Delivery Time: _____

Installation & Commissioning Time: _____

- **Delivery Mode:** Delivery at MDI Gurgaon, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading, installation and commissioning etc.
- **Warranty Period:** One Year
- **Delivery:** Immediate.
- **Installation Period:** Immediately on delivery
- Quotation Validity Date: 90 days from the last date of Submission of quotation/tender.

Sign of bidder:- _____

Name of bidder: - _____

Firm's Name: _____

Date: