

Tender

For Supply, Install/Commissioning of 40 No's Printers in the University Campus



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY
(ESTABLISHED BY HIMACHAL PRADESH ACT 16 OF 2016)

Request for Proposal

(E-Tendering mode)

Bid Reference No.: **HPNLU/Store/2024-25/Tender/09**

Name of work	Supply, Install/ Commissioning of Printers (Reputed Brands only) *
The Currency for payment	Indian Rupees (INR / Rs.)
Date of Issue/Publishing	20.12.2024
Document Download Start Date	20.12.2024
Document Download End Date and Time	07.01.2025
Last Date and Time for receipts/uploading of Bids	07.01.2025
Date and Time of Opening of Technical Bids	10.01.2025
Bid document Fee (Non – Refundable)	Rs. 5,000/- (Rupees Five thousand only).
Earnest Money Deposit	Rs.50,000/- (Fifty Thousand) only Scanned copy to be uploaded with tender documents and original copy be submitted by post/hand.
Performance Bank Guarantee (PBG)	10% of the total contract value to be submitted within 15 days from the date of signing of the agreement.
Place of Actual Implementation	Himachal Pradesh National Law University (HPNLU), Shimla.
Email Address	To: registrar@hpnlu.ac.in , itsection@hpnlu.ac.in

Tender documents can be downloaded from the electronic tender portal (<https://hptenders.gov.in>) and the link for the same is available at HPNLU Tender web page www.hpnlu.ac.in. Interested bidders must register themselves at the e-Tender Portal before submission of their bid and are advised to go through the instructions provided at “Instructions to Bidders for e-tendering.”

ELIGIBILITY CRITERIA FOR BIDDERS

- i The Fee of Tender of Rs 5,000/- may be deposited in the shape of a Demand draft in favour of "The Registrar, Himachal Pradesh National Law University, payable at Shimla" .
- ii The bidder shall have to furnish Rs 50,000/- as earnest money deposit (EMD) which should be submitted in the form of bank draft/FDR in the name of Registrar, Himachal Pradesh National Law University. However, the exemption in depositing EMD is applicable for MSME-registered firms. The earnest money of the unsuccessful tenderer shall be returned within a reasonable time. No interest will be payable on the amount of the EMD. The EMD of the successful tenderer shall be returned after he furnishes the requisite Performance Security.
- iii A copy of the Registration number of the firm with attested copies of Articles of Association (in case of Registered Company), Byelaws and certificates of registration (in case of registered co-operative society), partnership deed (in case of partnership firm) should be submitted. Proprietorship establishment need to submit PAN Card and other valid licenses/registration certificates.
- iv The tenderer shall have to attach the details of its Company as per (**Annexure-A**).
- v **Bidders should be either OEM or their Authorised Agent of OEM only.** OEM Should have presence in India for more than 25 Years (Mandatory).
- vi The tenderer shall have to attach OEM authorization certificate specific to the tender and back to back support letter from OEM for providing the comprehensive support and service as covered under this tender as per (**Annexure- B**).
- vii The bidder must have successfully undertaken at least the following number of assignments of the value specified herein:

The Bidder should have one of the Following or similar single orders of valuation Minimum 80% of the total project cost in the last 3 Years.

Or

The Bidder should have Following Similar two orders of valuation Minimum 60% of the total project cost in the last 3 Years.

Or

The Bidder Should Have Following Similar three order valuable Minimum to 40% of the total project cost in the last 3 Years.

Note: It is further submitted that no joint venture or consortium is allowed for any of the tender conditions as mentioned. In case it is found that any party has submitted more than one bid the subject work(s) in any of the above capacities, all bids so submitted shall be summarily rejected and the Purchaser shall not entertain any further request/correspondence in this matter.

Note: Similar Nature" is defined as: Supply, Installation & Commissioning of IT products (Desktop, Printers & Laptops) in Government/Semi Government Schools/ Colleges/ Universities.

- viii The tenderer must have a average annual turnover of **Rs 100 lakhs every year** for the last three financial years from IT/ITes i.e 2021-22,2022-23,2023-24 and a certificate to this effect duly issued by a Chartered Accountant that turnover specifically from IT/ITes products. The tenderer must have to submit the net worth certificate from the chartered accountant of last three financial years should be positive i.e 2021-22,2022-23,2023-24.

- ix Quantity can be increased or decreased at the discretion of Himachal Pradesh National Law University, Shimla
- x The bidder should have an office/ Service center in Himachal Pradesh. The brand/make of Printer being supplied shall have service support i.e. Service Centre/franchise/OEM service Centre in Himachal Pradesh . The bidder must give the relevant details along with the bid.
- xi The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.(**Self Declaration**)

Technical Bid: Specification of Printers (40No's)

<u>Specification for the Printer</u>	
Printer Type	Laser (Mono)
Duplex printing	Automatic, both side
Print resolution (best)	Up to 600 x 600 dpi
Maximum print area (metric)	215.9 x 355.6 mm
Monthly duty cycle	Up to 25,000 pages
Scan speed (normal)	Up to 20 ppm (b&w), up to 11 ppm (color)
Scan resolution, hardware	600 x 600 dpi
Duplex ADF scanning	Yes
Automatic document feeder capacity	Standard, 40 sheets
Media size (ADF)	A4, Letter, Legal
Media type and capacity, ADF	Standard Printed Media. 40 sheets Capacity.
Ports	Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100
Copy speed (black, normal)	Up to 22 CPM
Memory	64 MB
Maximum Memory	64 MB SDRAM
Mobile printing services	Android Supported App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing
Network protocols, supported	TCP/IP: IPv4; IPv6
Input capacity	Up to 250 Sheets
Standard input capacity (envelopes)	Up to 10
Output capacity	Up to 100 sheets
Media sizes supported (metric)	A6; A5; A4; No.10 Env; C5 Env; DL Env; B5 Env; B5(JIS); B6 (JIS); 216mm x 340mm; Custom
Media sizes supported (U.S. standard)	Letter; envelopes (No.10); Legal; Postcard; Double Postcard; Executive; Officio; Custom
Media sizes, custom (metric)	102 x 152 to 215.9 x 355.6 mm
Media sizes, custom (U.S. standard)	4 x 6 to 8.5 x 14 Inches
<u>Media Types</u>	Plain paper, Heavy paper, Bond paper, Label, Light paper, Envelope
<u>Warranty</u>	3 years comprehensive onsite warranty
<u>Certifications</u>	BIS

COMMERCIAL / FINANCIAL BID

1. The commercial bid must specify the rate separately for Supply , installation and commissioning of Printer's, for Himachal Pradesh National Law University, Shimla, specification as given in the technical bid and it also should specify the amount of GST which would be chargeable, the rate must be specified including GST.
2. The commercial bid must contain a clear-cut stipulation to the effect that the warranty for would be a comprehensive onsite warranty for Three years.
3. The quoted rates as approved after calling tender shall remain valid for the period of 1 (one) year from the date of award of tender/contract, so that the hardware will be purchased as per the additional future requirement.
4. The commercial bid must be contained in **BOQ Sheet** available with the uploaded tender documents.

OTHER TERMS AND CONDITIONS

1. INSTRUCTIONS TO BIDDER

- a) The instructions for bidders on how to submit the bid is available on the website i.e. <https://hptenders.gov.in/nicgep/app?page=BiddersManualKit&s%20service=page>.
- b) The bid is non-transferable.
- c) The bidder shall have to furnish Rs 50,000/- (Fifty Thousand) only as earnest money deposit (EMD) of the tender estimated cost which should be submitted in the form of bank draft or in the shape of FDR in the name of "Registrar, Himachal Pradesh National Law University, Payable at Shimla". **However, the exemption in depositing EMD is applicable for MSME registered firms.** The earnest money of the unsuccessful tenderer shall be returned within a reasonable time. No interest will be payable on the amount of the EMD. The EMD of the successful tenderer shall be returned after he furnishes the requisite Performance Security.
- d) The Bidders are expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all the information required in the bidding documents or submission of a Bid not substantially responsive to the bidding Documents in every respect, shall be at the Bidder's risk and may result in rejection of the Bid. The Bid is liable to be rejected outright without any intimation to the Bidder, if complete information as called for in the Tender Document is not given therein or if any particulars asked for in the Forms/ proforma in the Tender are not fully furnished.

- e) The Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case, such corrections shall be initialled by the person or persons signing the Bid in original.
- f) Copy of all documents at Sl. No. 1 to 13 as defined under Eligibility Criteria and **Annexures- A to J** should only be uploaded on the e-procurement website i.e. <https://hptenders.gov.in>. The original instrument i.e., tender fee and earnest money be sent to the office of “ The Registrar Himachal Pradesh National Law University, Ghandal Distt-Shimla-171014” in the envelope with **super ascription** on the top “Request for Supply , Installation and commissioning of Printer’s at HPNLU, Shimla)”.
- g) The Technical Bid shall be complete in all respects and contain all information asked for, except prices. It shall not contain any price information. The Technical Bid Documents must be submitted in an organized and neat manner. **All pages shall be serially numbered. Enclosures in the Technical Bid are to be uploaded along with following Pre-qualification bid as per Annexure-I:**

2. AMENDMENT OF TENDER DOCUMENT

- a) The Himachal Pradesh May, at its discretion, extend the deadline for submission of Bids by amending the Tender Document. In such case, all rights and obligations of the Tender Issuer and Bidder, subject to the deadline will thereafter be subject to the deadline as extended.
- b) At any time prior to the submission of Bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify, change, incorporate or delete certain conditions in the Tender Document.
- c) The corrigendum regarding amendments, if any, shall be published on e- procurement website i.e. <https://hptenders.gov.in> and on Himachal Pradesh National Law University’s Official Website . Bidders are advised to periodically browse/ check these websites to find out any further Corrigendum/ Addendum/ Notice published with respect to this Tender. All such amendments shall be binding on them.

3. OPENING OF BIDS

- a) Bids shall be opened by the Tendering Authority in the presence of Bidder’s representative who chooses to attend as per the Schedule. The Bidder’s representative who is present shall sign evidencing their attendance. Only one representative per Bidder shall be permitted to be present at the time of opening the Bids.

4. EVALUATION OF BIDS

- a) The Tender Evaluation Committee constituted by the Himachal Pradesh National Law University, shall evaluate the Tenders. The decision of the Evaluation Committee in the evaluation of the

Technical Bids and Commercial Bids shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

- b) Only technically qualified Bids will be processed for Financial/ Commercial Evaluation.
- c) Himachal Pradesh National Law University may call any or all Bidders for negotiation.

5. AWARD of CONTRACT

a) Award Criteria:

The award of the Contract to the successful Bidder will be done, on the basis of techno-commercial evaluation and it will not be binding upon the law University, to accept the lowest Bid.

b) Right to Accept/ Reject any Bid or all Bids:

HPNLU Shimla will reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Tendering Authority's action.

c) Notification of Award:

Prior to the expiration of the period of Bid validity, Tendering Authority will issue Purchase/ Supply order to the successful bidder in writing and same shall be presumed as award of Contract. The notification of award will constitute the formation of the Contract. The tenderer is to do the supply and installation of computer hardware within 30 days from the date of placement of Purchase Order. The successful tenderer has to enter into a comprehensive agreement, as per **Annexure-E**, with the Registrar Himachal Pradesh National Law University, Ghandal, Shimla. Terms and Conditions specified in the Tender Document shall become the part and parcel of the Contract Document. The agreement shall be executed within 15 days of issuance of the Purchase Order.

d) The Bid Security (EMD) may be forfeited:

If a bidder withdraws his bid or increases his quoted prices during the period of Bid validity or its extended period, if any; or In the case of a Successful Bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within the specified duration.

6. DELIVERY and INSTALLATION

The vendor has to deliver and complete the installation of product within 15 days of issuance of purchase/ supply order. The supplied equipment shall only be opened in the presence of Officer/ Official designated and vendor's representative. Upon satisfactory installation of the equipment, Vendor should obtain installation report from the concerned Officer. The same shall be submitted along with the bills by the Vendor for payment.

7. PERFORMANCE BANK GUARANTEE

- a) The successful Bidder shall at its own expense submit within fifteen (15) days of the date of notice of award of the Contract or prior to signing of the Contract, whichever is earlier, an unconditional and irrevocable Performance Guarantee as per **Annexure-F** from a Nationalized or Scheduled Bank acceptable to the Tendering Authority, payable on demand, for the due performance and fulfilment of the Contract by the Bidder.
- b) The Performance Bank Guarantee shall be valid until the end of two months after the completion of the Contract with the successful Bidder.
- c) The Performance Bank Guarantee shall be discharged/ returned upon being satisfied that there has been due performance of the obligations of the Bidder under the Contract. However, no interest shall be payable on the Performance Bank Guarantee.
- d) In the event of the Bidder being unable to service the Contract for whatever reason, Tendering Authority would invoke the Performance Bank Guarantee. Notwithstanding and without prejudice to any rights whatsoever of the National Law University under the Contract in the matter, the proceeds of the Performance Bank Guarantee shall be payable to the HPNLU Shimla as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. HPNLU Shimla shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.
- e) The supplier will enter into the agreement within seven working days from the date of the purchase order on a Rs 100/- non-judicial stamp paper.

8. WARRANTY

- a) Warranty of products should be under 3 (three) years of onsite comprehensive warranty support service from the date of installation.
- b) The vendor should fulfil the following conditions during the warranty period:
 1. The vendor would provide the help-desk support services through telephone/ e-mail where users can lodge their complaints.
 2. Advanced replacement of hardware.
 3. Software updates and upgrades at no cost.
 4. During the warranty period, any failure in the quoted Items or components should be attended to within a maximum period of 1 working day and should be rectified within a maximum of 5 days from the date of lodging of the complaint.
- c) On completion of the Warranty period, the Security Deposit without any interest accrued shall be released after satisfying that proper free warranty support has been provided during the warranty period of three years. If considered necessary, a suitable amount of penalty shall be recovered from

the Vendor out of either already due payments or from their Performance Security Deposit while releasing the Performance Security Deposit.

9. PENALTY

- a) **Failure to maintain the delivery and installation schedule** - 0.5% (Zero-point five per cent) per day subject to a maximum of 15 days on the Purchase Order Value, thereafter the National Law University holds the option for cancellation of the Order and reproduce the same from any other Vendor at the cost of the supplier and forfeit the Earnest Money Deposit of the Vendor.
- b) **Maintenance during the warranty period** - During the warranty period any failure in the equipment supplied/ any accessories thereof should be attended to within a maximum of One (1) working day and should be rectified within a maximum period of Five (5) working days from the date of complaining. Thereafter penalty of 0.5% (Zero-point five per cent) per day on the Purchase Order Value of the impacted machine shall be imposed and if the defect in the equipment supplied/ any accessories thereof is repaired from elsewhere (in case of non-rectification of the failure within a maximum of 5 days), the tenderer shall have to pay the charges of such maintenance/repair along with the penalty or it may be recovered from the Security Amount of Performance.
- c) **Replacement of the faulty system** - Any component, failing at the system and subsystem level at least three times in three months, displaying chronic system design or manufacturing defects or Quality Control problems or where the penalty amount on account of downtime has crossed 15% of the system value, will be replaced by the Vendor at his cost and risk within 30 days, from the date of last failure.
- d) **Limitation of Liability** - Taking into consideration all the above cases, the total penalty that can be levied on the Vendor shall not exceed the purchase order value.

10. Failure To Agree With The Terms & Conditions Of The Bid/ Contract

Failure of the successful bidder to agree with the Terms and Conditions of the Bid/ Contract shall constitute sufficient grounds for the annulment of the award in which event; Tendering Authority may make the award to the next Best Value Bidder or call for new Bids.

11. PAYMENT TERMS AND CONDITIONS:

- a) All due payments shall be released by the University upon successful delivery & configuration, after rising of relevant invoices thereof by the vendor.

Document Required:

- 1. Original Delivery challan
- 2. Original Invoice
- 3. Installation certificate
- 4. Satisfactory Training to user certificate

5. Warranty certificate

- b) Payment will be made by the HPPWD, Dharmi Division, Shimla after the satisfactory report received from the IT Section, HPNLU, Shimla on the successful installation and training of staff against the submission of Delivery challans, Hardware Reports, Bill/ Invoices etc.

12. CORRUPT OR FRAUDULENT PRACTICES:

- a) The Tendering Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question.
- b) The Tendering Authority will declare a Bidder ineligible, either indefinitely, or for a stated period of time, to be awarded a Contract if the Tendering Authority at any time determines that the Bidder has engaged in corrupt and fraudulent practices in competing for or in executing a Contract.

13. INDEMNITY:

Bidder shall indemnify, protect and save the Tendering Authority against all claims, losses, cost damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the Hardware and Software supplied.

Sd/-
Registrar
HPNLU, Shimla

Annexure A:**DETAILS OF TENDER**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sl. No.	Particulars	Details
a)	Name of the Company	
b)	Mailing Address	
c)	Telephone No.	
d)	Fax No.	
e)	Turn-over of the Company for 2021-22, 2022-2023 and 2023-2024.	
f)	Whether direct manufacturer or Authorized Dealer	
g)	No. of Technical Personnel Employed	
h)	Particulars of any litigation pending in any Court or Judicial body, if any.	

Authorized Signatory:
(Sign and Stamp)

(Authorization to be taken from Hardware OEM)

Ref. No. _____

Date: _____

To

**The Registrar,
Himachal Pradesh National Law University,
Ghandal, Distt. Shimla-171014.**

Subject: Tender reference No.

Sir,

Please refer to your Tenders for Request for Proposal forM/S
.....(Bidder), who is our reliable distributor/partner for the last years, is hereby
authorized to quote on our behalf for the subject mentioned tender.

M/S continue as our business partner during years to come.

We undertake the following regarding the supply and installation of Printers as described in
the said tender:

We confirm that the product(s) quoted are not “end of life or end of sale products” as on Bid
Submission date. If in case the support for the product quoted has been stopped/ withdrawn
till the time of delivery of equipment, the same will be changed with the equivalent or
superior product at no extra cost.

We also undertake that the support including spares, patches, and upgrades for the quoted
products shall be available for 3 years from the signing of the contract(On Site
Comprehensive Support/ Warranty).

Yours faithfully,

**(Name of Manufacturer)
Sign and stamp**

Note: This letter of authority should be on the letterhead of the manufacturer and should be
signed by a person competent and having Authorization Letter to bind the manufacturer. It
should be included by the Bidder in its bid.

Annexure-C

COMMERCIAL PROPOSAL SUBMISSION FORM
(ON BIDDER'S LETTERHEAD)

Date:

Tender Document No:

To ,

**The Registrar,
Himachal Pradesh National Law University,
Ghandal, Distt. Shimla (171014).**

Sir,

Please refer to your Notice Inviting Tenders Supply, Installation and commissioning of Printer's. We have uploaded the Commercial bid in the format of Bill of Quantity (BOQ) sheet on the e-procurement website i.e. <https://hptenders.gov.in> Cost quoted in BOQ includes Supply, Configuration and Technical Support etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal i.e. six months. We also understand you are not bound to accept any proposal you receive either from us or from any other person.

Methodology -

1. Our Bid shall be valid for a period of **180 days** i.e. **six months** from the last date fixed for submission of the bids in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period and on acceptance, it shall remain binding on us till the conclusion of the entire project.
2. If our Bid is accepted, we commit to submit a performance bank guarantee to the extent of 10% of the total tendered amount in accordance with the Bidding Documents.
3. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal comprehensive contract is executed;
4. We also understand that you can reject any bid without assigning any reason.
5. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Yours sincerely

Name..... in the capacity of

Signed.

Stamp Seal

Annexure - D

LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS

To,

The Registrar,
Himachal Pradesh National Law University,
Ghandal, Distt.Shimla-171014

Sir,

Sub: - Our Bid for.....

With reference to our Bid, having examined and understood the instruction, terms, and conditions forming part of the Bid, we hereby enclose our Offer for the supply of the equipment as detailed in your above referred Tender Document.

We further confirm that the Offer is in conformity with the terms and conditions as mentioned in your above referred Tender Document and these shall also be part of the Agreement at **Annexure-E**.

We also understand that the Registrar General, National Law University of Himachal Pradesh, Shimla, is not bound to accept the Offer either in part or in full and the Registrar, Himachal Pradesh National Law University, has right to reject the Offer in full or in part without assigning any reasons whatsoever.

Yours Faithfully,

Authorized Signatories,

(Name & Designation, Seal of the Firm)

Date: -

Annexure-E

COMPREHENSIVE AGREEMENT

This agreement is made on this t h e day ofbetween Himachal Pradesh National Law University, Shimla through its Registrar (hereinafter referred to as "Purchaser") AND M/s _____ , through its Authorized Executive/ Personnel Shri/Ms.....(hereinafter referred to as "Tenderer"), as follows:

Whereas the Purchaser desirous of purchasing of Printers at university campus (HPNLU, Shimla) had published Tender and in response the Tenderer accepting the terms and conditions set out in the Tender notice submitted bid which was accepted.

And whereas the Tenderer accepts the terms and conditions of Purchase/ Supply Printers with comprehensive Three (3) years warranty with onsite support at the total cost of Rs./- only.

And whereas the Tenderer has deposited with the Purchaser a sum of Rs _____ as a security (Performance Security) in the form of Bank Guarantee for the fulfilment of this Agreement, which shall remain valid for a period of sixty days (60 days) from the date of completion of contract including warranty period to the best satisfaction of the Purchaser.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The tenderer is to do the supply and installation of supply and installation of equipment for the supply of Printers within 15 days from the date of placement of Purchase Order and if the installation does not get completed within stipulated time period, penalty as per terms and conditions of the Tender Document shall be imposed.
2. That the Tenderer agrees to assure the onsite warranty of product supplied against supply/ purchase orders No. _____ dated w. e. f _____ to. However, warranty shall not cover damage from manual breakage, physical damage and natural calamities.
3. The Tenderer shall be fully responsible for the manufacturer's Warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship or any defect that may develop under normal use of supplied Server/ equipment during the Warranty period.
4. That Purchaser/ Himachal Pradesh National Law University, can lodge calls in respect of faults/defects in the purchased component or any part thereof at centralized telephone number OR email at mail-id
5. That the Tenderer agrees to attend the call within One (1) working day and to rectify the fault within maximum period of Five (5) working days from the date of lodging the complaint. Thereafter penalty of 0.5% (Zero-point five percent) per day on the Purchase Order Value of impacted machine shall be imposed and if the defect in the equipment's supplied/ any accessories thereof, is got repaired from elsewhere (in case of non-rectification of the failure within maximum of 5 days), the tenderer shall pay the charges of

such maintenance/repair along with the penalty or it may be recovered from the Security Performance of amount.

6. Record will be maintained by Tenderer as well as Purchaser where the product is installed, about machine failures including nature of failure, date and time of the complaint and duration of the total down time.
7. Upon determination of this Agreement, the deposit of Performance Security shall be returned to Tenderer but without interest and after deducting there- from any sum due by Tenderer to the Purchaser under the terms and conditions of this Agreement.
8. That in addition, the Tenderer shall abide by all the terms and conditions set forth in the Tender Document.
9. That in case of any dispute or difference, it shall be referred to the Arbitrator, as shall be nominated by the Registrar, Himachal Pradesh National Law University, in accordance with the provisions of the Indian Arbitration Act, 1996 and the rules framed thereunder.
10. All legal disputes are subject to the jurisdiction of Shimla Courts only, preceded by Arbitration.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

PURCHASER

TENDERER

SIGNATURES:

SIGNATURES:

NAME:

NAME:

DESIGNATION:

DESIGNATION:

DATE:

DATE:

WITNESSES:

IN THE PRESENCE OF

IN THE PRESENCE OF

SIGNATURES:

SIGNATURES:

NAME:

NAME:

DESIGNATION:

DESIGNATION:

DATE:

DATE:

Annexure-F:

PERFORMANCE SECURITY FORM

To,

The Registrar,
Himachal Pradesh National Law University, Ghandal,
Distt.Shimla-171014

WHEREAS _____ (Name of Tenderer) has undertaken the Contract, as per Tender No. Dated to supply..... (Description of goods and Services) hereinafter called "the Contract".

1. In consideration of **The Himachal Pradesh National Law University** (hereinafter called "HPNLU") having agreed to exempt M/S _____ (hereinafter called "the said Contractor(s)" from the demand under the terms and conditions of Tender No. Issued by the Himachal Pradesh National Law University for purchase of.....from security deposit for the due fulfilment by the said contractor of the terms and conditions contained in the said Tender of a Bank Guarantee for _____ on demand.
2. We _____ (Bank Name) a company incorporated under the Companies Act, 2013 and a banking company within the meaning of Banking Regulation Act, 1949 and _____ having _____ Registered Office at _____ and one of its branches at do hereby undertake to pay INR _____, the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the HPNLU. Any such demand made on the Bank by the HPNLU shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the HPNLU and we _____, bound ourselves with all the directions given by HPNLU regarding this bank guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding.
3. We _____ undertake to pay to the HPNLU any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding before any court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We _____, further agree that the performance guarantee herein contained shall remain in full force and effective up to ___/___/___ and that it shall continue to be enforceable for above specified period till all the dues of HPNLU under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the HPNLU certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We _____ , further agree with the HPNLU that the HPNLU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercised by the HPNLU against the said contractor(s) and to forbear or enforce any of the conditions of tender document for selection of the vendor for purchase off or and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part the HPNLU or any indulgence by the HPNLU to the said contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.
6. The liability of us_(Bank Name) under this guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We _____ , lastly undertake not to revoke this guarantee except with the prior consent of the HPNLU in writing.
8. This performance guarantee shall remain in valid and in full effect until it is decided to be discharged by the HPNLU. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to INR _____.
9. It shall not be necessary for the HPNLU to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the HPNLU may have obtained or obtain from the contractor.
10. We _____ , verify that we have a branch at _____ .
We undertake that this Bank Guarantee shall be payable at _____ . If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favour under the memorandum and articles of Association/constitution of our bank and the undersigned is/ are the recipient of authority by express delegation of power(s) and has /have full power(s) to execute this guarantee for the management delegation issued by the bank.

Authorized Signatories,

(Name & Designation, Seal of the Firm)

Annexure-G: Project Citation Format

(To be filled by the Bidders)

<u>Relevant project Experience</u>	
<u>General Information</u>	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Other Details	
Total cost of the project	
Duration of the project (no. of months, start date, completion date, current status)	

Project References for Experience of Bidder

SI NO	Name of Customer:	Contact person Name	Phone, fax and email of customer	Project Location:	Name of the Project with Brief	Year		
						2021-22	2022-23	2023-24
1								
2								
3								

(Indicative Format, to be filled by Bidder & submitted in Company Letter Head)

Note: Please attach a copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference.

Annexure-H: Financial Bid

Tender Inviting Authority:			The Registrar, Himachal Pradesh National Law University, 16 Miles, Shimla-Mandi NH Ghandal, District-Shimla, HP-171014																																					
Name of work:			Supply, installation and commissioning of Printers at HPNLU, Shimla																																					
Name of the Bidder:																																								
Sr. No.	Items Descriptions	Qty.	Make \ Model	Unit Price	GST Charges as applicable	Total Cost (Including GST)																																		
1	Printer	40																																						
	<table border="1"> <tr> <th align="center" colspan="2">Specification for the Printer</th> </tr> <tr> <td>Printer Type</td> <td>Laser (Mono)</td> </tr> <tr> <td>Duplex printing</td> <td>Automatic, both side</td> </tr> <tr> <td>Print resolution (best)</td> <td>Up to 600 x 600 dpi</td> </tr> <tr> <td>Maximum print area (metric)</td> <td>215.9 x 355.6 mm</td> </tr> <tr> <td>Monthly duty cycle</td> <td>Up to 25,000 pages</td> </tr> <tr> <td>Scan speed (normal)</td> <td>Up to 20 ppm (b&w), up to 11 ppm (color)</td> </tr> <tr> <td>Scan resolution, hardware</td> <td>600 x 600 dpi</td> </tr> <tr> <td>Duplex ADF scanning</td> <td>Yes</td> </tr> <tr> <td>Automatic document feeder capacity</td> <td>Standard, 40 sheets</td> </tr> <tr> <td>Media size (ADF)</td> <td>A4, Letter, Legal</td> </tr> <tr> <td>Media type and capacity, ADF</td> <td>Standard Printed Media. 40 sheets Capacity.</td> </tr> <tr> <td>Ports</td> <td>Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100</td> </tr> <tr> <td>Copy speed (black, normal)</td> <td>Up to 22 CPM</td> </tr> <tr> <td>Memory</td> <td>64 MB</td> </tr> <tr> <td>Maximum Memory</td> <td>64 MB SDRAM</td> </tr> <tr> <td>Mobile printing services</td> <td>Android Supported App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct</td> </tr> </table>	Specification for the Printer		Printer Type	Laser (Mono)	Duplex printing	Automatic, both side	Print resolution (best)	Up to 600 x 600 dpi	Maximum print area (metric)	215.9 x 355.6 mm	Monthly duty cycle	Up to 25,000 pages	Scan speed (normal)	Up to 20 ppm (b&w), up to 11 ppm (color)	Scan resolution, hardware	600 x 600 dpi	Duplex ADF scanning	Yes	Automatic document feeder capacity	Standard, 40 sheets	Media size (ADF)	A4, Letter, Legal	Media type and capacity, ADF	Standard Printed Media. 40 sheets Capacity.	Ports	Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100	Copy speed (black, normal)	Up to 22 CPM	Memory	64 MB	Maximum Memory	64 MB SDRAM	Mobile printing services	Android Supported App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct					
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Maximum Memory	64 MB SDRAM																																							
Mobile printing services	Android Supported App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct																																							

		Printing				
	Network protocols, supported	TCP/IP: IPv4; IPv6				
	Input capacity	Up to 250 Sheets				
	Standard input capacity (envelopes)	Up to 10				
	Output capacity	Up to 100 sheets				
	Media sizes supported (metric)	A6; A5; A4; No.10 Env; C5 Env; DL Env; B5 Env; B5(JIS); B6 (JIS); 216mm x 340mm; Custom				
	Media sizes supported (U.S. standard)	Letter; envelopes (No.10); Legal; Postcard; Double Postcard; Executive; Officio; Custom				
	Media sizes, custom (metric)	102 x 152 to 215.9 x 355.6 mm				
	Media sizes, custom (U.S. standard)	4 x 6 to 8.5 x 14 Inches				
	Media Types	Plain paper, Heavy paper, Bond paper, Label, Light paper, Envelope				
	Warranty	3 years comprehensive onsite warranty				
	Certifications	BIS				
Grand Total Amount in Words (INR)						

Note:

1. All the above price would be in INR only.
2. The above price would include Three Year Warranty.
3. The bidder has to compulsorily quote for all items mentioned in the Commercial-bid Tables. In case bidder fails to quote for any of this stage, the bid would be summarily rejected.
4. Above is indicative, however the quantity may increase or decrease at the time of placing the purchase order as per actual.
5. The Tax rates will be mentioned as per standards.

Annexure-I Details of documents to be submitted by the Bidder

Sl. No.	Documents to be submitted		
	Pre-qualification bid	Technical Bid	Financial Bid
1	Bidder's Authorization Certificate	Detailed Bill of material as per components indicated in Bill of Quantity.	Financial Bid
2	Particulars of the Bidder & Copy of certificate of authorized distributor / dealership of OEM for the products to be supplied	Technical Specification Compliance Documents with all supporting details	
3	a. Valid copy of Certificate of incorporation and Registration Certificates b. Copy of GST registration c. Copies of GST return for last three (3) years ending with financial year 2023-24. d. Copies of last three (3) years Income Tax Return ending with financial year 2023-24.		
4	Audited Balance Sheets		
5	CA Certificate with CA's Registration Number & Seal(Turnover and Net Worth Certificate for Three year ending with 2023-24		
6	Valid ISO certificates and other certificates as necessary		
7	Relevant Documents supporting Office Addresses /Undertaking. (Local presence mandatory)		
8	Self-Declaration		
9	Project Citation Format		
10	Project References		
11	Tender/document fee as mentioned in the Eligibility/Pre-qualification Criteria		
12	EMD as mentioned in the Eligibility/Pre-qualification Criteria		
13	PERFORMANCE SECURITY FORM		
14	Confirmation by vendor for Technical specification (Annexure-J)		

Annexure-J

<u>Specification for the Printer (40No's)</u>		Please confirm to the specifications given
Printer Type	Laser (Mono)	
Duplex printing	Automatic, both side	
Print resolution (best)	Up to 600 x 600 dpi	
Maximum print area (metric)	215.9 x 355.6 mm	
Monthly duty cycle	Up to 25,000 pages	
Scan speed (normal)	Up to 20 ppm (b&w), up to 11 ppm (color)	
Scan resolution, hardware	600 x 600 dpi	
Duplex ADF scanning	Yes	
Automatic document feeder capacity	Standard, 40 sheets	
Media size (ADF)	A4, Letter, Legal	
Media type and capacity, ADF	Standard Printed Media. 40 sheets Capacity.	
Ports	Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100	
Copy speed (black, normal)	Up to 22 CPM	
Memory	64 MB	
Maximum Memory	64 MB SDRAM	
Mobile printing services	Android Supported App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing	
Network protocols, supported	TCP/IP: IPv4; IPv6	
Input capacity	Up to 250 Sheets	
Standard input capacity (envelopes)	Up to 10	
Output capacity	Up to 100 sheets	
Media sizes supported (metric)	A6; A5; A4; No.10 Env; C5 Env; DL Env; B5 Env; B5(JIS); B6 (JIS); 216mm x 340mm; Custom	
Media sizes supported (U.S. standard)	Letter; envelopes (No.10); Legal; Postcard; Double Postcard; Executive; Officio; Custom	
Media sizes, custom (metric)	102 x 152 to 215.9 x 355.6 mm	
Media sizes, custom (U.S. standard)	4 x 6 to 8.5 x 14 Inches	
Media Types	Plain paper, Heavy paper, Bond paper, Label, Light paper, Envelope	
Warranty	3 years comprehensive onsite	

	warranty
Certifications	BIS

DECLARATION

I hereby certify and declare that the information furnished above is true and correct to the best of my/ our knowledge. The Printers and their related accessories are as given by the manufacturer and if any stage within the warranty period if faulty for manufacturing default will be replaced, without any additional cost. I understand that in case any deviation is found in the above statement at any stage, I/ We will blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date