

INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM

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NOTICE INVITING TENDER

Ref: Tender No. IIMV/IT/Tender/Print/24-25/01

10 September 2024

BACKGROUND AND OBJECTIVE:

Indian Institute of Management, Visakhapatnam (IIMV) invites tender for its day to day activities related to printing, scanning and photocopying (black & white and/or colour) services at IIMV Campus from the bidders eligible as per the eligibility criteria mentioned in the tender document. The tenders are invited in two-part system (Technical and Financial bids).

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. IIMV reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason(s). Incomplete tenders, conditions, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Indian Institute of Management Visakhapatnam (IIMV) has been a leader in the field of management education, interfacing with the industry, government and PSUs. It is promoted and nurtured by the Ministry of Education, Government of India and is an institute of national importance under the Indian Institutes of Management Act 2017.

Situated atop a scenic hillock, the 242-acre campus of IIM Visakhapatnam provides an ideal backdrop for contemplative learning. IIM Visakhapatnam has the latest in teaching aids, rich learning resources, a strong IT backbone, state-of-the-art sports complex, auditorium and student hostels as well as contemporary infrastructure.

NOTICE INVITING -TENDER:

Sr. No.	Item name	Description
1	Name of the work	Printing, scanning and photocopying (black & white and/or colour) of documents
2	Tender No and Date	Tender No. : IIMV/IT/Tender/Print/24-25/01 dated, 10 September2024
3	Earnest Deposit Money (EMD)	Rs. 12,650/- (DD/Pay Order to be drawn in any nationalized bank in favour of “Indian Institute of Management, Visakhapatnam” and payable at Visakhapatnam)
4	Contract Period	Three years
5	Issue of tender	Tender documents can be downloaded or from From GeM Portal
6	Contact person	Chief Administrative Officer - Officiating, Indian Institute of Management Visakhapatnam, Gambheeram Village, Anandapuram Mandal, Visakhapatnam – 531163. Tel: +91 891 2824 408, E-Mail: cao.administration@iimv.ac.in

SCOPE OF WORK:

To provide photocopying, printing, lamination and binding services at IIM Visakhapatnam campus. The Service Provider is required to install below mentioned photocopiers/printers/other related machines, at their own cost, at the IIM Visakhapatnam Campus.

S. No.	Details of the machine	Minimum requirement of machines
1	Monochrome Photocopy Machine A4/A3 Size	04 No.
2	Color Photocopy Machine A4/A3 Size	02 No.
3	Spiral Binding/Strip Binding Machine	01 No.
4	Lamination Machine	01 No.

1. The bidder shall install Four (4) Nos. Good Quality Monochrome Digital Printing, Scanning and Photocopying Machines and Two (2) Nos Good Quality Color Digital Printing, Scanning and Photocopying machines at IIMV premises (both campuses) to meet day to day requirement of printing, scanning and photocopying of A4 and A3 size papers. The number of machines may be increased during the tenure of the contract, in case of requirement, which should be provided by the bidder at the same cost. The detailed specifications along with quantities of the machines should be provided as per **Annexure – 1**.
2. The make, type, model of machine to be used by the service provider must be mentioned in the technical bid along with catalogue and OEM authorization for this specific BID. Machines should be manufactured in 2024 and should be brand new. Used machine should not be accepted in any case. The copy of invoice of machines should be provided to IIMV by the successful bidder.
3. The specification of paper to be used for printing / photocopying shall be of at least 70 GSM of J.K. Paper / TNPL / Bilt Matrix Xerox or similar brands. However, IIMV shall approve one or two other equivalent brands of 70 GSM paper. Upon approval the bidder shall have the right to use any of the approved brand paper.
4. Printing/ photocopying machines are required to be installed at the cost-of-service provider. The service provider is required to submit rates for different services in the financial bid document. The rates will be settled on a per copy basis. The rates will be inclusive of operator wage (employed by service provider) and all the consumables required for printing/ photocopying including paper, stapler pins, toner, all consumables and Management & Reporting software. Machines should support the login through Access Card Readers also.
5. The operating hours shall be from 9.00 am to 6.00 pm. The working days of the week will be six days, Monday through Saturday. In case of any additional and emergency work when the machine needs to be operated beyond normal working hours or holidays, the service provider will have to provide such services at no extra cost.
6. The service provider shall provide adequate competent full-time staff who will be responsible on site for all aspects of running and managing the facility. The service provider will provide substitute fully trained staff whenever the regular operator is on leave due to absenteeism or sickness, with prior intimation to this office. Any such replacement will be fully conversant with the operation of the machine/equipment and all relevant procedures. The cost of providing such a replacement will be borne by the service

provider.

7. The Service provider should depute at least Two (2) full-time competent staff/operators between 08:00 hrs. to 18:00 hrs on a shift basis on all days and one supervisor (supervisor will be responsible for all aspects of running and managing the day-to-day operations of the contract) between 09:00 hrs. to 19:00 hrs.
8. In case of misconduct etc., and report in writing against any of your employees, such employee(s) should be immediately removed from the premises and other trained employee should be deployed at no extra cost to IIMV. Such removed employee will not be deployed again without the express and written consent of Office-in charge in IIMV for the said contract.
9. Service provider shall provide Network Print, Copy and Scan Management Software (Client-Server) to administrate the printing services like print jobs monitoring, securing and controlling the print jobs, report generating, print charging service etc. Software shall be able to integrate with Active Directory (AD) and Lightweight Directory Access Protocol (LDAP). IIMV will provide the required server hardware to run the software.
10. The service provider will be responsible for arranging all equipment, service and maintenance to meet a high standard of consistent quality. The service provider will maintain a stock control system and provide all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the machine/equipment.
11. All equipment and staff utilized in this service will be totally dedicated for exclusive use of IIMV Community members and no outside work will be undertaken.
12. In case of machine breakdown, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of IIMV is not held up.
13. The security of all documents shall be protected and under no circumstance, papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by IIMV.
14. Service provider shall raise bills on monthly basis and submit the same succeeding month for payment. IIMV will normally settle the bill within 21 working days from the receipt of the bill. However, for delayed payment, the service provider will not charge any penalty or interest to IIMV. GST, TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from service provider's bills.
15. IIMV will provide suitable space along with supply of 16 Amps / 240 volts electricity supply. The space to install the machine and to keep material such as paper and ink etc. will be provided by IIMV. The Institute will charge utility charges according to the units consumed per month for providing these services. The charges may vary as decided by the Institute from time to time. Anything other than this shall be the responsibility of the Contractor at their own cost.
16. The service provider will be responsible for submitting periodic reports giving detailed, break up of complete jobs. The Contractor shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations. The Contractor shall

be responsible for making the records pertaining to Payment of Wages Act and also for depositing the P.F. and ESI contributions, operators' insurance with the authorities concerned and shall produce related documents as and when required.

17. The insurance of the equipment and staff utilized in this service will be borne by the service provider. IIMV will not be responsible for any damage to the machine arising out of unusual occurrences, for example voltage fluctuations, seepage of water etc. Contractor will be responsible for any loss/damage done to fittings; fixtures and equipment etc., due to the negligence of your employee(s) deployed, and shall make good the loss/damage whether by replacement or adequate compensation
18. Periodic service of photocopying machine is to be undertaken by the service provider to ensure uninterrupted quality. The printouts/copies of inferior quality (faded/inconsistent/ blurred/light or improper colored / smudged /shaped out etc) will not be accepted. Such prints/copies will not be considered for billing. The bidder shall take all remedial actions for any such faulty operations, to provide the best quality printouts.
19. The period of the contract would be for three years from the date of award of the contract, and it may be further extended for another two or three years on the satisfactory performance of service provider. The performance of the service provider will be evaluated on a yearly basis. IIMV reserves the right to amend the terms and conditions of the contract through mutual discussions and shall be in writing. The amended terms and conditions will form part of the contract.
20. IIMV may terminate the agreement with three months' notice in case the services are not found satisfactory or otherwise. In such a case, IIMV will pay on an actual work basis for the duration for which the services were used during the year in question. Similarly, the service provider may also terminate the agreement by giving two months notice. However, on specific request of IIMV, the service provider will continue to provide the service for one month but not exceeding three months in total.
21. In the event of change of office to a new location Contractor needs to accept the change of office to a new location without any additional cost to IIMV.
22. The Contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or services rendered pursuant thereto.
23. A copy of an appointment Letter, biodata of each personnel who will be deployed shall be provided to IIMV along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel provided prior information should be given to IIMV. The Contractor shall make sure that the manpower so provided by them shall be with Photo identity card issued by the Contractor.
24. There will not be any minimum guarantee for a number of lamination and binding services to be undertaken.
25. Delivery Schedule: The successful bidder should commence operation tentatively by 01 December 2024.

SERVICES REQUIRED:

Schedule A

S. No.	Service Name
1	Back-to-Back (Duplex) Black and White Photocopying or Printing A4 Size

Schedule B

S. No.	Service Name
1	Single Side Black and White Photocopying or Printing A4 Size
2	Single Side Color Photocopying or Printing A4 Size
3	Back-to-Back (Duplex) Color Photocopying or Printing A4 Size
4	Single Side Black and White Photocopying or Printing A3 Size
5	Single Side Color Photocopying or Printing A3 Size
6	Spiral Binding or Comb Binding with 175-micron OHP Sheets on front and back side for 1 to 100 pages
7	Spiral Binding or Comb Binding with 175-micron OHP Sheets on front and back side for 1 to 200 pages
8	Spiral Binding or Comb Binding with 175-micron OHP Sheets on front and back side for 1 to 300 pages
9	Lamination - Visiting or Identity card size
10	Lamination - A4 Size
11	Lamination -Foolscap size
12	Lamination - A3 size

Note:

1. The overall L-1 status will be determined by looking at quote of schedule A i.e. the lowest Total Price.
2. Please note the contractor will have to mandatorily provide the services mentioned in Schedule B.
3. Printing and Binding of book-type course material includes "Printing of the cover page in black and white and then do the binding of course material"
4. The prospective bidders are requested to mandatorily quote for all items of Schedule B. Bid without quote of Schedule B will summarily be rejected. Institute reserves the right to negotiate for rate quoted in schedule B. Please submit duly seal signed schedule B.
5. Minimum Assured use of Photocopy Machines (6) proposed to be hired would be 72,000 Mono copies per month.

INSTRUCTION TO BIDDERS:

1. Bidders are requested to go through the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason, shall not be considered at all. Offers sent through fax/ e-mail will not be accepted.
2. Any amendments/corrigenda to this tender document will be published on the GeM portal only. Neither it will be published in any newspaper, nor a separate communication given to the bidders. Hence bidders are requested to visit the GeM portal periodically before submitting the bid documents. Conditional bids will not be accepted and summarily rejected.
3. The documents/material/communication received from IIMV are the sole property of IIMV and the same shall be in the safe custody of the bidder. Any misuse of this material shall attract suitable penal action as deemed fit by the competent authority of IIMV.
4. IIMV may seek certain clarification or any additional documents from the bidders during the tender process, if so required.
5. IIMV reserves the right to postpone/modify and / or extend the date of receipt of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from IIMV.
6. **VALIDITY OF BID:** Bid submitted by bidder shall remain valid for acceptance for a period of 90 days from the date of opening of the BID. Bidders shall not be entitled during the said 90 days period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to IIMV.
7. Tenders received without E.M.D. as mentioned, would be rejected. However, bidders who are registered with the MSME / National Small Industries Corporation (NSIC) must submit a valid Certificate seeking exemption for EMD.
8. The information furnished in the bid documents shall be clear and legible. Any corrections in the bid documents should be clearly attested by the authorized signatory of the bidder. Incomplete/ unclear/vague information in the bids will be treated as 'non-responsive' and the bids are liable to be rejected.

QUALIFICATION CRITERIA:

1. The bidder should be a registered entity under suitable Act with its Registered or Branch office in Visakhapatnam VMRDA region, Andhra Pradesh. Copy of Registration of Office and Establishment must be submitted with the technical bid. Labour/Trade/Registration Certificate of the firm clearly showing the nature of business issued by competent authority and GST Certificate at Visakhapatnam, Andhra Pradesh should be submitted.
2. The bidder should have a valid PAN & GST registration number (Photocopy of both should be an essential enclosure in the technical bid).
3. The firm should have minimum three years of experience in institutional Printing, Scanning and

Photocopying Services in a large reputed educational institution such as IIMs, IITs, IISER, Central Universities, government entities, corporates of not less than Rs. 18 Lakhs per year during the last three years. Satisfactory completion certificate / performance certificate from the clients is to be submitted. The bidder should also attach list of Purchase Order / Work Order where the similar type of work executed (along with completion certificate) during the last three years from the date of publication of tender.

4. The bidder should have at least one successfully running contract currently for similar work (Photocopying, Printing, scanning and Photocopying Services with manpower) in a large reputed educational Institutions such as IIMs, IITs, IISER, Central Universities, government entities, corporates. Work orders /contracts/ agreements and work completion certificates and Performance certificates from the clients are to be submitted.
5. The average annual turnover of the bidder firm should be at least Rs.22 Lakhs or more during last 3 financial years i.e. FY 2021-22, 2022-23, 2023-24 (Copies of Audited Balance sheet / IT Returns/ CA Certified turnover certificate showing the firm's name and values clearly should an essential enclosure in the technical bid).
6. The bidder should be a Local Authorized Dealer/OEM for providing after sales support and maintenance. The OEM authorized service center should be in the name of bidder in Visakhapatnam. The bidder should enclose the OEM distributorship / dealership along with sales and support certificate of the offered make of Photocopy Machine. OEM authorization for this specific BID should also be enclosed. OEM should have presence in India at least for 10 years.
7. The bidder should not have been blacklisted by any Govt., Semi-Govt. Dept., or any other organization. Self-declaration as per the prescribed format (**Annexure- 4**) should be submitted on company letterhead.
8. The bidder shall provide Network Print, Copy and Scan Management Software (Client-Server) to administrate the printing services like print jobs monitoring, securing and controlling the print jobs, report generating, print charging service etc. Software shall be able to integrate with Active Directory (AD) and Lightweight Directory Access Protocol (LDAP). IIMV will provide the required server hardware to run the software.

Note: Bidders must meet the specified criteria and are required to submit the aforementioned documents. Bidders who do not meet the specified criteria and fail to submit the required documents will be disqualified.

EVALUATION OF BIDS:

1. **Evaluation of Technical Bid:** The Technical Bids of the bidders only will be evaluated as per the prescribed eligibility criteria. The bidders who not matching with the eligibility criteria will be declared as 'disqualified' and their bids will not be considered for further evaluation. Bidders should comply with the specification of the tendered item in all respects, no deviations are acceptable. The bidder is to complete the same in all respect and submit accordingly.
2. **Evaluation of Financial Bid:** The Financial Bids of the Technically qualified bidders only will be opened and evaluated. The bidder has to quote for both Schedule-A (in the BOQ Format on GeM Portal) & Schedule-B of Price Bid. The overall L-1 status will be determined by looking at **quote of schedule A i.e. the lowest Total Price**. The bidder has to duly filled price bid of schedule B and submit along with bid document at

the time of submission of the bid.

OTHER TERMS & CONDITIONS:

1. It shall be the sole responsibility and liability of the service provider to carry out the obligations arising out of various labour legislations such as Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the service provider to provide the service.
2. **Performance Security:** The successful bidder will have to furnish performance security of 5% of the final Work Order value (before taxes) calculated for the entire contract period, i.e., three years, in the form of bank transfer or Demand Draft or Bank Guarantee in favour of Indian Institute of Management Visakhapatnam, payable at Visakhapatnam within 10 days of award of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be black listed. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security. In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
3. **Agreement:** The successful Bidder shall be required to execute a contract Agreement with IIMV on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) within 30 days of receipt of letter of award. The cost of stamp paper shall be borne by the successful bidder. IIMV reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing during the tenure of the contract. The amended terms and conditions will form part of the agreement.
4. **Work at Risk and Cost:** The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory and the fault is attributable to the contractor.
5. **Insurance:** The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for such type of work against damage /loss/ injury to property or person or loss of life during the entire period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before commencing work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.

6. **Indemnity:** The contractor shall indemnify and keep indemnified the institute and its representatives against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.
7. **Compliance with the Institute rules and Regulations:** The contractor shall comply with all norms stipulated by the Institute to maintain discipline, safety, security and hygiene at and around the work site.
8. **Arbitration:** In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this NIT, the same shall be referred to an arbitrator appointed by the Director, Indian Institute of Management Visakhapatnam and the decision of the Arbitration will be binding on both parties of this NIT.
9. **Jurisdiction:** It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Indore alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Visakhapatnam Only.
10. **Authorization:** The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.
11. **Access to site:** The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch/ guard/ measure/ inspect, solely or jointly with the contractor.
12. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

13. PAYMENT TERMS

- a) Contractors shall raise invoices on a monthly basis on completion of every month.
- b) The invoice(s) along with all the supporting documents is to be submitted by the 10th of the current month (for the previous month).
- c) The Payment for the invoices submitted (will be made within 21 working days on subject to receipt of bills and supporting documents complete in all regards). No advance payment will be made in any case.
- d) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Contractor's bills.

14. **Penalty:** The bidder should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty upto 5% of total monthly bill payable by IIMV to the service provider.

Failure of service and negligence shall be measured in terms of the following:

- The service provider delivers poor quality of copies / prints to the user even after receiving written notice by IIMV regarding poor copy / print quality.
- If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
- Service provider provides copy/printing services to any individual / organization not authorized by IIMV.
- The service provider fails to supply paper as per specification.
- Operators are not available during the stipulated timings.
- Not accepting or not doing the assigned jobs.
- Machine fails and not rectified within 4 hours of breakdown.
- Breach of any clause of tender / agreement even after receiving prior written notice by IIMV.
- Any other matter which an act of negligence or breach of ethics by the service provider.
- If the Photocopy unit is closed between 8:00 AM to 6:00 PM on any day, a penalty of Rs. 5000/- per day shall be imposed.
- If at least two operators are not available in the photocopy unit between 8:00 AM to 6:00 PM on any day a penalty of Rs. 2500/- per day shall be imposed.

Specifications of Photocopy Machine:

1. The machines should be reputed with a capacity of print, copy and scan. The detailed specification of the machine being installed should be mentioned in the following format along with Catalogue and OEM authorization.

Note:

1. Machines should be manufactured in 2024 and should be brand new. Old and used machines should not be accepted in any case.
2. The copy of invoice of machines should be provided to IIMV by the successful bidder.

SPECCIFICATION	A3&A4 Monochrome Laser Multifunctional Machine (Qty -3 No's)	YES/NO
Machine Type	A3/A4 Monochrome Laser Multifunctional	
Copy Speed	Minimum 25 PPM-40 PPM	
Control Panel	Minimum 7 Inch TFT LCD WVGA Colour Touch panel or Higher	
RAM	Standard: Minimum 2.0GB RAM or Higher	
Storage	64 GB eMMC (available space 30 GB) or Higher	
Out Put Capacity	Standard: Minimum 250 sheets or Higher	
Total Tray Capacity	Minimum 1200 or Higher	
Manual Tray capacity	Minimum 100 Sheets or higher	
Supported Media Weights	Multipurpose Tray: Minimum 52 to 300 gsm*1 * or Higher	
	Upper/Lower Cassette: t 52 to 256 gsm	
	Duplex: 52 to 220 gsm	
Print Speed	1-sided: Minimum Up to 25 ppm (A4), Up to 15 ppm (A3), Up to 20 ppm (A4R) or Higher 2-sided: Minimum Up to 25 ppm (A4), Up to 15 ppm (A3), Up to 20 ppm (A4R) or Higher	
Print Lang	Standard: UFR II	
Feeder Capacity	DADF-BA1: Minimum up to 100 sheets or higher	
Destination	Email (SMTP), SMB3.0	
SEND	YES : Mail/Folder	
Scan Speed	1-sided Scanning: Minimum 35/25 or Higher 2-sided Scanning: Minimum 12/8 or Higher	
Tray Capacity	Paper Capacity: Minimum 550 sheets x 2 (1,100 sheets) (80 gsm) or Higher	
Scan Resolution	Scan for Copy: Minimum 600 x 600 or Higher	
Pull Scan Specifications	Colour Network ScanGear2. For both TWAIN and WIA Supported OS: Windows® 10/11/Server2012/Server2012 R2/Server 2016/Server 2019/Server2022	

File Format	Standard: TIFF (MMR), JPEG*10, PDF (Compact, OCR (Text Searchable), Optimize PDF for Web, Format to PDF/A-1b, Encrypt), XPS (Compact, OCR (Text Searchable)), PDF/XPS (Device Signature), Office Open XML (PowerPoint, Word) Option: PDF (Trace & Smooth), PDF / XPS (User Signature)	
Power Source	EUR: Minimum 220-240V 50/60Hz 10A or Higher	
Print Resolution	Minimum 1,200 x 1,200 or Higher	
Multiple Copies	Minimum Up to 999 copies or Higher	
Software and Printer Management	Tracking and Reporting, Remote Management Tools, Scanning Software, Optimisation Tools & Document Publishing	
CARD Reader Software	YES	
Interface Connection	Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)	
Operating System	UFR II: Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022, macOS (10.13 or later) PCL (optional): Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022 PS: Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022, macOS (10.13 or later) PPD: Windows® 10/11, macOS (10.13 or later)	
USB Media	Standard: USB 2.0 (Host) x2, USB 2.0 (Device) x1 or Higher	

SPECIFICATION	A3&A4 COLOR Laser Multifunctional Machine (Qty-1 No)	YES/NO
Machine Type	A3&A4 COLOR Laser Multifunctional	
Copy Speed	Minimum 40 PPM or Higher	
Controll Panel	Minimum 7 inch TFT LCD WVGA Colour Touch panel or Higher	
RAM	Standard: Minimum 3.0GB RAM or Higher	
Storage	Standard: 256 GB SSD or Higher	
Out Put Capacity	Standard: Minimum 250 sheets or Higher	
Total Tray Capacity	Minimum 1200 or Higher	
Manual Tray capacity	Minimum 100 Sheets or Higher	
Supported Media Weights	Multipurpose Tray: Minimu 52 to 300 gsm*1 * or Higher	
	Upper/Lower Cassette: Minimum 52 to 256 gsm or Higher	
	Duplex: Minimum 52 to 256 gsm or Higher	

Print Speed	1-sided: Minimum Up to 40 ppm (Letter, Color and B&W) or Higher	
Print Lang	Standard: UFR II	
Feeder Capacity	DADF-BA1: Minimum up to 200 sheets or Higher	
Destination	Email (SMTP), SMB3.0	
SEND	YES : Mail/Folder	
Scan Speed	1-sided Scanning: Minimum 135/135 or Higher 2-sided Scanning: Minimum 270/270 or Higher	
Tray Capacity	Paper Capacity: Minimum 550 sheets x 2 (1,100 sheets) (80 gsm) or Higher	
Scan Resolution	Scan for Copy: Minimum 600 x 600 or Higher	
Pull Scan Specifications	Colour Network ScanGear2. For both TWAIN and WIA Supported OS: Windows® 8.1/10/Server2012/Server2012 R2/Server 2016 As of Mar. 2020	
File Format	TIFF, JPEG, PDF (Limited Color, Compact, Searchable, Apply policy, Optimize for Web, PDF/A-1b, Trace & Smooth, Encrypted, Device Signature, User Signature), XPS(Compact, Searchable, Device Signature, User Signature), Office Open XML (PowerPoint, Word)	
Power Source	Minimum 220-240V, 50/60Hz, 6A or Higher	
Print Resolution	Minimum 1,200 x 1,200 or Higher	
Multiple Copies	Minimum Up to 999 copies or Higher	
Software and Printer Management	Tracking and Reporting, Remote Management Tools, Scanning Software, Optimisation Tools & Document Publishing, Platform	
CARD Reader Software	YES	
Interface Connection	Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n);	
Operating System	UFR II: Windows® 8.1/10/Server2012/Server2012 R2/Server2016/Server2019, Mac OS X(10.11 or later) PCL: Windows® 8.1/10/Server2012/Server2012 R2/Server2016/Server2019 PS: Windows® 8.1/10/Server2012/Server2012 R2/Server2016/Server2019, Mac OS X(10.11 or later) PPD: Windows® 8.1/10, Mac OS X(10.10 or later) As of Oct. 2020	
USB Media	Standard: USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1; or Higher Optional: Serial Interface, Copy Control Interface	

SPECCIFICATION	A3&A4 Colour Laser Multifunctional Machine (Qty-1 No)	YES/NO
Machine Type	A3&A4 Colour Laser Multifunctional	
Copy Speed	Minimum 26 PPM - 38 PPM	
Controll Panel	Minimum 7 Inch TFT LCD WVGA Colour Touch panel or Higher	
RAM	Standard: Minimum 2.0GB RAM or Higher	
Storage	64 GB eMMC (available space 30 GB) or Higher	
Out Put Capacity	Standard: Minimum 250 sheets or Higher	
Total Tray Capacity	Minimum 1200 or Higher	
Manual Tray capacity	Minimum 100 Sheets or Higher	
Supported Media Weights	Multipurpose Tray: Minimum 52 to 300 gsm*1 * or Higher	
	Upper/Lower Cassette: t 52 to 256 gsm	
	Duplex: 52 to 220 gsm	
Print Speed	1-sided: Minimum Up to 26 ppm (A4), Up to 15 ppm (A3), Up to 20 ppm (A4R) or higher 2-sided: Minimum Up to 26 ppm (A4), Up to 15 ppm (A3), Up to 20 ppm (A4R) or Higher	
Print Lang	Standard: UFR II	
Feeder Capacity	DADF-BA1: Minimum up to 100 sheets or higher	
Destination	Email (SMTP), SMB3.0	
SEND	yes: mail/folder	
Scan Speed	DADF-BA1: 1-sided Scanning: Minimum 70/70 or Higher 2-sided Scanning: Minimum 35/35 or Higher	
Tray Capacity	Paper Capacity: Minimum 550 sheets x 2 (1,100 sheets) (80 gsm) or Higher	
Scan Resolution	Scan for Copy: Minimum 600 x 600 or Higher	
Pull Scan Specifications	Colour Network ScanGear2. For both TWAIN and WIA Supported OS: Windows® 10/11/Server2012/Server2012 R2/Server 2016/Server 2019/Server 2022	
File Format	Standard: TIFF (MMR), JPEG*10, PDF (Compact, OCR (Text Searchable), Optimize PDF for Web, Format to PDF/A-1b, Encrypt), XPS (Compact, OCR (Text Searchable)), PDF/XPS (Device Signature), Office Open XML (PowerPoint, Word) Option: PDF (Trace & Smooth), PDF/XPS (User Signature)	
Power Source	Minimum 220-240V 50/60Hz 5A or Higher	
Print Resolution	Minimum 1,200 x 1,200 or Higher	
Multiple Copies	Minimum Up to 999 copies or Higher	

Software and Printer Management	Tracking and Reporting, Remote Management Tools, Scanning Software, Optimisation Tools & Document Publishing	
CARD Reader Software	YES	
Interface Connection	Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)	
Operating System	UFR II: Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022, macOS (10.13 or later) PCL(optional): Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022 PS: Windows® 10/11/Server2012/Server2012 R2/Server2016/Server2019/Server2022, macOS (10.13 or later) PPD: Windows® 10/11, macOS (10.13 or later)	
USB Media	Standard: USB 2.0 (Host) x2, USB 2.0 (Device) x1 or Higher	

SPECCIFICATION	A3 & A4 Monochrome Laser Multifunctional Machine (Qty-1 No)	YES/NO
Machine Type	A3&A4 Monochrome Laser Multifunctional	
Copy Speed	Minimum 55 pages per minute (A4) Or Higher, up to 32 pages per minute (A3) or Higher	
Control Panel	Standard: Minimum 10 Inch (10.1in) TFT LCD WSVGA Colour Touch panel or Higher	
RAM	Standard: Minimum 3.0Gb RAM or Higher	
Storage	Standard*1: 320Gb or Higher	
Out Put Capacity	Minimum 250 Sheets or Higher	
Total Tray Capacity	Standard: Minimum 4200 Sheets or Higher	
Manual Tray capacity	Minimum 100 Sheets or Higher	
Supported Media Weights	Multi-purpose tray: Minimum 52 to 256g/m ² or Higher	
	Paper Deck (Right/Left): Minimum 52 to 220g/m ² or Higher	
	Paper Cassette/Duplex (Upper/Lower): Minimum 52 to 220g/m ² or Higher	
Print Speed	Minimum Up to 55 pages per minute (A4) or Higher, Minimum up to 32 pages per minute (A3) or Higher, Minimum up to 40 pages per minute (A4R) or Higher, Minimum up to 35 pages per minute (A5R) or Higher	
Print Lang	Standard: UFR II, PCL6	
Feeder Capacity	Minimum Up to 200 Sheets or Higher	
Destination	Email (SMTP), SMB3.0	
SEND	YES : Mail/Folder	
Scan Speed	1-sided Scanning: Minimum 135/135 or Higher 2-sided Scanning: Minimum 270/270 or Higher	

Tray Capacity	Paper Capacity: Minimum 1500- sheets Paper Deck*2 or higher, 550-Sheets Paper Cassett*2 or Higher.	
Scan Resolution	Minimum 600 x 600 or Higher	
Pull Scan Specifications	Colour Network ScanGear2. For both TWAIN and WIA	
File Format	Standard: TIFF, JPEG, PDF (Compact, Searchable, Apply policy, Optimize for Web, PDF/A-1b, Trace & Smooth, Encrypted, Device Signature, User Signature), XPS (Compact, Searchable, Device Signature, User Signature), Office Open XML (PowerPoint, Word)	
Power Source	Minimum 220-240V, 50/60Hz, 6A or Higher	
Print Resolution	Minimum 1,200 x 1,200 or Higher	
Multiple Copies	Minimum Up to 999 copies or Higher	
Software and Printer Management	Tracking and Reporting, Remote Management Tools, Scanning Software, Optimisation Tools , Document Publishing & Platform	
CARD Reader Software	YES	
Interface Connection	Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)	
Operating System	UFR II: Windows® 7 / 8.1 / 10 / Server2008 / Server2008 R2 / Server2012 / Server2012 R2 / Server2016 / Server2019, Mac OS X (10.10 or later) PCL: Windows® 7 / 8.1 / 10 / Server2008 / Server2008 R2 / Server2012 / Server2012 R2 / Server2016 / Server2019 PS: Windows® 7 / 8.1 / 10 / Server2008 / Server2008 R2 / Server2012 / Server2012 R2 / Server2016 / Server2019, Mac OS X (10.10 or later) PPD: Windows® 7 / 8.1 / 10, Mac OS X (10.9 or later) As of July, 2019.	
USB Media	Standard: USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1 or higher Optional: Serial Interface, Copy Control Interface	

I hereby certify that the above-mentioned particulars are true and correct.

Date:

Name:

Designation:

Place: (Company Seal)

Signature:

ANNEXURE - 2

List of documents to be submitted for 'Qualification Criteria':

S. No	Criteria	Documents required	Submitted YES/NO
1	The bidder should have registered/branch office at Visakhapatnam. Copy of Registration of Office and Establishment must be submitted with the technical bid.	Labour /Trade/Registration Certificate of the firm clearly showing the nature of business issued by competent authority and GST Certificate at Visakhapatnam, Andhra Pradesh should be submitted.	
2	Should have a valid PAN, GST registration	Copies of PAN card and GST registration certificate.	
3	The firm should have minimum three years of experience in institutional Photocopying, Printing, and scanning Services in a large reputed educational institution such as IIMs, IITs, IISER, Central Universities, government entities, corporates of not less than Rs. 18 Lakhs per year during the last three years.	Satisfactory completion certificate / performance certificate from the clients is to be submitted. The bidder should also attach list of Purchase Order / Work Order where the similar type of work executed (along with completion certificate) during the last three years from the date of publication of tender.	
4	The bidder should have at least one successfully running contract currently for similar work (Photocopying, Printing, scanning and Photocopying Services with manpower) in a large reputed educational Institutions such as IIMs, IITs, IISER, Central Universities, government entities, corporates.	Work orders /contracts/ agreements and work completion certificates and Performance certificates from the clients is to be submitted.	
5	The average annual turnover of the bidder firm should be at least Rs.22 Lakhs or more during last 3 financial years i.e. FY 2021-22, 2022-23, 2023-24	Copies of Audited Balance sheet / IT Returns/ CA Certified turnover certificate showing the firm's name and values clearly should be an essential enclosure in the technical bid	
6	The bidder should be a Local Authorized Dealer /OEM for providing after sales support and maintenance. The OEM authorized service center should be in the name of the bidder in Visakhapatnam. OEM should have presence in India at least for 10 years.	The bidder should enclose the OEM distributorship / dealership certificate of the offered make of Photocopy Machine. The bidder should also enclose the OEM authorized services center certificate in the name of the bidder. OEM authorization for this specific BID should also be enclosed.	
7	The bidder should not be blacklisted by any Central/State Govt/PSU/Autonomous bodies	Self-declaration as per the prescribed format (Annexure- 4) should be submitted on company letterhead.	
8	The bidder shall provide Network Print, Copy and Scan Management and Reporting Software (Client-Server) to administrate the printing services like print jobs monitoring, securing and controlling the print jobs, report generating, print charging service etc.	Detailed information about the Management & Reporting Software should be enclosed.	

	Software shall be able to integrate with Active Directory (AD) and Lightweight Directory Access Protocol (LDAP). IIMV will provide the required server hardware to run the software.		
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Note: Bidders must meet the specified criteria and are required to submit the aforementioned documents. Bidders who do not meet the specified criteria and fail to submit the required documents will be disqualified.

I hereby certify that the above-mentioned particulars are true and correct.

Date:

Signature:

Place: (Company Seal)

Name:

Designation:

ANNEXURE - 3

Technical Bid for Printing, Scanning and photocopying services against

Tender No.: IIMV/IT/Tender/Print/24-25/01

Name of the Bidder: _____

Registered Address: _____

Authorised person's Name and designation: _____

Contact No: _____ E-mail: _____

PAN (of the firm): _____ GSTN: _____

Details of the documents to be submitted:

S. No	List of Documents	Details	Submitted Yes/NO
For Technical Bid			
1.	All documents related to Eligibility criteria as per Annexure-2	Attested and stamped photo copies of all the documents/originals (wherever applicable)	
2.	Tender Document	Tender document signed on all pages	
3.	DD for EMD, wherever applicable		
For Financial Bid			
4.	Financial Bid (Schedule-B)	Financial bid (Schedule-B)	

Declaration

I _____, the undersigned being authorised signatory for _____ for submission of bid for Printing, scanning and photocopying services against Tender No.: IIMV/IT/Tender/Print/24-25/01 hereby declare that all the documents submitted and details furnished are true and correct to the best of my knowledge. I understand that if at any time, during or after the tender process or after award of contract, the documents or the details submitted are found to be false/ manipulated/ fabricated with a mal-a-fide intention, the bid will be summarily rejected/contract be nullified and suitable action as deemed fit be initiated against my agency.

Date:

Signature:

Place: (Company Seal)

Name:

Designation:

ANNEXURE -4

**Declaration regarding Non-Blacklisting of company and acceptance of
tender terms and conditions
(To be provided on letter head of the Bidder)**

I / We_____do hereby certify that our firm at Visakhapatnam is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the document “Request for Proposal (RFP) for Printing, scanning and photocopying (black & white and/or colour) of documents at IIM Visakhapatnam Campus” issued by IIM Visakhapatnam are acceptable to us.

I also certify that the above information is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIMV) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Signature:

Place: (Company Seal)

Name:

Designation:

FINANCIAL BID – SCHEDULE-B (FORMAT)

Name of the Agency along with Address and Telephone No.:

Description of work: Printing, Scanning and Photocopying Services

S. No.	Service Name	Printing and Photocopying Rates (Rs.) (Including all Charges and excluding GST)
1	Single Side Black and White Photocopying or Printing A4 Size	
2	Single Side Color Photocopying or Printing A4 Size	
3	Back-to-Back Color Photocopying or Printing A4 Size	
4	Single Side Black and White Photocopying or Printing A3 Size	
5	Single Side Color Photocopying or Printing A3 Size	
6	Spiral Binding or Comb Binding with 175-micron OHP Sheets on front and back side for 1 to 100 pages	
7	Spiral Binding or Comb Binding with 175-micron OHP Sheets on front and back side for 101 to 200 pages	
8	Spiral Binding or Comb Binding with 175-micron OHP Sheets on front and back side for 201 to 300 pages	
9	Lamination - Visiting or Identity card size	
10	Lamination - A4 Size	
11	Lamination - Foolscap size	
12	Lamination - A3 size	

Note:

1. GST will be extra as per actual.
2. The rates quoted for A-4 Size Paper Duplex Printing & Photocopying Black & White will only be considered for scoring
3. The rates quoted shall be firm throughout the contract period i.e., three years and extension if any.

Date:

Name:

Place:

(Company Seal)

Designation:

Signature: