



**THE INSTITUTE OF  
Company Secretaries of India**  
**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament

### **CORRIGENDUM**

The date for submission of “**Supply, Installation & Commissioning of color Printer cum Scanner**” has been extended upto **October 7, 2014 by 3:00 PM** due to administrative reasons and date of opening the offers shall be on **October 8, 2014 at 11:00 AM** at ICSI-HQ.

Other terms & conditions of “**Supply, Installation & Commissioning of color Printer cum Scanner**” dated July 28, 2014 remains the same.

The bidders may take note the above changes.

**Date: September 22, 2014**

**(B PRADHAN)  
DIRECTOR**

**Tender Cost Rs. 100/-**



**THE INSTITUTE OF  
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**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
“ICSI HOUSE” 22 INSTITUTIONAL AREA LODI ROAD  
NEW DELHI-110 003**

**TENDER DOCUMENT**

**Sub: Tender for Supply, Installation & Commissioning of color Printer cum Scanner**

**Tender No: PC: 2014-15 (Printer cum Scanner)**

**Date: 28<sup>th</sup> July, 2014**

**Part ‘A’**

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Sealed tenders are invited for supply, installation & commissioning of color Printer cum Scanner Hardware as per the details given in the Part ‘C’ of the Tender Document. The terms and conditions governing the instant Tender are as under:

1. The tender document may be obtained during working hours from **28<sup>th</sup> July, 2014 to 7<sup>th</sup> August, 2014 (till 1.00 PM) on all working days on payment of Rs. 100/-** from the Reception Counter of the Institute on cash payment or by submitting a demand draft in favour of **“The Institute of Company Secretaries of India”, payable at New Delhi.** The tender document can also be downloaded from the website of the Institute ([www.icsi.edu](http://www.icsi.edu)) for which parties would be required to enclose a demand draft of **Rs.100/-** towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected.
2. The sealed tenders are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part ‘A’ & ‘B’ and ‘C’ as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender should be dully authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
3. Each tenderer shall submit the tender in two separate sealed envelopes, Part ‘A’ & ‘B’ along with EMD should be put in envelope No. 1 (Please mark the envelope as **“No. 1 – Technical Bid”**), Envelope No. 2 will contain only Part ‘C’ (Please mark the Envelope as **“No.2 – Financial Bid”**). Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelop i.e. Envelope No. 3.

4. The sealed tender duly superscribed, “**Tender for Supply, Installation and Commissioning of color Printer cum Scanner Hardware**” due on **7<sup>th</sup> August, 2014**”, should be addressed by name to **Shri Sutanu Sinha, Chief Executive**, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at 3<sup>rd</sup> floor of Institute’s Headquarter & should reach on or before **3.00 PM 7<sup>th</sup> August, 2014**.

Address:

Shri Sutanu Sinha  
Chief Executive  
The Institute of Company Secretaries of India  
ICSI House, 22, **(III<sup>rd</sup> Floor : Tender Box)**  
Institutional Area, Lodi Road  
New Delhi-110003

Tenders received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason

5. The **Technical Bid shall be opened on 8<sup>th</sup> August, 2014 at 11:00 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s), who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
6. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.
7. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz. installation, acceptance test and charges for **three years onsite comprehensive warranty. Escalation Matrix up to three (3) levels should be provided.** In case the warranty is for one year by default, the vendor shall quote for the support pack from the principal manufacturer, so as to validate the warranty for three years.
8. The terms “acceptance test” imply running of supplied material for 12 hours daily for seven days at three different locations including 72 hours continuous running of system. If the Color Printer cum Scanner, so supplied

fails in acceptance test, the same shall be liable to be rejected. During the acceptance test, replacement of cards/devices shall not be permitted.

9. **The Principal Manufacturer will provide a certificate of warranty for three years in the name of the Institute. This certificate is to be submitted by the bidder with the technical bid.**
10. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard. **The authorization letter from the Principal Manufacturer is to be submitted with the technical bid.**
11. Delivery and installation period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.
12. Institute's usual payment terms are 30 days for 90% payment upon installation & commissioning of equipments as detailed above and acceptance of the supplied material and remaining 10% will be paid within thirty days of receipt of the Bank Guarantee of equivalent amount valid for entire warranty period failing which 10% amount will be retained as security deposit for the entire period of warranty. Vendor will be fully responsible for onsite comprehensive maintenance free of charge during the warranty period and in case of default, the Institute will have the right to arrange maintenance at vendor's risk, cost and responsibility.
13. While Part "C" describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.
14. The rates quoted should be valid for at least 90 days from the date of opening of quotations.
15. The tenderers are required to deposit an earnest money of **Rs. 2000/- (Rupees Two Thousand only)** for supply, installation and commissioning of Color Printer cum Scanner by way of demand draft drawn in favour "**The Institute of Company Secretaries of India**", payable at "New Delhi". The tender not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor

for the procurement has been settled as per the terms and conditions of the purchase order.

**GENERAL:**

- a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Chief Executive of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.
- c) The quantities indicated in Part "C" are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite volume of business.
- d) For any details/clarifications, Shri Ankur Yadav, Joint Secretary (SG), IT on telephone No. 0120-4522012, may be contacted.

**Date: 28<sup>th</sup> July, 2014**

**(B Pradhan)  
DIRECTOR**

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
'ICSI HOUSE', 22, INSTITUTIONAL AREA, LODI ROAD  
NEW DELHI 110 003**

**PART 'B' TECHNICAL / INFRASTRUCTURAL BID**

**Tender No: PC: 2014-15 (Color Printer cum Scanner)**

**Date: July 28, 2014**

1. Name and complete address of the Tendered Company
2. Tele/Fax/E-mail/Cell No. of the Tendered Company
3. Contact person's name & residence telephone No.
4. Details of registered office, if any, along with contact person's name and tele. No.
5. Legal status i.e. public / private limited / any other alongwith documentary evidence.
6. Composition of Directors/ Partners etc.
7. Income-Tax registration number along with documentary evidence.
8. A) Sales Tax registration number along with documentary evidence.  
B) Please also specify, if you are registered with appropriate Authority under Works Contract Act, 1999. (Please provide details).  
C) CIN Number along with documentary evidence.  
D) TAN Number along with Documentary evidence.  
E) Service Tax Registration number (if any).  
F) VAT (TIN No.) (if any).
9. List of existing clients to whom hardware/ software of similar kind in last 1 year supplied/installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)
10. A) List of existing installations being maintained as per following:  
Name of the Company/Type of Hardware being maintained/No./Last year's turnover.  
B) Please indicate the hardware principal & brands you represent and your level of association.
11. Please indicate in full the following details:
  - a) Manpower available - Technical & Non-technical
  - b) Turnover of the company for last 3 financial years  
(Please attach supporting documents)
  - c) Escalation matrix for lodging the complaint during the warranty.
12. Brochure of the product with detailed specifications.

Date:

Name and Signature of Bidder with  
Corporate Seal and Mobile No.

**PART 'C' FINANCIAL BID**

**Tender No: PC: 2014-15 (Color Printer cum Scanner)**

**Date: July 28, 2014**

**Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)**

<b>S No.</b>	<b>Item Name/Specification</b>	<b>Unit of Measurement</b>	<b>Qty. Reqd.</b>	<b>Unit Rate (Rs.)</b>
1	<p><b>HP LaserJet Pro 300 color MFP M375nw;</b>  <i>FUNCTIONS Print, Fax, Scan, Copy; AIO MULTITASKING SUPPORTED Yes; DUPLEX PRINT OPTIONS Manual (driver support provided); STANDARD PRINTER LANGUAGES;HP PCL 6, HP PCL 5c, HP postscript level 3 emulation PRINTER MANAGEMENT Windows: HP Device Toolbox, Status Alerts (default install), SNP Alerts (minimum network install), HP Web Jetadmin (download); Mac: HP Utility PRINT SPEED1 Black (Letter): Up to 19 ppm; Color (Letter): Up to 19 ppm; First Page Out2: As fast as 17 sec (black) and 17 sec (color) PRINT RESOLUTION Black (Best): Up to 600 x 600 dpi; Color (Best): Up to 600 x 600 dpi PRINT TECHNOLOGY RESOLUTION HP ImageREt 3600 PRINT TECHNOLOGY Laser NUMBER OF PRINT CARTRIDGES 4 (1 each black, cyan, magenta, yellow) PRINTER SMART SOFTWARE FEATURES HP ePrint, Apple AirPrint™, Wireless Direct Print, Smart Install, HP Auto-On/Auto-Off Technology, Simplified control panel, Compact design HP ePrint CAPABILITY Yes; MOBILE PRINTING CAPABILITY HP ePrint, Apple AirPrint™, Wireless Direct Print, Business Applications DUTY CYCLE (MONTHLY)3 Up to 30,000 pages RECOMMENDED MONTHLY PAGE VOLUME4 Up to 500 to 1,500 pages COLOR SCANNING Yes TWAIN VERSION Version 1.9 SCAN TYPE Flatbed, ADF SCAN RESOLUTION Hardware: Up to 300 x 300 dpi (color and mono, ADF); Up to 600 x 600 dpi (color, flatbed); Up to 1200 x 1200 dpi (mono, flatbed) Optical: Up to 300 dpi (color and mono, ADF); Up to 600 dpi (color, flatbed); Up to 1200 dpi (mono, flatbed) SCAN SPEED5 Black (Normal): Up to 11.5 ipm; Color (Normal): Up to 4.5 ipm BIT DEPTH/GRAYSCALE LEVELS 24-bit/256; SCAN FILE FORMAT PDF, searchable PDF, JPG, RTF, TXT, BMP, PNG, TIFF; SCAN SIZE MAXIMUM ADF: 8.5 x 14 in (216 x 356 mm); Flatbed: 8.5 x 11.7 in (216 x 297 mm);COPY RESOLUTION Black (Text and Graphics): Up to 300 x 300 dpi; Color (Text and Graphics): Up to 300 x 300 dpi COPY SPEED6 Black (Letter): Up to 19 cpm; Color (Letter): Up to 19 cpm; First Copy Out (Color): As fast as 21 sec; First Copy Out (Letter): As fas as 19 sec; MAX NUMBER OF COPIES Up to 99 copies COPIER RESIZE AND ENLARGE 25 to 400% COPIER SETTINGS Number of copies, Reduce/Enlarge, Ligher/Darker, Optimize, Paper, Multi-page copy, Collation, Tray select, Two-sided, Draft mode, Image adjustment, Set as new defaults, Restore defaults FAX RESOLUTION Black (Best): Up to 300 x 300 dpi; Black (Standard): 203 x 98 dpi; Black and White (Fine): 203 x 196 dpi; Black and White (Superfine): 300 x 300 dpi (no halftone); Black Photo Grayscale: 300 x 300 dpi FAX SPEED7 33.6 kbps; Letter: 3 sec per page FAX FEATURES Fax Memory (Letter): Up to 250 pages; Auto Fax Reduction Supported: Yes; Auto-Redialing: Yes; Fax Delayed Sending: Yes; Distinctive Ring Detection Supported: Yes; Fax Forwarding Supported: Yes; Fax Phone TAM Interface Supported: Yes; Fax Polling Supported: Yes (receive only); Fax Telephone Mode Supported: Yes; Junk Barrier Supported: Yes; Maximum Speed Dialing Numbers: Up to 120 numbers; PC Interface Supported: Yes, PC fax send only; Remote Retrieval Capability Supported: No; Telephone Handset Supported: No FAX SMART</i></p>	Each	2	

	SOFTWARE FEATURES Permanent fax memory backup, color faxing, auto fax reduction, auto redialing, delayed sending, fax forwarding, TAM interface, polling, junk barrier, distinctive ring detection, cover page wizard, block fax, billing codes, save and load, poll receive, fax activity reports, dial prefix setting, receive to PC (not available with Macintosh), print fax log; STANDARD CONNECTIVITY 1 Hi-Speed USB 2.0 port, 1 Host USB port (front-panel), 1 Fast Ethernet 10/100Base-TX network port, 1 WiFi 802.11 b/g/n NETWORK CAPABILITIES Via built-in 10/100 Fast Ethernet; Wireless 802.11 b/g/n MODEM 33.6 kbps WIRELESS CAPABILITY Yes, built-in WiFi 802.11 b/g/n; <b>3 years on site comprehensive warranty</b>			
	<b>Buy Back old Printer</b>			
1	<b>ONE LAJERJET 2600N COLOR</b>	Each	1	

**Terms & Conditions:-**

- 3 years on site comprehensive warranty of color Printer cum Scanner with 4 hours call attending support and penalty of Rs.500/- per day in case of default after 24 hours. The color Printer cum Scanner should be repaired or standby be arranged within 24 hours of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied. In case standby is provided, the color Printer cum Scanner should be repaired and provided back within seven days of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied.

**Delivery : C-37, Sector-62, Noida (U.P.)**

Delivery Period Days : \_\_\_\_\_

Validity of Offer : \_\_\_\_\_

Any Special Terms : \_\_\_\_\_

(Please Specify)

Date:

Name and Signature of Bidder  
with Corporate Seal and Mobile  
No.



**ACCEPTANCE CERTIFICATE**

I..... (Designation)..... of (Name of the Company) ..... hereby accept the Terms & Conditions as mentioned in the tender bearing No. PC: 2014-15 (Color Printer cum Scanner) dated **July 28, 2014** for **'Supply, Installation & Commissioning of Color Printer cum Scanner Hardware'** of ICSI.

**Date**

**Name and Signature of Bidder  
with Corporate Seal**