



# SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Mumbai-400 020

Tel: 26604706/ 22031879/22030948

## TENDER DOCUMENT FOR SUPPLY OF PHOTOCOPY MACHINE.

### NOTICE DETAILS

Tender Reference no.	T-11/2016-17
Name of Work / Item	TENDER DOCUMENT FOR SUPPLY OF PHOTOCOPY MACHINE.
Cost of blank tender document & Mode of Payment	Rs. 1000/- (Non-refundable) in the form of Demand Draft
Last Date, Time & Place for Submission of Tender Document.	March 14, 2017 by 1.00p.m. at the Inward Section, 1 <sup>st</sup> floor, Administrative Wing, S.N.D.T. Women's University, N.T. Road, Churchgate, Mumbai-400020.
EMD Amount & Mode of Payment	Rs.10, 000/- (Refundable) by demand Draft in favour of 'The Registrar, S.N.D.T. Women's University, payable at Mumbai.
Address for Communication	Registrar, S.N.D.T. Women's University, N.T. Road, New Marine Lines, Mumbai-400020
Contact Telephone & Fax Numbers	022-22031879, 022 – 26604706,
<b><u>SECURITY DEPOSIT:</u></b>  The successful bidder will have to provide security deposit i.e. 3% of work order amount, which will be return on successful completion of work.	

**Section I : Invitation for Bid**

The S.N.D.T.Womens' University, Mumbai proposes to buy photo copy machines of the following specifications for campus administration and implementation of Technology of the University. The sealed tenders in two bid system are invited from reputed and experience suppliers in the field.

**Section I(A) : Specifications :**

**Specifications for image RUNNER ADVANCE 4245**

Type	Monochrome Laser Multifunctional (Reader / Printer Separated)	
Maximum Original Size	A3	
Copy Sizes	Cassette 1:	B4, A4, A4R, B5, B5R, and A5R
	Cassette 2:	A3, B4, A4, A4R, B5, B5R, A5R
		Custom Size 139.7 x 182mm to 297 x 431.8mm
	Multi Purpose Tray:	With installation of Envelope Feeder Attachment, envelopes can be used in cassette 2 A3, B4, A4, A4R, B5, B5R, A5R, Custom size (99 x 148mm to 297 x 431.8mm), and Envelopes
Resolution	Reading:	600 x 600dpi
	Copying:	1200 x 600dpi (interpolated)
	Printing:	1200 x 1200dpi
Copy / Print Speed	A4:	45 ppm
	A3:	22 ppm
Magnification	Copy Ratio:	25 - 400%
First Copy Time	3.8 seconds or less	
Warm-Up Time	From Power On:	30 seconds or less
	From Sleep Mode:	10 seconds or less
Paper Weight	Cassette 1:	60 to 128gsm
	Stack Bypass:	52 to 220gsm
Paper Capacity	Cassette 1, 2:	550 sheets x 2 cassettes (80gsm)

	Cassette 3, 4: (Optional)	550 sheets x 2 cassettes (80gsm)
	Multi Purpose Tray:	80 sheets (80gsm)
	Paper Deck:	2,700 sheets (80gsm)
CPU	1.8GHz	
Memory	Standard:	1.256GB RAM
	Maximum:	1.768GB RAM
Hard Disk Drive	Standard:	160GB (Available Disk Space: 15GB)
	Maximum:	1TB (Available Disk Space: 629.2GB)
Interface	Ethernet (1000BaseT / 100Base-TX / 10Base-T) USB2.0	
Power Supply	220 - 240V AC, 50 / 60Hz	
Power Consumption	1.5kW or less	
Toner (Estimated Yield @ 5% Coverage)	34200	
Drum Yield	172000	
Dimensions (W x D x H)	565 x 708 x 902mm (Including the DADF)	
Weight	Approx. 78kg (Including the DADF)	
<b>Print Specification</b>		
PDL	UFR II (Standard), PCL 5e / 6 (Optional), Adobe PostScript 3 (Optional)	
Resolution	1200 x 1200dpi	
Memory	Standard:	1.256GB RAM
	Maximum:	1.768GB RAM
Hard Disk	Standard:	160GB
	Maximum:	1TB
PS Fonts	Roman 136	
PCL Fonts	Roman93, Bitmap10, OCR2	
Supported OS	PCL:	Windows XP, Windows Vista, Windows 7, Windows 8, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012
	Adobe PostScript 3:	Windows XP, Windows Vista, Windows 7, Windows 8, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Mac OSX (10.4.9 or later)
UFR II	Windows XP, Windows Vista, Windows 7, Windows 8,	

	Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Mac OSX (10.4.9 or later)	
Interface	Ethernet (1000BaseT / 100Base-TX / 10Base-T) USB 2.0	
Network Protocol	TCP / IP (LPD / Port9100 / WSD / IPP / IPPS / SMB / FTP), IPv6, IPX / SPX (NDS, Bindery), AppleTalk	
Pull Scan	Network TWAIN Driver (75 to 600 dpi 24bit colour / 8bit grayscale / 2bit Black & White)	
<b>Send Specification (Optional)</b>		
Scan Speed (A4, 300dpi)	Black & White / Colour:	51ipm
Resolution	100 x 100dpi, 150 x 150dpi, 200 x 100dpi, 200 x 200dpi, 200 x 400dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi Additional memory upgrade is required for 200 x 400dpi, 400 x 400dpi or 600 x 600dpi scanning.	
Destinations	E-Mail / Internet FAX (SMTP), PC (SMB, FTP), iWDM, WebDAV	
Address Book	LDAP, Local (Max.1800)	
File Format	TIFF, JPEG, PDF, XPS, High Compression PDF / XPS, PDF / A-1b, Optimize PDF for Web	

## Section II : Essential Qualification & Minimum criteria for the Eligibility

The technical bid should contain the following documents. In the absence of the said documents, the commercial bid would not be opened.

- A. The applicant should have valid VAT & Service Tax registration, PAN and required valid Permissions, if any on the date of submission of the tender.
- B. Should be in continuous existence in core business for the last five (5) Years. A certified copy of the valid Shop Act License should be enclosed.
- C. Should have minimum turnover of Rs.25,00,000/- (Rupees Twenty Five Lac Only) per annum out of Indian Operations for the last 3 consecutive years ending

March, 2016. A Certified copy of the Annual Audited Accounts for each year duly signed by the Chartered Accountant should be enclosed.

- D. Demand Draft for the Earnest Money Deposit of Rs 10,000/- (Rupees Ten Thousand Only) drawn on Nationalized Bank in the name of Registrar, SNTD Women' University payable at Mumbai.

Sealed offers prepared in accordance with the procedure enumerated in Clause I of Section II should be submitted at following address on or before March 14, 2017 by 1.00p.m. **at the Inward Section, 1<sup>st</sup> floor, Administrative Wing, S.N.D.T. Women's University, N.T. Road, Churchgate, Mumbai-400020.**

**To be addressed to:**

**The Registrar,**  
SNTD Women's University,  
1, N.T. Road, New Marine Lines,  
Mumbai - 400 020.

**Section III : Procedure for submission of Bid**

Tender shall be filled-in in two parts under Three Envelop System. Technical Tender shall be enclosed and sealed in envelop No.1. Schedule of Rates shall be filled in and enclosed in Envelop No.2. Both the sealed envelopes shall be kept in Envelop No.3 which shall be big enough to contain two envelopes. On each envelop name and address of tenderer shall be written in block letters. On the top of it envelop name of the tender should be mentioned. The envelop should be addressed to the Registrar, SNTD Women's University,1, Nathibai Thackersey Road, New Marine Lines, Mumbai.

Tender shall be opened in the presence of tenderers who wish to be present and officers of SNTD Women's University, Mumbai. Sealed tender No.3 shall be opened. It must contain two Envelops - Envelop No. 1 & 2. Envelop No.1 is technical tender which will be opened first and if it contains all the papers required Envelop No.2, containing the schedule of rates be opened. If it is found that all the

papers are kept together in single envelop ignoring instructions given above, the tender may be rejected forthwith.

**ENVELOP NO.1 : Must carry:**

1. The Demand Draft drawn on any Nationalized Scheduled Bank at Mumbai, in favour of The Registrar, S.N.D.T.Women's University, Mumbai, for
  - (i) Rs 10,000/- (Rupees Ten Thousand only) towards EMD
  - (ii) Rs.1000/-(Rupees One Thousand) towards tender cost.
2. Services/ Experience Certificate.
3. Detailed information about Institution (Agency), name of proprietor, telephone no. In case of partnership firm- name and address of the partners and copy of Partnership Deed.
4. Certified copy of Service Tax Registration Certificate
5. Pan Card No of the Bidder Company / firm.
6. List of clients
7. Technical Compliance in strictly in the given format.
8. OEM Authorization Letter
9. Survey report done at site and actual Functional Design and Network Architecture
10. Certified copy of the Annual Audited Accounts for three years duly signed by the Chartered Accountant should be enclosed.

**ENVELOP NO. 2 : Must carry: Financial Bid**

The financial bid may be submitted in the following Format on the letter head of the supplier.

**The Format for Financial Bid (FB)**

To,

**The Registrar,**  
SNDT Women's University,  
1, N.T. Road, New Marine Lines,  
Mumbai - 400 020

Having read and understood the contents of Tender Document, Instructions, terms and conditions and Technical specifications, I/we hereby submit (in separate sealed cover) our Financial Bid for the following equipment for SNDT Women's University, Mumbai

<b>Sr.No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Price in Rs.</b>
1.	Photocopy machine as described in tender document		
	<b>Total</b>		
	<b>Taxes</b>		
	<b>Grand Total</b>		

(Rupees.....)

**Seal and signed**

## Section V : Terms & Conditions

### Other Terms & Conditions:

1. The design must ensure robust network for connecting cameras and must have 99% uptime
2. The BOQ issued is just to highlight the components required at basic level. In case any device is required extra to fulfill the functional requirement, the bidder must incorporate in the bid and must highlight the same
3. All bids must include survey report done at site and actual Functional Design and Network Architecture
4. OEM Authorization Certificate would be mandatory for quoting the Camera models/DVR. If it will not be found attached with the Technical Bid then the tender will be summarily rejected.
5. Installation, Documentation & Training would be in scope of the bidder. In case of extra charges, it has to be quoted separately.
6. After bidding the bidders may be called for presenting their solution and architecture
7. The bidder must have had prior experience of installation and commissioning of CCTV Systems of value more than 3 lakhs. Documentary proof to be enclosed.
8. The bidder must be committed towards providing effective service. ISO certification or equivalent would be desirable.
9. The tenderer must be a Total System Integrator for supplying, installation and commissioning of hardware, software and services for CCTV surveillance system as required in the tender.
10. WARRANTY:  
Warranty for the entire CCTV surveillance System shall be for a period of 12 months from the date of installation, commissioning and shall include free maintenance service, free provision of spare parts, kits, as and when necessary. This condition shall also apply towards the system software delivery by successful tenderer along with the system.



11. MAINTENANCE SERVICE:

- (i) The vendor will provide to the University 12 (Twelve) months free maintenance service from the date of installation & commissioning of CCTV surveillance system and such service include repair and replacement of all kits or parts and spares as and when required. After the completion of warranty period it is compulsory for the successful tenderer to furnish three year annual rate contract with the university on the approved rates.
- (ii) The cost of Three Year Annual Maintenance Contract quoted by the tenderer and approved by the university shall be paid in advance in equal yearly installments within 30 days of receipt of claim submitted by tenderer at the start of each year, after completion of warrantee/maintenance obligation of the previous year.
- (iii) The tenderer shall provide required support services by way of actual maintenance by their engineers and/or arrange for supply of parts and spare on terms to be mutually agreed upon.
- (iv) In case of any major damage and defect in any equipment, a standby same equipment should be immediately provided by the tenderer for regular & continuous functioning of system.

**SECTION-VII : STANDARD TERMS & CONDITION FOR AGREEMENT / TENDER DOCUMENT**

By accepting the Standard Form of an agreement (hereinafter referred to as “the agreement”) the Contractor accepts the Terms and Conditions included herein, unless the Contractor notifies his objections.

**1. Acknowledgment and Acceptance of agreement:**

This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the mess services, items, products, components or service (hereinafter referred to as “Service”). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.

2. **Changes / Amendments:**

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the contractor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Contractor of notice of change (amendment order).

3. **Force Majeure:**

If any service is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the contract or to execute the same from another Contractor and to charge the defaulting contractor for any loss incurred in this transaction. The University shall have the right to refuse unsatisfactory service if the contractor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Contractor's reasonable control, the University, at its option, may elect to service to pay such proportion of the contract price as it deemed reasonable.

4. **Inspection and Acceptance**

All services covered under the contract may be inspected and tested by the University or its representatives at Contractors cost. If deemed necessary by the University, the Contractor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Service covered by this agreement shall be made available to the University during the performance of the order.

If any service covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Contractor:

- (a) rescind the contract as to such non-conforming Service;
- (b) accept such service at an equitable reduction in price;
- (c) reject such non-conforming service and require the delivery of suitable replacements.
- (d) If the contractor fails to improvise the shortcomings in the performance promptly, the university, with notice of seven business days, may replace or correct such Service and charge the contractor the additional cost occasioned thereby, or terminate this order by default. No inspection (including source inspection) test, approval (including design approval) or acceptance of service shall relieve the contractor from responsibility for

defects in the performance of contract or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

10. **Indemnity**

The contractor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defence costs, arising from any claim or action based on any acts or omissions of the Contractor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its counsel at its own expense.

11. **Assignment / Subcontracting/subject**

The contractor shall not assign the contract received; any rights under this agreement or to become due hereunder neither delegated nor subcontracted/sublet any obligations or work hereunder..

12. **Cancellations**

The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Contractor, effective when sent, in the event that the Contractor:

(a) fails to comply with any term or condition of this order including, but not limited to, delivery terms: or

(b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets: or

(c) files a voluntary petition in bankruptcy : or

(d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days: or

(e) voluntarily ceases trading: or

(f) merges with or is acquired by a third party: or

(g) Assigns any of its rights or obligations under the Order to a third party without the university's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Contractor in writing fax or email of such cancellation effective and sent and the Contractor shall thereupon transfer title and deliver to the university such work in progress or completed service as may be requested by the university. The University shall have no liability to the Contractor beyond payment of any balance owing for Service purchased hereunder and delivered to and accepted by the university prior to the Contractor's receipt of the notice of termination, and for work in progress requested for delivery to the University.

14. **The vendor as in an Independent contractor:**

The vendor shall perform the obligation of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto.

15. **Compliance with Laws:**

By acceptance of this agreement, the contractor agrees to comply with the requirements of all the existing laws. The contractor also agrees to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Contractor's performance hereunder. The Contractor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Contractor's failure to comply with any laws, ordinance, regulations and codes. The labours engaged shall be paid minimum wages as due & admissible with the difference if any due on revision by the contractor.

16. **Law of the Contract:**

This agreement shall be governed by and interpreted in accordance with the laws in existence and the jurisdiction of the Mumbai.

