



**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 Line Printer Hardware.

Tender No. : PC: 2017-18 (Line Printer)

Date: 4th August, 2017

Part 'A'

Sealed tenders are invited for supply, installation & commissioning of Line Printer 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 **4th August, 2017 to 18th August, 2017 (till 1.00 PM) on all working days on payment of Rs. 200/-** 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) for which parties would be required to enclose a demand draft of **Rs. 200/-** 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. (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 Line Printer Hardware" due on 18th August, 2017**, should be addressed by name to **Shri D C Arora, Secretary**, 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 3rd floor of Institute's Headquarter & should reach on or before **3.00 PM 18th August, 2017.**

Address:

Shri DC Arora
Secretary
The Institute of Company Secretaries of India
ICSI House, **(IIIrd Floor : Tender Box)**
C-36, Sector -62
Noida – 201309 (UP)

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 21st August, 2017 at 11:00 AM** in the Institute of Company Secretaries of India at ICSI House, C-36, Sector-62, Noida 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 Line Printer, 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 (3) 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 (15) 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. 14,000/- (Rupees Fourteen Thousands only)** for "**supply, installation and commissioning of Line Printer**" 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 Secretary 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 GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any

offer received from the firms/bidder without GST registration details will be summarily rejected.

- c) 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.
- d) 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.
- e) For any details/clarifications, **Shri A K Rath, Director, IT on telephone No. 0120-4522008**, may be contacted.

Date: 4th August, 2017

A K Srivastava
Director (Admin. &Purchase)

**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: 2017-18 (Line Printer)
2017**

Date: August 4,

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. GST registration number along with documentary evidence.
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. Please indicate in full the following details:
 - a) Manpower available - Technical & Non-technical
 - b) 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: 2017-18 (Line Printer)

Date: August 04, 2017

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

S No.	Item Name/Specification	Unit of Measurement	Qty. Reqd.	Unit Rate in Rupees	GST	Other Charges
1	<p><u>Line Printer Lipi : Model : LIPI 6815 with Network Card;</u> Graphic Resolution: 240 dpi Horizontal, 288 dpi Vertical (Max) Print speed: High Speed (Dp) – 2000/1700 Data Processing– 1500/1200 Near letter quality–800/615 Graphics Speed60 x 48 dpi – 250 (6350) 60 x 72 dpi – 167 (4242) 90 x 96 dpi – 83 (2108) Character Pitch(character per inch)5,6,6.7,7.5, 8.6, 10, 12, 13.3, 15,16.7, 17.1, 20 Line Spacing (line per inch) 1.5, 2, 3, 4, 5, 6, 8, 9, 19, 12 MTBF 10000 hours at 25% duty cycle and 25% density of 6800 series Character sets 47 languages and 43 character set Character Style Bold, Italic, Superscript, Subscript, under line ,over line ,strike through Connectivity/ Interfaces USB 2.0 and serial RS- 232 ether net 10/100 base T parallel- IEEE-1284 cenronices of 6800 series Emulation Tally ANSI, Genicom ANSI, 5000/P600/P6000, PGL (TG Version), fx-1180 ,ibm pro-printer QMS CODE V, PCL3,tally dot matrix printer ribbon line standard 8000 pages Paper Type Continuous, Fan folded, edge- perforation Fonts Draft, Data processing, Courier, Gothic (OCR A & B Print width13.6"" (345 mm) Media width3"" (76 mm) to 17 ,"" (432 mm) paper type weight 76 to 432 mm wide 2 to 12 inches (5.08 to 30.48 mm long print copy Up to 6 parts, up to 4 parts for6800 series models Bar Codes Code 39,Code 128, Interleaved 2 to 5, UPC-A, UPC-E, EAN 13, EAN 128, codobar, MSI, PDF-417, Post net, Intelligent mail barcode (IMB) Printer driver Win-7, win-8.1, window 2000, server 2003, server 2008, server 2008 R2, Linux, AIX, SAP Power Voltage AC input range 220-240 v=10 50 hz =2% VAC, 50/60 HZ Power consumption (Energy Star)Less than 14 watts(420w). 3 years on site comprehensive warranty</p>	Each	1			
2	<p>Buy Back old Line Printer Lipi Line Printer T-6215</p>	Each	1			
3	<p>Total Amount (in Words)</p>					

Terms & Conditions:-

- Three (3) years on site comprehensive warranty of Line Printer with 4 hours call attending support and penalty of Rs.500/- per day in case of default after 24 hours. The Line Printer 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 Line Printer 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-36, 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.

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, C – 36,
Sector 62, Noida-201309

Sub: Tender for

Sir,

This is with reference to your tender no: _____ due on _____.
We are interested in participate in the tender / quotation for empanelment of agencies for _____. We declare that :-

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation
Official seal/ stamp
Date: