



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Imphal, Manipur, Ph. (0385 – 2058566 / 2445812)

E-mail:- [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in), Website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under MHRD, Govt. of India

No. NITM.1/(32-Estt)/Pur/Sta/2017-650

Dated: 28.09.2017

**TENDER FOR  
“SUPPLY OF PRINTER, PRINTER TONER, UPS AND HOUSEKEEPING ITEMS”**

Sealed tenders are invited from reputed Agency/Retailer/Company/Dealer for Supply of Printer, Printer Toner, UPS and Housekeeping items to National Institute of Technology, Manipur. Tender documents may be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Cost of processing fee is **Rs. 1000/-** payable separately for every quoted item as per annexure IV in the form of Demand Draft/ Banker's Cheque to be submitted along with tender documents. Earnest money deposit refundable amount of **Rs. 10,000/- (Rupees Ten Thousand Only)** payable separately for every quoted item as per annexure IV in the form of Demand Draft/ Banker's Cheque/Bank Guarantee from any Scheduled Bank in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch along with credentials and the completed tender documents. The tender document along with terms and conditions is attached. The tender, complete in all respects must reach the Institute on or before **20.10.2017 latest by 03:00 PM** or must be dropped in the tender box placed at the Institute's Administrative Office at NIT Manipur, Langol Campus on or before **20.10.2017 upto 03:00 PM**. Incomplete tender in any respect shall be summarily rejected. The Director, NIT Manipur reserves the right to reject any or all the tenders without assigning any reason thereof.

Details may be seen from website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

Sd/-  
Registrar  
NIT Manipur

Sl.	Details	Date	Time
1	Notification of Tender	28.09.2017	
2	Date of pre-bid conference	06.10.2017	2:00 P.M.
3	Last date for submission /deposit of Tender	20.10.2017	3:00 P.M.
4	Opening of Tender documents	27.10.2017	11:00 A.M.



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## **TENDER DOCUMENT**

### **Tender For Supply of Printer, Printer Toner, UPS and Housekeeping Items**



**Instruction to Bidders**

**INTRODUCTION AND GENERAL COMMERCIAL DETAILS**

1. The tenderer shall be required to submit the Earnest money deposit refundable amount of Rs. **10,000/- (Rupees Ten Thousand Only)** payable separately for every quoted item as per **annexure IV** in the form of Demand draft/Banker's cheque/Bank Guarantee which is refundable and a non-refundable processing fee for an amount of **Rs. 1000/- (Rupees One Thousand Only)** payable separately for every quoted item as per **annexure IV** by way of Demand Draft/ Banker's Cheque only. Demand draft/Banker's cheque/Bank Guarantee shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope with the technical bid.
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.
3. Envelope of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and address to: "The Director, NIT Manipur, Langol Campus, Imphal - 795004.
4. Sealed tender should reach the Institute, latest by **20.10.2017 upto 03:00 PM**. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or FAX.
5. **Tender documents will be opened on 27.10.2017 at 11:00 AM** in the Administrative Block of the Institute in the presence of the tenderers or their authorized representative(s), who are present at the scheduled date and time.
6. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
7. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
8. The Institute reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
9. Institute will enter into a rate contract agreement with the successful bidder for a period of 1 year & extendable for another year on the same terms and conditions. Purchase order will be issued when items are required by the Institute.



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Tenders should be submitted in two parts, (i) Part – I (Technical Bid) & (ii) Part – II (Financial Bid).

Envelope of Part – I should be superscripted as “Tender for Supply of Printer/ Printer Toner / UPS/ Housekeeping Items Part – I Technical Bid” and

Envelope of part – II should be superscripted as “Tender for Supply of Printer/ Printer Toner / UPS/ Housekeeping Items Part – II Financial Bid”.

**Registrar  
NIT Manipur**

**Enclosures:**

- a. Annexure - I: Terms & Conditions
- b. Annexure - II: Technical Bid (Pre-qualifying requirements)
- c. Annexure - III: Compliance Certificate
- d. Annexure - IV: Scope of the work
- e. Annexure - V: Financial Bid (Printer)
- f. Annexure - VI: Financial Bid (Printer Toner)
- g. Annexure - VII: Financial Bid (UPS)
- h. Annexure – VIII: Financial Bid (Housekeeping Items)
- i. Annexure - IX: Declaration regarding blacklisting / debarring for taking part in tender.

**Registrar  
NIT Manipur**



**ANNEXURE - I**

**TERMS & CONDITIONS**

**1. PRICES AND TAXES**

- i) Price quoted by Firm shall be firm and final.
- ii) Bidders are requested to indicate GST registration No. as well as PAN No. and must Enclose attested Xerox copy of GST / PAN registration no.

2. **F.O.R.:-** Price should be F.O.R. NIT Manipur, Langol Campus, Imphal.

3. **DELIVERY:-** Within 7 days from the date of receipt of Supply order. The date of despatch/booking shall be treated as the date of delivery.

4. **TURN OVER CERTIFICATE:-** The Bidder/Firm must enclosed Business Turnover certificate certified by CA having not less than Rs. 20 lacs (Twenty Lacs) annual turnover for last 2 (Two) financial years.

5. **FINANCIAL STABILITY CERTIFICATE:-** The Bidder/ Firm must enclosed Credential certificate not less than Rs. 20 Lacs (Twenty lacs) from any schedule Bank.

6. **VALIDITY:-**

- i) **The Bid should be valid for minimum 60 days from the scheduled date of tender opening with provision for subsequent extension, if necessary.**

7. **INSPECTION:-** An Authorized representative of NIT Manipur may inspect the materials at firm's premises before dispatch. The firm shall give inspection call indicating readiness of materials.

8. **TECHNICAL SPECIFICATIONS:**

- i) Make & relevant details should be clearly mentioned in your offer
- ii) Details of technical literature / catalogues.
- iii) Dealership certificate along with company price list.

9. **GUARANTEE / WARRANTEE:-** All the materials should be guaranteed against all manufacturing defects for a period of 12 months from the date of dispatch / supply.

10. **EARNEST MONEY DEPOSIT (EMD) / Bid Guarantee :-** The bidders shall submit EMD for amount of Rs. 10,000/= (Rupees Ten Thousand) Only in form of Demand Draft / Deposit –at- call/ Banker's Cheque / FDR/ Bank Guarantee in favour of the Director, NIT Manipur payable at Imphal from any scheduled Bank.

11. The EMD shall be submitted in a separate envelope duly super scribed and same along with the main offer shall be submitted in another common sealed envelope duly super scribed as 'EMD Inside' with **TENDER ENQUIRY NO. & TENDER ENQUIRY FOR THE SUPPLY OF**

**1. PRINTER**



**2. PRINTER TONER**

**3. UPS**

**4. HOUSEKEEPING ITEMS**

12. Bid without EMD shall be rejected and shall be returned back to the bidder.
13. EMD/Bid Guarantee of the unsuccessful bidders shall be returned within 30 days of finalization of the tender. EMD/ Bid Guarantee of successful bidder shall be returned after completion of contract period.
14. The EMD shall be liable to be forfeited by NIT Manipur in case any of the bidders alters or withdraws the bid during the validity of the offer, after opening of bids. The EMD shall also be forfeited in case the successful bidder fails to accept the Purchase/ supply order or fails to Execute/Supply the items/materials as per the Purchase/ Supply order.
15. The purchase of any quantity will be made as and when required by the NIT Manipur.
16. **PAYMENT:** - 100% Payment will be made only after satisfactory completion of supply.
17. If the firm is not able to supply the items due to any reasons, these will be arranged from other agency at the **cost and risk of the supplier**.
18. **NIT Manipur** i.e. the purchaser, reserves the rights to reject/accept or partly accept any offer without assigning any reason for such decision.
19. NIT, Manipur shall not be responsible for delay, loss or non-receipt of tenders/quotation sent by post. Tender/Quotation received late due to any reason shall not be considered. Telegraphic offers shall not be accepted.
20. If the due date of receipt / opening as mentioned be a holiday(s), the quotation shall be received and opened at the same time as specified but on the next working day.
21. **The undersigned reserves the right of rejecting all or any of the tenders and is not bound to be accepting the lowest or any other tenders.**

**Registrar  
NIT Manipur**



**ANNEXURE - II**

**TECHNICAL BID (PRE-QUALIFYING REQUIREMENT)**

**SUPPLY OF PRINTER, PRINTER TONER, UPS AND HOUSEKEEPING ITEMS**

1	Name of the firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/contact address	
4	Details of Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Is the firm a registered company? If yes, submit documentary Proof. Year and Place of the establishment of the company	
6	Former name of the Company, if any.	
7	Is the firm *Government/ Public Sector Undertaking *Propriety firm *Partnership firm (if yes, give partnership deed) *Limited company or limited corporation *Member of a group of companies(if yes, give name and address and description of other companies) * Subsidiary of a large corporation (if yes give the name and address of the partner organization) If the company is subsidiary, state what is the involvement of the parent company in the project.	
8	Is the firm registered with GST? If yes, Submit GST Registration Certificate.	
11	Details of EMD Fee in favor of Director, NIT Manipur (Attach copy of proof)	EMD Fee: Rs.
11	Valid Income Tax Clearance Certification/ PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	
12	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	



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**ANNEXURE - III**

**COMPLIANCE CERTIFICATE**

**(A certificate of compliance to NIQ term to be enclosed in the Technical bid)**

<b>Sl. No.</b>	<b>NIQ Terms and Conditions</b>	<b>Yes / No</b>
01	Rate quoted as per instruction	
02	Validity of quoted rate for 120 days agreed	
03	PBG term agreed	
04	Payment term agreed	
05	Delivery terms agreed	
06	Warranty period agreed	
07	Literature: Printed Literature provided	
08	Dealership / distributorship certificate (in case of dealers/agents) provided	
09	Sales Service: address of after Sales Service centre in India provided	
10	Manufacturer certificate provided	
11	ISO/ ISI certification provided	

Signature: .....

Name & Full Address of Tenderer:

M/s .....

.....

.....

Phone Nos.: .....

E-mail: .....

Official seal of the Tenderer





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**ANNEXURE - IV**

**SCOPE OF THE WORK**

<b>Sl.</b>	<b>Name of the Items</b>	<b>Scope of the work</b>
1	Printer	Supply
2	Printer Toner	Supply
3	UPS	Supply and Installation
3	Housekeeping Items	Supply



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**ANNEXURE - V**

**FINANCIAL BID (Printer)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit (Nos.)</b>	<b>Rate per unit</b>	<b>GST</b>	<b>Amount</b>
1	Canon Laser Printer MF 4820D 25 Page Per Minute 1200x600dpi 251 Sheets Input Capacity, 128MB RAM USP 2.0 with Duplex Inbuilt				



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**ANNEXURE - VI**

**FINANCIAL BID (Printer Toner)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	GST	Amount
1	Canon Toner 328 Original				
2	Canon NPG 51 Original				
3	Canon NPG 28 Original				
4	RICOH Toner 2501S				
5	RICOH Toner SP 200				
6	HP 857 Cartridge Original				
7	HP Toner 2035 Original				
8	HP Toner 88A				
9	HP Cartridges - C (CE321A)				
10	HP Cartridges - M (CE323A)				
11	HP Cartridges - Y (CE322A)				
12	HP Cartridges - K (CE320A)				
13	Sharp MX-B201D				
14	Blank Cards (Without RFID)				
15	Colour Ribbon (CMYK) ID Printer Model No: CIAAT CTC-940				
16	Consumable Ribbon Full (Colour)				



**ANNEXURE - VII**

**FINANCIAL BID (UPS)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	GST	Amount
1	<b>Elnova offline UPS 1 KVA</b> Input: 220/230 Volt Output: 1 KVA Frequency: 50 Hz Backup: 1-2 Hour				
2	<b>Elnova offline UPS 2 KVA</b> Input: 220/230 Volt Output: 2 KVA Frequency: 50 Hz Backup: 1-2 Hour				
3	<b>5 KVA Online UPS</b> Online UPS with isolation transformer suitable for single phase AC Input and Single Phase AC Output. Rating of UPS 5 KVA Indicative Back-up time: 180 minutes (3 Hours battery backup).				
4	<b>15 KVA Online UPS</b> 15 KVA Online UPS, 12KW of full load, Pure sine wave output, 2 years onsite warranty including battery 1:1, 1:3, 3:3 phase optional 1 hour backup time using SMF batteries along with battery stand and connecting cables				
5	<b>Exide 12 Volt 65 AH</b> Type: SMF				



**ANNEXURE - VIII**

**FINANCIAL BID (Housekeeping Items)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	GST	Amount
1	Broom (Normal type)				
2	Broom (Plastic)				
3	Broom (Long Bamboo)				
4	Odonil (Room Freshening Gel) 75gm				
5	Harpic (Disinfectant Toilet cleaner) 500ml net				
6	Phenyl Red 450ml				
7	Phenyl White (perfume)				
8	Lizol (Disinfectant Surface Cleaner) 650ml net				
9	Toilet Brush				
10	Dust picker				
11	Mop Duster with holder (Big)				
12	Mop Duster with holder (Small)				
13	Wiper (Plastic)				
14	Plastic Bucket				
15	Plastic Mug				
16	Detergent Powder – Surf excel 95gm.				
17	Napthalene Balls				
18	Colin Glass Cleaner (500ml net)				
19	Dustbin (plastic)				
20	Towel (Small)				
21	Towel (Big)				
22	Air Freshener				
23	Dettol Liquid Hand wash 200ml.				
24	Eze Clean 50cm				
25	Hand Glove				
26	Spider web cleaner (Plastic)				
27	Good Night Spray				
28	All out machine				
29	All out liquid				
30	Digiclin (Multipurpose Hygienic Cleaner) 500ml				
31	Foot Mat				
32	Jumbo Super Z (Aerosol Insecticide) 690ml				



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**ANNEXURE - IX**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the bidder)

I / We ..... Manufacturer / Partner(s)/  
Authorized Distributor /agent of M/s hereby declare that the firm/company namely M/s.  
..... has not been blacklisted or debarred in the past by Union /  
State Government or organization from taking part in Government tenders in India.

DEPONENT Name

Address

Attested:

(Public Notary / Executive Magistrate)