

**Devi Ahilya Vishwavidyalaya, Indore**  
**Institute of Engineering and Technology**

Tender Document

February 2020



**Institute of Engineering and Technology**  
**Devi Ahilya Vishwavidyalaya**

**Khandwa Road, Indore ( M.P.)**

Phone No.:91-731-22361116/17/2764385

Website : [www.ietdavv.edu.in](http://www.ietdavv.edu.in)

Email: [stokekar@ietdavv.edu.in](mailto:stokekar@ietdavv.edu.in)

**Devi Ahilya Vishwavidyalaya  
Institute of Engineering and Technology**

To,

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**Ref: Tender Enquiry No: DAVV/IET/EXAM/2019-20/4**

Dated: 20 /02 /2020

S.N.	Name of Equipment	Quantity	Technical Details
1	TONER Cartridge, MASTER Ink/ Roll for Duplicating and Photocopy Machines		Annexure A

Dear Sir,

Tender forms can be downloaded from **mptenders.gov.in**. Tender to be submitted online through **mptenders.gov.in** along with tender fee and EMD.

**Section 1: General terms and conditions applicable for all items:**

- 1 Rates quoted should be inclusive of all taxes and other charges for delivery and installation F.O.R. IET-DAVV, Indore. Mode of payment shall be Online/Cheque after receipt of goods.
- 2 Vendors are requested to read specifications carefully and submit quotations as per the specifications given.
- 3 All the pages of quotation must have seal and name & signature of the authorized person.
- 4 The complete detailed specifications along with accessories, if any, be clearly mentioned in the quotation giving the guarantee/ warranty period. Facilities for service should also be indicated. Detailed technical information, Brochures, leaflets, and drawings whichever is applicable must be furnished along with tender(s). **Bids will be rejected if detailed technical specifications and brochure are not attached.**
- 5 The vendor should enclose the certificate of authorization for dealership, sole manufacturer or propriety item. **Items must be original & genuine & approved by company to authorized dealer, otherwise quotation & item will be rejected.**
- 6 No claim for any tax or duty, not stipulated in the tender will be admitted at any stage.
- 7 Vendor will furnish the list of addresses along with purchase order (if any), where similar equipment/software has been supplied or work has been carried out in the past.

- 8 University reserves the right to invite on its own the bids directly from Internationally/Nationally recognized top listed companies or manufacturers and select the reputed brands as suggested by its technical committee/experts.
- 9 We do not intend to call vendors for financial negotiations. **Vendor should, therefore, quote their lowest possible rates inclusive of taxes and other charges. The final price should be inclusive of discount for educational institute, if any.** However, technical discussion may be held, if felt necessary by the technical committee.
- 10 For each item, tenders are to be submitted as per details given on [mptenders.gov.in](http://mptenders.gov.in).
- 11 **All the equipments/Components specified in the tender document will be treated as combined items. No individual equipments/Components will be purchased from separate vendors.**
- 12 Delivery period must be mentioned against each item. After the order has been placed the goods must be delivered within the stipulated period.
- 13 Ordinarily, the payment is made after the goods have been received and inspected at destination. In case the goods are rejected these have to be removed by the vendors at their cost. The rejected goods must be replaced by the vendor within 15 days of dispatch of registered notice intimating that the goods have been rejected, failing which the order may be cancelled.
- 14 Unless otherwise stipulated the tender should be valid for at least 120 days from the due date of opening of the tender.
- 15 All disputes shall be subject to Indore Jurisdiction.
- 16 **Without EMD, the tender shall be considered as invalid. EMD deposit is compulsory even if the option of EMD exemption available on [mptenders.gov.in](http://mptenders.gov.in) portal.**
- 17 Tender received after due date will not be considered.
- 18 Instruction manuals containing instructions for installation, operations, part list and instructions for trouble shooting must be supplied and included in the cost of the equipment.
- 19 DAVV reserves the right to change the quantity of items as per the requirement.
- 20 Any revisions, corrigendum to the tender will be posted on the above website only and will not be published in any other media.

The vendor is requested to read all terms and conditions carefully before submitting the tender. Clarification (if any) may be sought out during office hours from Institute of Engineering and Technology, Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore before submitting the tender.

**Director**  
**Institute of Engineering and Technology**  
**Devi Ahilya Vishwavidyalaya**  
**Indore**

## Section 2: Letter of Invitation

Dated: 20/02/2020

Dear Sir/Madam:

1. Institute of Engineering and Technology, Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore invites e-tenders, under online system, from eligible bidders for Supply of “**TONER Cartridge, MASTER Ink/ Roll for Duplicating and Photocopy Machines**” mentioned in the tender.
2. Other details are as under:

<b>Sr. no.</b>	<b>Items</b>	<b>Description</b>
1	Cost of tender document	Rs. 1000.00 (non-refundable) through mptenders.gov.in (online)
2	Last date of submission of tender	<b>12/03/2020 by 5:00 P.M.</b>
3	Earnest Money Deposit	Rs 4,500 /- through mptenders.gov.in (online)
4	Date of Opening Technical bid	<b>13/ 03 /2020 by 4:00 P.M</b>
5	Date of Opening Financial bid	<b>Will be notified later</b>

3. Tenders shall be valid for a period of not less than 120 days from the date of opening of tender (online bids). Tenders submitted without Earnest Money Deposit will be rejected.
4. Financial bid will be opened only for successful Bidders, who will be selected on the basis of technical committee report.

**Director**  
**Institute of Engineering and Technology**  
**Devi Ahilya Vishwavidyalaya,**  
**Indore**

### **Section 3. Instruction to Bidders:**

1. The Agencies are expected to examine this tender document in detail, while preparing their technical and financial proposal. Material deficiencies in providing the Technical or financial information may result in rejection of the proposal.
2. Proposals received after due date will be summarily rejected. University shall not be responsible for any delay in postal services.
3. The Agencies are required to submit the online tenders in following manner. There will be two stages. Content of one envelope to be submitted in hard copy along with online submission is as below:

**1) Envelope 1 should have the following:**

- 1. Detail of online tender fee and EMD deposit.**
- 2. Form 1 and Form 2.**
- 3. Self-attested copies of PAN and GSTIN**
- 4. Form no 3 ( for Technical bid)**
- 5. Annexure B ( for Technical compliance)**
- 6. Original manufacturer (OEM) / Proprietary item certificate/ Authorized vendor certificate**
- 7. Technical Manuals/Brochures/ Past Purchase orders/ Other relevant documents**

This envelope has to send to Director, Institute of Engineering and Technology, Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore -452017 (M.P) and should reach before the last date.

**Scanned copies of all the documents send by post/speed post/courier mentioned above should be uploaded in .pdf format on mptenders.gov.in portal.**

- 2) Online submit the financial bid in prescribed BOQ format (.xls).** Do not submit financial bid in hard copy as bid will be rejected.

**Note: The technical proposal shall not include any financial information.**

Any correction/overwriting should be attested by the person signing the documents, failing which the tender will be rejected without any notice. Use of correcting fluid is strictly prohibited. All the pages must have seal, name and signature of the authorized person.

The university reserves all the rights to accept/reject any/all/part of tenders without assigning any reason. The bidders are required to submit the required details strictly in the specified format, failing which their tender is likely to be rejected.

#### **Section 4: General Conditions for bidders**

- 1.The individual signing the Tender Document and other documents on behalf of the bidder should submit proof in support of his /her authority.
- 2.No interest would be payable for any period on EMD. The amount of EMD will be refunded only after finalisation of tenders. The EMD in case of successful bidder may be adjusted against security deposit.
- 3.All disputes shall be subject to Indore jurisdiction.
- 4.The payment will be made against delivery followed by successful installation of the software and hardware items and the verification of the goods against the order. For imported instruments, LC can be opened, if the amount is to be paid in foreign currency.

**Form - 1**

**(To be kept in Envelope-1)**

General Information about the bidder

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name and Address of the Bidder	
2	Name and Mobile number of the contact person	
4	Office Telephones	
5	Fax Number	
6	e-mail address	
7	Name of the Chief Executive and Telephone No	
8	Name(s), contact number and address(s) of proprietor or Directors.	
9	1. GSTIN No.	
	2. Commercial Tax / CST No.	
10	Income Tax PAN No.	
11	List of Major Clients and Size of Orders executed in brief.	

Use separate sheet and attach proof where ever required.

**Signature of Bidder  
With Stamp & Seal**

**Form 2**

**Item number :**

**(To be kept in Envelope-1)**

1. Name of Organization : .....

2. Address : .....  
.....  
.....

3. Details of online payment, in favour of Registrar, DAVV payable at Indore.

i) Tender form price Rs. 1000/-

a. Name of Bank & Branch: \_\_\_\_\_

b. date: \_\_\_\_\_

c. Reference ID: \_\_\_\_\_

ii) EMD: Rs 4500/-

a. Name of Bank & Branch: \_\_\_\_\_

b. date: \_\_\_\_\_

c. Reference ID: \_\_\_\_\_

4. Contact person name and phone number : \_\_\_\_\_

Signature: .....

Name: .....

Date: .....

Seal:



**Form 3**

**Item number :**

We are ready to supply the item as per the specifications mentioned below:

<b>S.No.</b>	<b>List of specifications and accessories for each item</b>	<b>Supplying Items (Yes/No)</b>
1.	i) ii) iii) iv) v) vi)	

Signature \_\_\_\_\_

Date:

Name \_\_\_\_\_

In capacity of \_\_\_\_\_

Name of the organization & seal

# TECHNICAL SPECIFICATIONS

## Annexure A

1. Master Ink for (RICOH DS-2430) Duplicating Machine	20 Nos
2. Master Roll (Stencil)(Model RICOH DS-2430) Dup. Machine	14 Nos
3. Master Ink for (Model Riso -KS-800) Duplicating Machine	06 Nos
4. Master (Stencil)for (Model Riso-KS-800) Duplicating Machine	14 Nos
5. Toner Cartridge Photocopy Machine (Model Toshiba Model-167)	03 Nos
6. Toner Cartridge Printer (Model Laser Jet Pro MFP N128fn)	03 Nos
7. Toner Cartridge Printer (Model HP Laser Jet 1020)	02 Nos

