



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY  
DELHI

**FSMA (Full Service Maintenance Agreement) contract for Canon Digital  
Photocopier Machine AT IIITD OKHLA PHASE-III, NEW DELHI-110020**

**(IIITD/IT/FSMA-CanonPhotocopier/001/2023-24)**

## INVITATION FOR BIDS

Indraprastha Institute of Information Technology -Delhi (IIITD), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for **FSMA contract for Canon Digital Photocopier Machine** (as per specifications mentioned under Scope of Work below) for its campus at Okhla Phase-III New Delhi-110020.

1. An amount of Rs. 12,000/- (Twelve Thousand only) towards earnest money (EMD) must be deposited in the form of demand draft in favour of "IIIT-Delhi Collections" account, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender Document without earnest money will be summarily rejected. EMD is exempted for MSMEs/NSIC registered suppliers
2. An amount of Rs.1, 180/- (Rupees One Thousand One Hundred Eighty only) towards Tender Fee in the form of Demand draft drawn in favour of " IIIT-Delhi Collections" which is non-refundable, payable at New Delhi or may deposit Rs.1, 180/-with the F&A division of the Institute and enclose the receipt with the filled up tender document. The tender fee is exempted for MSMEs/NSIC registered suppliers.
3. The last date for submission of Bid is 7th February 2023 up to 3:00 PM. The Technical Bids shall be opened on the same day, i.e., on 7th February 2023 at 03:30 PM. The Tender Document should be addressed to:

**Registrar,  
Indraprastha Institute of Information Technology-Delhi  
Okhla Phase-III  
(Behind Govind Puri Metro Station) New  
Delhi-110020.**

The document should be deposited in the Tender Box kept in the Store & Purchase department in Room no. A 108, First Floor, Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances.

### **Bidding Procedure:**

1. Bids are invited in Two Bids System, i.e. (1) Technical and (2) Financial.

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for " **FSMA contract for Canon Digital Photocopier Machine** " and Financial Bid for " **FSMA contract for Canon Digital Photocopier Machine** " addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

2. Sealed quotations shall be received no later than 3.00 PM on 7th February 2023 . No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and reasons beyond the Institute's control.
3. Technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later. The EMD is exempted for MSMEs/NSIC registered suppliers

## Scope of Work

IIT-Delhi Require FSMA (**Full Service Maintenance Agreement**) contract for Canon Digital Photocopier Machine. The FSMA will cover (all comprehensive) of below machines installed in different buildings of the campus, IITD Okhla Phase 3, New Delhi 110020

S.N.	Model	Serial Number	Date of Purchase	FSMA Duration
1	Canon imageRUNNER ADVANCE 4225	RKX02987	Feb, 2016	From 01/04/2023 to 31/03/2024
2	Canon imageRUNNER ADVANCE 4245	RKZ01315	April, 2016	From 01/04/2023 to 31/03/2024
3	Canon imageRUNNER2525	WMP02529	Mar, 2018	From 01/03/2023 to 31/03/2024
4	Canon imageRUNNER2525	WMP02813	Mar, 2018	From 01/03/2023 to 31/03/2024
5	Canon imageRUNNER2525	WMP02600	Mar, 2018	From 01/03/2023 to 31/03/2024
6	Canon imageRUNNER2525	WMP02581	Mar, 2018	From 01/03/2023 to 31/03/2024
7	Canon imageRUNNER2525	WMP02528	Mar, 2018	From 01/03/2023 to 31/03/2024
8	Canon image RUNNER ADVANCE 4525	YAD01155	Aug , 2018	From 01/03/2023 to 31/03/2024

- (i) FSMA will cover all services, consumables, toner & spares (Electrical, Electronic & Mechanical) except plastic Body parts and Cassettes (Trays), man mishandling and force majeure
- (ii) FSMA will cover preventive maintenance on monthly basis and any number of breakdown calls for up keeping of machines fully operational
- (iii) The Successful bidder will keep one spare machine toner with Institute for Machine replenishment in exigencies
- (iv) The FSMA contract will be for an initial period of 1 year ,1 month (FSMA Start & END Date As per Scope of work) . The same can be extended on mutual consent.
- (v) The Payment shall be released on quarterly basis after satisfactory service of FSMA Contract to be certified by officer in charge of the Institute on submission of GST Compliance invoice.

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the Bidder Authorized Signatory)

Name:

Office Seal:

Date:  
Place:

**The following information must accompany the Technical Bid:**

**Minimum Eligibility Requirement:**

1. Bidder should be OEM/Authorized Partner/service provider of the OEM(Canon) . In case the tenderer is an Authorized Partner or Service Provider a valid Agency-ship/Dealership Certificate (MAF specific to this tender) to quote on behalf of OEM should also be enclosed along with the bid. **A document in support of this must be enclosed.**
2. Bidder should have service and support office in Delhi NCR. **A self-certified document in support of this must be enclosed.**
3. The bidder should be ISO 9001 certified. **A copy of ISO Certificate should be enclosed.**
4. The bidder should have support centre with minimum 3 relevant support engineers. **A self-certified document in support of this must be enclosed.**
5. The vendor/OEM should be able to provide 24x7 & Tele support of their own if required by IIITD at agreed terms. **A self-certified document in support of this must be enclosed.**
6. The bidder shall provide the Registration number of the firm along with the valid GST number with PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed.**
7. The bidder must not be blacklisted by Central Government, State Government or Government of Corporations in India. **A certificate or undertaking to this effect must be submitted.**
8. Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/Corporate Sector during last Three (03) years . **A Certified Copies of Work orders must attached**  
Two similar completed works costing not less than the amount equal to Rs. 50k (one year)
9. If vendor /OEM do not meet its SLA, IIITD put the fine of 1000/- Rs per day for first seven days and @ Rs.2, 000/- per day from 8<sup>th</sup> day onwards will be levied.
10. Bidders can seek clarifications, raise technical queries etc. related to Tender by 25-01-2023 via email to [rahulv@iiitd.ac.in](mailto:rahulv@iiitd.ac.in) & [yogesh@iiitd.ac.in](mailto:yogesh@iiitd.ac.in) , for financial queries to e-mail [ajay@iiitd.ac.in](mailto:ajay@iiitd.ac.in). The replay to clarifications sought or queries raised will be replied within 05 days by 30-01-2023. No clarifications in any other form will be provided.

**The following information must accompany the financial Bid:**

1	Name, address, and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number	
5	PAN & GSTIN (Attach self-certified copy)	
6	Valid self-certified copy of authorization from Bidder	
7	Copy of Partnership Deed/ Certificate of registration of the company or any other document evidencing the registration of the Bidder	
8	Number of Years of Experience	
9	Details of DD towards Tender Fee: EMD:	
10	Provide the previous PO's of the same items work executed during the last three years (attested copies of the Orders to be enclosed)	
11	List of service centers, nearest location of the support centre.	
12	Turnover of the Bidder in the financial years: 2019-20 2020-21 2021-22 Please attach CA certified copy of the turnover.	
13	ISO 9000 Certification (please attach certified copy)	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the Bidder Authorized Signatory)  
Name:  
Office Seal.

Date:  
Place:

## **TERMS AND CONDITIONS**

- 1- The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
- 2- Bids will be opened in the presence of bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend
- 3- Sealed bid can be sent either by post or by messenger. The responsibility of delivery of bid lies entirely with the bidder.
- 4- The Payment shall be released on quarterly basis after satisfactory service of FSMA Contract to be certified by officer in charge of the Institute on submission of GST Compliance invoice.
- 5- In the event of dispute, Director, IIIT-Delhi shall be the sole arbitrator and his decision shall be final and binding on both the parties.
- 6- IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- 7- The bidder must be an ISO-9000 certified organization.
- 8- Bidder must submit an attested with company stamp copy of every page of the tender
- 9- The selected bidder has to sign an agreement with IIITD on a stamp paper after issue of Purchase/Work order. The agreement is attached Annexure 'Y
- 10- The bidder/tenderer shall submit an undertaking on its letter head, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the Indraprastha Institute of Information Technology-Delhi are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of Rs.1,00,000/- (Rs. One Lakh only) as a penalty with the Institute. Such bidders/tenderers shall be liable to be blacklisted and announced on the website of IIIT-D

**PROFORMA FOR FINANCIAL BID**

<b>S.N.</b>	<b>Model</b>	<b>Serial Number</b>	<b>Date of Purchase</b>	<b>FSMA Duration</b>	<b>Price (Per Copy charges) All Inclusive of taxes</b>
1	Canon imageRUNNER ADVANCE 4225	RKX02987	Feb, 2016	From 01/04/2023 to 31/03/2024	
2	Canon imageRUNNER ADVANCE 4245	RKZ01315	April, 2016	From 01/04/2023 to 31/03/2024	
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6	Canon imageRUNNER2525	WMP02581	Mar, 2018	From 01/03/2023 to 31/03/2024	
7	Canon imageRUNNER2525	WMP02528	Mar, 2018	From 01/03/2023 to 31/03/2024	
8	Canon imageRUNNER ADVANCE 4525	YAD01155	Aug , 2018	From 01/03/2023 to 31/03/2024	

\*\* Please note the price should be quoted for each of the item and should be inclusive of all taxes/charges.

We agree to FSMA Contract of Canon Photocopier Machine at the unit rates quoted above for the duration of 1 year ,1 month (FSMA Start & END Date As per Scope of work)

(Name and Signature of Authorized Bidder Signatory with Seal of the Vendor)

Date:





from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the IIITD is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the IIITD's said Bid Document;

In WITNESS whereof Shri (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and ..... for and on behalf of the IIITD has hereunto set his hand.

(Signature of the authorized representative of the Contractor) Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar  
for and on behalf of the IIITD

In the presence of

1

2

(Signature of witnesses with full name and full address)