



TENDER NOTICE
FOR PROCUREMENT OF IT & OFFICE EQUIPMENT
Ref: ATDC/NHO/RP/SMART/05/33/TE- 06 Dated: 04/11/2015

EMD: As given in Terms & Conditions Tender

Fee: 1000.00

Date of Closing: 23/11/2015 at 1100 Hrs.

Date of opening: 23/11/2015 at 1200 Hrs.

CLIENT:

APPAREL TRAINING AND DESIGN CENTER
(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)
P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,
Haryana (India) Phone: 0124-4659511 / 4659507
Fax: 0124-4659500

NAME AND ADDRESS OF TENDERER:

SEAL:

TENDER NOTICE
FOR PROCUREMENT OF IT & OFFICE EQUIPMENT

HOD (RP/PP), Apparel Training Design Centre, P-50, Sec-44, Institutional Area, Gurgaon-122003, on behalf of Competent Authority, invites quotation for supply of IT & Office Equipment on PAN India basis for its ATDC-SMART Centres from registered OEM and their authorised dealers/distributors/Channel Partners/vendors/Firms for the below mentioned items for **HP,SAMSUNG,CANON & Konica Minolta** make. The items details are as follows:

SL No.	Item description	Unit	Qty
1.	LaserJet Printer B/W	Each	165
2.	Flat Bed Scanner	Each	50
3.	Photocopier B/W	Each	20
4.	Photocopier colour	Each	02

Delivery will be given as per the requirement in phases.

SUBMISSION OF TENDER:

Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.

All the pages of the Tender Notice should be signed with the name and designation of the signing authority, with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. **This is important and essential.**

The envelopes superscribed ' **Technical Bid**' should contain the tender form (General terms & conditions, Technical & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any **price implication**.

All envelopes containing the tender should be properly sealed.

The envelope containing **Technical Bid** must contain the **Earnest Money Deposit (EMD) Demand Draft, Bank Guarantee or FDR** and **tender fee of Rs.1000/- (Rupees One Thousand Only)** in the form of **Demand Draft** in the name of **Apparel Training & Design Centre** payable at **Gurgaon (For tender fee only Demand Draft will be accepted)**.



(Dr.R.A.Lal)
HOD (RP/PP)

PART 1
TECHNICAL BID

TECHNICAL BID

1. Cost of tender: **Rs.1000.00** (Non Refundable)

a) Bank Draft (BD) No.:-----

b) Date of issue of BD:-----

c) Name of the issuing authority:-----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----

3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----

4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Bidder is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8.TIN/GST/CST No.-----

9. Annual turnover for the last three year i.e.

2012-2013-----

2013-2014-----

2014-2015-----

10. Experience: (enclosed relevant documents for authentication as undertaken similar projects in past)

11. Details of Earnest Money Deposited:

a) Amount:_____

b) Bank Draft/Bank Guarantee/FDR:_____

c) Date of issue of BD/BG/FDR:_____

d) Name of the issuing authority_____

Place _____ Signature _____

Date _____ Name _____ Seal of the firm

DECLARATION

1. I, ----- Son /Daughter of Shri -----

Proprietor / Partner / Director / Authorized Signatory of -----competent to sign
this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the
best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague /
false information / fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name: _____

Company's Seal: _____

COMPATIBILITY OF ITEMS REQUIRED & QUOTED ITEMS TO BE SUBMITTED ALONG WITH TECHNICAL BID IN BELOW FORMAT:-

SPECIFICATIONS OF PRINTER LASERJET B/W:

SL.No.	Parameters	Specifications of Quoted Item
1.	Print speed black:	18 ppm or more
2.	First page out	As fast as 8.5 sec
3.	Print quality	Up to 600 x 600 x 2 dpi (1200 dpi effective output)
4.	Duty cycle	Up to 5000 pages
5.	Print technology	Laser
6.	Processor speed	200 MHz or better
7.	Connectivity, standard	1 Hi-Speed USB 2.0
8.	Compatibility of operating systems	Windows 8, Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (32-bit/64-bit), Windows Server 2008 (32-bit/64-bit), Windows Server 2003 (32-bit/64-bit)
9.	Paper handling input, standard	150-sheet input tray
10.	Paper handling output, standard	100-sheet output bin
11.	Duplex printing	Manual
12.	Media sizes supported	A4,A5,A6,B5,postcards envelopes (C5, DL, B5)
13.	Power	220-volt input voltage: 220 to 240 VAC (+/- 10%), 50 Hz (+/- 2 Hz), 6 A
14.	Power consumption	360 watts (Printing), 1.4 watts (Ready), 0.9 watts (Auto-Off), 0.6 watts (Manual-Off)
15.	Acoustic pressure emissions bystander (active, printing)	51 dB(A)

	Warranty	As per principal company	
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SPECIFICATIONS OF FLATBED SCANNER:

SL.No.	Parameters		<u>Specifications of Quoted Item</u>
1.	Interface Type	USB 2.0	
2.	Max Supported Document Size	8.5 in x 11.7 in	
3.	Input Type	color	
4.	Grayscale Depth	8-bit (256 gray levels)	
5.	Colour Depth	48-bit color	
6.	Optical Resolution	1200 dpi x 1200 dpi	
7.	Control Panel Buttons Functions	copy, scan	
8.	Scanner Speed Details	15 sec/scan - preview 21 sec/scan - photo - color - 10x15cm 47 sec/scan - OCR - A4	
9.	Compliant Standards	TWAIN	
10.	Supported Document Type	bulk objects (such as books), plain paper	
11.	Frequency Required	50/60 Hz	
12.	OS Required	Microsoft Windows 2000, Microsoft Windows Vista, Microsoft Windows Vista (64-bit versions), Microsoft Windows XP Professional, Microsoft Windows XP Professional x64 Edition	
13.	Min Operating Temperature	50 °F	
14.	Max Operating Temperature	95 °F	
15.	Humidity Range Operating	15 - 80%	
16.	Warranty	As per Principal Company	

SPECIFICATIONS OF PHOTOCOPIER B/W:

SL.No.	Parameters		<u>Specifications of Quoted Item</u>
1.	Warm up time	30 Sec	
2.	Paper Capacity	250 Sheets x 1 Tray	
3.	Printing Technology	Laser - monochrome	
4.	PC Connection Availability	Required	
5.	Counter	6 Digit Digital	
6.	Power Consumption	Maximum 1800 Watt	
7.	Power	AC 230 +/- 10% Volts, 50 Hz	
8.	Tonner Capacity	8000-15000 approx.	
9.	Operating System	Windows 2000, Windows XP, Vista 2000, Windows 7, Windows 10 & Server Versions	
10.	RAM	Minimum 32 MB	
11.	Operation Method	Manual	
12.	Processor	400 MHz & More	

13.	Copier Type	Digital Multifunctional	
14.	Minimum number of copies taken per month	More than 10000	
15.	Copy paper size	A3/A4/A5-R	
16.	Continuous Copy Speed	16-22 copies per minute	
17.	Document Enlargement	50% to 200%	
18.	Copying Resolution	600x600 dpi	
19.	Copy mode	Text,Text/Photo	
20.	Printing Speed	16-22 PPM	
21.	First copy time out	Approx 5-8 sec	
27.	Original Size	A3,A4,B5,A4-R,A5-R,B5-R	
28.	Print Resolution	Upto 600x 600 dpi	
29.	Drivers	Windows 2000, Windows XP 32/64, Windows server 2003/2008 32/64 Bit, Windows Vista 32/64, Linux, Windows 7, 32/64	
30.	Print Technology	Monochrome Laser	
31.	Print Cartridge	Black	
Scan Specifications Standard			
32.	Scan Size	A3,A4	
33.	Scan Resolution	600x600dpi	
34.	Scan Speed	Normal	
35.	Scan Type	Flatbed	
36.	File Format	JPEG, TIFF, XPS, PDF, PDF/A-1b, Compact PDF/XPS	
37.	Accessories	AC Power Cable	
		Suitable stand to be provided if the height of machine is not enough to operate the machine	
38.	Spares	Availability of spares parts and after sales services for 5 years from the date of invoice	
39.	Maintenance kit	Shall be provided by Supplier as per OEM recommendation or by the OEM for Copier/Printer/Scanner	
40.	Warranty	As per principal company	

SPECIFICATIONS OF COLOUR PHOTOCOPIER:

SL.No.	Parameters	Specifications of Quoted Item
1.	Warm up time	28 Sec
2.	Paper Capacity	250 Sheetsx2 Trays
3.	Printing Technology	Laser - monochrome
4.	PC Connection Availability	Required
5.	Feeder	Automatic Document Feeder/RADF
6.	Network Type	Ethernet 10 Base T/100 Base TX
7.	Counter	6 Digit Digital
8.	Power Consumption	Maximum 1800 Watt
9.	Power	AC 230 +/- 10% Volts,50 Hz
10.	Tonner Capacity	8000-15000 approx
11.	Supported Protocol	TCP/IP(IPv4/IPv6), NetBEUI,LPD;RAW;SMTP;POP3;FTP;SMB;LDAP; NTLM,SNMP(V1/V3);HTTP(S)IPP;I

		PP over SSL; WSD(Print /Scan)	
12.	Operating System	Windows 2000, Windows XP, Vista 2000, Windows 7, Windows 10 & Server Versions	
13.	RAM	Minimum 64 MB	
14.	Operation Method	Touch Panel/Manual	
15.	Processor	400 MHz & More	
16.	Copier Type	Digital Multifunctional	
17.	Minimum number of copies taken per month	More than 3000	
18.	Copy paper size	A3/A4/A5-R	
19.	Continuous Copy Speed	18-22 copies per minute	
20.	Document Enlargement	25% to 400%	
21.	Copying Resolution	600x600 dpi	
22.	Copy mode	Text,Text/Photo	
23.	Out Put	Duplex	
24.	Duplex Printing	Automatic/Manual	
25.	Printing Speed	18-22 PPM	
26.	First copy time out	Approx 3-5 sec	
27.	Original Size	A3,A4,B5,A4-R,A5-R,B5-R	
28.	Print Resolution	Upto 1200x1200 dpi	
29.	Network Printing	Yes	
30.	Print Language	PCL6,Post Script,XPS,PDF	
31.	Drivers	Windows 2000, Windows XP 32/64, Windows server 2003/2008 32/64 Bit, Windows Vista 32/64, Linux, Windows 7, 32/64	
32.	Print Technology	Monochrome Laser	
33.	Interface	Ethernet (10/100 base-T/Wireless LAN)	
34.	Print Cartridge	Black	
35.	Network Protocols	TCP/IP, IPX/SPX, NetBIOS, Apple Talk, Ether Talk	
	Scan Specifications Standard		
36.	Scanner Mail Transmission	Yes	
37.	Scan Size	A3,A4	
38.	Scan Resolution	600x600dpi	
39.	Scan Speed	20-25 ppm	
40.	Scan Type	Flatbed,ADF	
41.	File Format	JPEG, TIFF, XPS, PDF, PDF/A-1b, Compact PDF/XPS	
42.	Authentication	LDAP,SMTP, Windows Domain	
43.	RADF Capacity	up to 100 sheets	
44.	Duplex Scanning	Automatic/Manual	
45.	Network Printer & Scanner	Required	
46.	Accessories	AC Power Cable	
		Min 5 Mtr long network cable	
		Suitable stand to be provided if the height of machine is not enough to operate the machine	
47.	Spares	Availability of spares parts and after sales services for 10 years from the date of invoice	
48.	Maintenance kit	Shall be provided by Supplier as per OEM recommendation or by the	

		OEM for Copier/Printer/Scanner	
49.	Warranty	As per principal company	

TENDER DETAILS

Name of organization	Apparel Training & Design Centre		
Location	Apparel Training & Designing Centre, NHO Paridhan Vikas Bhawan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Scope of Work	Supply of IT & Office Equipments.		
TENDER reference	ATDC/NHO/RP/SMART/05/33/TE-06 Dated:04/11/2015		
Contract value	Estimated Value	EMD	Performance Security
	Rs.30,00,000.00	As given in Terms & Conditions	(After finalization of contract)
Type of bid	TWO Bid (Techno- Financial Bid)		
Announcement Date	04/11/2015		
Closing Date/Time	23/11/2015 at 1100 Hrs.		
Opening Date/Time	23/11/2015 at 1200 Hrs.		
Name of Person in Contact	Dr.R.A.Lal / Rakesh Kumar Balyan		
Designation	HOD (RP/PP) / Purchase Officer(RP)		
Address	Apparel Training & Designing Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Email	lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in		
Phone	0124-4659-511 / 507		
Fax	0124-4659-500		



(Dr.R.A.Lal)
HOD (RP/PP)

Term & Conditions

Price: The price quoted for each item should be inclusive of all taxes, installation, commissioning & freight Charges. The price shall be quoted separately for each item in the given format only. The delivery shall be effected as per delivery schedule **(to be specified with the P.O.)** in the Centres pan-India.

Tender Fee & EMD: Tender fee and EMD shall invariably be submitted by all the bidders **irrespective of their registration status** with any organization. Item wise EMD is given as under:-

SL No.	Item description	Estimated Value ₹	EMD Amount ₹
1.	LaserJet Printer B/W	12,00,000.00	24,000.00
2.	Flat Bed Scanner	3,50,000.00	7,000.00
3.	Photocopier B/W	9,00,000.00	18,000.00
4.	Photocopier colour	5,50,000.00	11,000.00
	Tender fee		1,000.00

Validity of Quote: Quotes must be on company letter head and should be valid for minimum 180 days. Quotes having validity lesser than 180 days would not be considered. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable.

Minimum Order Quantity (MOQ): Purchase Order would be released against quantity as & when required for rate contracted item. Condition of **Minimum Order Quantity (MOQ)** from the side of vendor shall not be accepted in any case.

Rejection of quote: Quotes forwarded through email or by fax shall be summarily rejected. Sealed Tender should be dropped in tender box kept for the purpose at the reception.

Awarding of Contract: Item wise contract shall be awarded to the successful bidder. No claim for awarding contract for all tendered items shall be entertained from any successful bidder. The decision of ATDC shall be final towards finalization of contract. Further, the decision of Core Purchase Committee towards the selection of **Make & Model** of the product to be procured, shall be final.

Payment Terms: Payment will be made in maximum 30 days after successful installation of goods. Payment terms such as "100% advance", "100% against delivery" will not be accepted.

Warranty: Warranty as per principal company/OEM from the date of Invoice would be submitted towards manufacturing defects etc. If any part found defective, the supplier would arrange free replacement immediately at suppliers cost and risk. During this period the entire service support would be free.

Installation: The approved Authorized Agent / OEM would make available a technical person for successful installation & commissioning of item at ATDC-SMART Centre as per the enclosed list. The Place of installation is tentative and may be changed without assigning reason. There has to be a nominated person to coordinate with ATDC, NHO Gurgaon.

Instruction Manuals & Accessories: Each item should have instruction manual; tool Kit including standard accessories which may be handed over to the authorized ATDC-SMART Centres staff at the time of installation of the item. The function of gadget will be demonstrated to ATDC faculty after the installation. The installation will be considered as complete only when the Gadget is shown as fully functional and certified so by the Centre head.

Packing & Forwarding: The packing of each item should be of international standard to avoid transit damages up to our all ATDC-SMART Centres including insurance.

LD Clause: The seller will pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of equipment overdue for each of the first four full weeks and @1% for each subsequent full weeks of delay thereafter. However the total amount of penalties shall not exceed 10% of the cost of the value of the equipment delayed. Should the delay be more than three months ATDC may exercise the right to cancel the unfulfilled part of the contract. The seller/vendor undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.

Bid security: against the estimated value of tendered items bid security of ₹ 60,000.00 should be deposited along with the quote by means of Account payee Demand Draft drawn on any of the commercial banks favouring "Apparel Training & Design Centre" payable at Gurgaon. **If a bidder is not willing to quote for all items, the EMD should be calculated @ 2% of estimated value of the quoted item(s) and submitted along with bid.**

In case successful bidder declines the offer of contract for whatsoever reasons; the EMD submitted by successful bidder would be forfeited.

Performance Security Deposit: The performance security shall be deposited by the bidders whom the contract is awarded by means of Demand Draft/Bank Guarantee drawn on any commercial bank. The Performance Security shall be calculated @ 5-10% of total contract value and communicated to the vendor/firm accordingly. In case Performance Security is deposited by means of bank guarantee, it should be valid for the year (s) equivalent to warranty period from the date of invoice with a claim period of further three months.

Canvassing: Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.

The firm/vendor blacklisted by any government organization is not eligible to participate in the tendering process.

Arbitration: In case of any dispute the same will be solved by means of arbitration, within New Delhi jurisdiction only.

Clarifications: if any may be obtained through email lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in or telephonically on 0124-4659-507/511.

The envelope containing quotes should be sealed and super scribed as:

- (i) Tender Ref No. ATDC/NHO/RP/SMART/05/33/TE- 06 Date: 04/11/2015.
- (ii) Tender for: Supply of IT & Office Equipments.
- (iii) Closing date: 23/11/2015 at 1100 Hrs.
- (iv) Opening Date: 23/11/2015 at 1200 Hrs.

Late bids will not be considered.

The bids should be addressed to:

HOD (RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003



(Dr.R.A.Lal)
HOD (RP/PP)

PART 2
FINANCIAL BID

FINANCIAL BID

The bidders shall quote rates in figures as well as in words for items given in Abstract of Cost. The tenderers shall also work out the total amount of his offer and same should be written in figures as well as in words. The rebate, if any, quoted by the Bidder should be entered in the column provided for rebate and amount after rebate shall be worked out and to be entered in price bid in figures as well as in words by the tenderer.



(Dr.R.A.Lal)
HOD (RP/PP)

FINANCIAL BID FORMAT
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,
HOD (RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF QUOTES AGAINST
TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-06 Dated: 04/11/2015

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Item description	Unit	Qty	Cost per unit	Total Value
1.	Laser Jet Printer B/W Make: Model:	Each	165		

Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.

Delivery Period: -----

Payment terms: -----

Warranty/guarantee: As per Principal Company/OEM.

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory
With rubber stamp)

FINANCIAL BID FORMAT
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,
HOD (RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF QUOTES AGAINST
TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-06 Dated: 04/11/2015

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Item description	Unit	Qty	Cost per unit	Total Value
2.	Flat Bed Scanner Make: Model:	Each	50		

Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.

Delivery Period: -----

Payment terms: -----

Warranty/guarantee: As per Principal Company/OEM

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory
With rubber stamp)

FINANCIAL BID FORMAT
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,
HOD (RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF QUOTES AGAINST
TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-06 Dated: 04/11/2015

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Item description	Unit	Qty	Cost per unit	Total Value
3.	Photocopier B/W Make: Model:	Each	20		

Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.

Delivery Period: -----

Payment terms: -----

Warranty/guarantee:As per Principal Company/OEM

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory
With rubber stamp)

FINANCIAL BID FORMAT
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,
HOD (RP/PP),
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF QUOTES AGAINST
TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-06 Dated: 04/11/2015

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Item description	Unit	Qty	Cost per unit	Total Value
4.	Photocopier Colour Make: Model:	Each	02		

Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.

Delivery Period: -----

Payment terms: -----

Warranty/guarantee: As per Principal Company/OEM

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory
With rubber stamp)