



A Don Bosco Institution (Estd. 1934)
Re-Accredited Grade "A"
College with Potential for Excellence (awarded by UGC)
Affiliated to NEHU (A Central University)
UGC Recognised & AICTE Approved

ST ANTHONY'S COLLEGE

SHILLONG 793 001

MEGHALAYA - INDIA

Phones: (0364) 2222558 2223558

Fax: 2229558

E-mail: principal@anthonys.ac.in

albertlongly@gmail.com

website: www.anthonys.ac.in

Principal

Ref. No. SAC/ALD/181/17-03

Dated: 15 June 2017

NOTICE INVITING TENDER

E-Tenders along with illustrated literature/leaflets for the supply/execution of item(s)/stores/work detailed below are invited in two-bids system of reputed Brand/Make through 'e' procurement solution only as per the guidelines and terms & conditions given in tender document - details of the St. Anthony's College Shillong, along with terms & conditions, specifications etc. can be seen/downloaded at/from the website. The interested tenderers should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids – all duly signed - on the: <https://www.anthonys.ac.in> latest by 04/07/2017 up to 2.30 P.M. An index prepared after pagination of all documents and enclosures may also be uploaded and the technical bids will be opened online on the same date 04/07/2017 at 3.00 P.M for only those bidders whose FDR/B.G/DD only for EMD of Rs.15,000.00 amount in sealed envelope in favour of Principal, St. Anthony's College Shillong, is dropped in Tender Box placed in the office of Principal, St. Anthony's College Shillong, in the presence of the bidders who wish to be present and also displayed on the website and the financial bids of eligible firms shall be opened as per committee recommendation. For participation in the tender through e-procurement solution, the tenderers are required to have digital certificate and get registered with application Service Provider NIC.

Tender document is also available for viewing on the website of St. Anthony's College Shillong, at <https://www.anthonys.ac.in>.

Yours Faithfully


Principal

St Anthony's College

Shillong

St. Anthony's College

Shillong - 793001

Meghalaya - India



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- 1. Scope of Work:** Supply, Installation and testing of multi-purpose printer
- 2. Cost:** As per government approved rates
- 3. Technical specification:** as per the table below
(Required Number = 1 Nos)

Type	Reader, Printer Separated, Desktop	
Maximum Original Size	A3	
Copy Sizes	Cassette:	305 x 457mm, A3, A4, A4R, A5R, B4, B5, B5R Custom Size 139.7 x 182mm to 304.8 x 457.2mm Optional Envelope Feeder, No.10 (COM10), Monarch, DL, ISO-C5
	Stack Bypass:	A5R - SRA3 (320 x 450mm), Envelopes Custom Size 99 x 140mm to 320 x 457mm
Resolution	Reading:	600 x 600dpi
	Copying:	600 x 600dpi
	Printing:	1200 x 1200dpi (text / line only)
Copy / Print Speed	A4 (B&W / Colour):	35 / 30ppm
	A3 (B&W / Colour):	20 / 18ppm
Magnification	Zoom:	25 - 400%
	First Copy Time	Black-and-White: 5.4secs. Full Colour: 8.1secs.
Warm-Up Time	31 seconds	
Multiple Copies / Prints	1 to 999 sheets	
Duplexing	Standard automatic stackless	

Paper Weight	Cassette:	52 to 220gsm
	Stack Bypass:	52 to 256gsm
Paper Capacity	Standard:	550 sheets x 2 cassettes (80gsm) Stack Bypass: 100 sheets (80gsm)
	Optional:	550 sheets x 2 cassettes (80gsm)
	Paper Deck:	2,700 sheets (80gsm)
	Total capacity:	5,000 sheets
CPU	1.66GHz	
Memory	Standard:	2GB RAM
	Maximum:	2.5GB RAM
Hard Disk Drive	Standard:	160GB (Available Disk Space: 15GB)
	Maximum:	1TB (Available Disk Space: 629GB)
Interface Ethernet	(1000BaseT / 100Base-TX / 10Base-T)	
Power Supply	220-240V AC, 50 / 60Hz	
Power Consumption	1.8kW max. (C5255 / C5250), 1.3kW max. (C5240 / C5235)	
Dimensions (H x W x D)	Only the Main Unit:	800 x 620 x 700mm
	With the Duplex Colour Image Reader Unit-E1:	950 x 620 x 715mm
	With the Colour Image Reader Unit-F1:	931 x 620 x 712mm
	With the Colour Image Reader Unit-F2:	831 x 620 x 700mm
Weight	Only the Main Unit:	Approximately 139kg
	With the Duplex Colour Image Reader Unit-E1:	Approximately 153kg
	With the Colour Image Reader Unit-F1:	Approximately 148kg
	With the Colour Image Reader Unit-F2:	Approximately 144kg
Print Specification		
PDL	UFR II (Standard), PCL 5c/6 (Optional), Adobe PostScript 3 (Optional)	
Resolution	1200 x 1200dpi (Text / Line only), 600 x 600dpi	
Memory	2GB (Uses Main unit RAM)	
Hard Disk	Standard 160GB (Available Disk Space: 15GB)	
CPU	Canon Custom Processor, 1.2GHz (Uses Main unit CPU)	

Supported OS	PCL:	Windows Server2003 / Vista / Server2008 / Windows 7 / 8 / 8.1 / 10
	Adobe PostScript 3:	Windows Server 2003/ Server 2008 / Server 2012 / Vista / Windows 7 / 8 / 8.1 / 10, Mac OSX (10.5 or later)
UFR II	Windows Server 2008 / Server 2012 / Vista / Windows 7 / 8 / 8.1 / 10 / Linux, Mac OSX (10.5 or later)	
Mac-PPD	Mac OS 9.1 or later, Mac OSX (10.2.8 or later)	
Interface	Ethernet (1000Base-T / 100Base-TX / 10Base-T), USB2.0	
Network Protocol	TCP / IP (LPD / Port9100 / WSD / IPP / IPPS / SMB / FTP), IPv6, IPX / SPX (NDS, Bindery), AppleTalk	
Pull Scan	Network TWAIN Driver (75 to 600dpi 24 bits colour / 8 bits grayscale / 2 bits Black & White)	
Send Specification (Standard)		
Scan Resolution	100 x 100dpi, 150 x 150dpi, 200 x 100dpi, 200 x 200dpi, 200 x 400dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi	
Destinations	E-Mail / Internet FAX (SMTP), PC (SMB, FTP), iWDM, WebDAV	
Address Book	LDAP, Local (Max.1800)	
File Format	TIFF, JPEG, PDF, XPS, High compression PDF / XPS, PDF / A-1b, Optimize PDF for Web	

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER NOTIFICATION NO: -----

Phone No: -



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Dated: 15 June 2017

3. Eligibility Criteria

- 3.1 The bidder must be a manufacturer/supplier of assembled computers, printers and accessories for the last five years.
- 3.2 The bidder's annual sales turnover from sale of computers and accessories and other electronic goods within India should be above Rs.5 crores per fiscal year for the last three fiscal years 2014-15, 2015-16, and 2016-17. Bidders must submit audited balance sheet or CA certificate to substantiate their claim.
- 3.3 Bidder should be an ISO 9001 certified Company with latest ranks/grades/scores. The bidder should enclose a copy of quality certificate from a recognized institution for their services, products, goods, facilities anywhere located in INDIA or abroad. This certification should be from any globally recognized institution.
- 3.4 The bidder must have country wide infrastructure support in the form of direct service centre or authorized service centre in at least 22 states/UTs including at least three in the north eastern states. The information should be furnished as per format given in the Technical Details Performa (Annexure-B). In case of authorized service centre, the bidders must submit the agreement copy of service support for quoted product between authorized service provider & bidders. If agreement not submitted along with the bid, tender bid may be rejected.
- 3.5 The bidders should have a valid VAT/ST/CST/GST, Service Tax registration number and PAN for the bidder's firm.
- 3.6 Attested copies of Articles of Association (in case of registered firm), Byelaws and certificates for registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm) also must be submitted along with the technical bid.
- 3.7 The bidder shall submit a certificate (self-certified on letter head) that the firm has not been black listed by any institution of the State/Central Government in the past.
- 3.8 The bidders must submit signed copy of tender document and corrigendum if any or self-declaration letter that he/she has read and understood all tender terms &

conditions and all tender conditions are acceptable to him/her, as token of acceptance of all tender terms & conditions.

The Bidders are requested to furnish documents to establish their eligibility for each of the above clauses. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, should be highlighted. If tender were not accompanied by all the above documents mentioned, the same would be rejected. Undertaking for subsequent submission of any of the above document will not be entertained.

However, St. Anthony's College, Shillong, reserves the right to seek fresh set of documents or seek clarifications on the already / submitted documents. All documents should be submitted electronically in PDF format. However, Financial Bid should be submitted in word document format arranged in proper tabular forms accordingly. Upon verification, evaluation / assessment, if in case any information furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.

THE BID SUBMITTED BY ANY BIDDER NOT FULFILLING THE ELIGIBILITY CONDITIONS / CRITERIA STIPULTED ABOVE, WILL NOT BE CONSIDERED

TENDER FORM

The Principal
St. Anthony's College Shillong
Bomfyle Road
Shillong 793001
Meghalaya

We the undersigned (herein after called as manufacturer or their authorized distributors only) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the St. Anthony's College Shillong, or officer acting on his behalf.

Date this _____ Day
of _____
Signature of Contractor

Address _____



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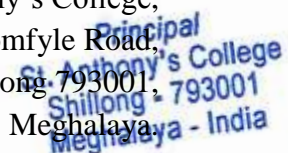
Dated: 15 June 2017

Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:

- 1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the: <https://www.anthonys.ac.in>.
- 2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats displayed at: <https://www.anthonys.ac.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://www.anthonys.ac.in>. in support of their price bids. The bidder shall sign on all the pages of tender document and all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office Principal, St. Anthony's College Shillong, along with original EMD. An index prepared on a separate page should also be uploaded after pagination of tender document. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.
- 3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the DD/B.G./Fixed Deposit Receipt only of a scheduled bank issued in favour of Principal, St. Anthony's College Shillong, Photo copy of the FDR/B.G is to be scanned and uploaded along with the bid, and the original B.G/FDR shall be sent to ST. ANTHONY'S COLLEGE SHILLONG so as to reach before the date & time of closing of the bids. Failure to furnish the original B.G/FDR before the closing of the bid will entail rejection of bid and blacklisting.
- 4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://www.anthonys.ac.in> which can be seen by all the bidders who participated in the tenders.

5. **Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
6. **Payment of Performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of the value starting from 5% of the cost of the items for a period of 60 days beyond the warranty period from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipment. In case the performance of the items is not found satisfactory, the amount of bank guarantee will be forfeited & credited in College account.
7. **Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids: (i) Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii) Bidders can visualize the process online.
8. **Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.


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TERMS AND CONDITIONS TENDER FORMS ARE NOT TRANSFERABLE

PROCEDURE FOR SUBMISSION OF BIDS: The bidders who are desirous of participating in 'e'- procurement shall submit their technical and price bids in the standard formats displayed at: <https://www.anthonys.ac.in> The bidder should upload the scanned copies of all the relevant certificates, documents etc. after page-numbering all documents and tender document and prepare an index thereof in the: <https://www.anthonys.ac.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Principal, ST. ANTHONY'S COLLEGE SHILLONG along with original EMD.

1. The Competent Authority of the College does not bind himself to accept the lowest or any tender.
2. ALTERATION IN THE SPECIFICATION. (i) The specifications mentioned/issued with this form of tender must not be altered by the Suppliers.
3. INCOMPLETE TENDERS Tender will not be considered if complete information is not given at the time of tendering or if the particulars and data (if any) asked for are not given.
4. CANCELLATION OF TENDER/ CONTRACT/ IN PART OR IN FULL IN CASE OF DEFAULT IN CONTRACT/SUPPLY: If the Supplier, in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days' notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
5. Tender shall be uploaded as per guidelines indicated for e-procurement solution.


6. Demonstration of equipment/furniture has to be arranged by the suppliers, the sample of the items shall be produced at the time of technical bid opening.
7. The quotation should be valid for a period of one year from the date of opening of the tender. Rate Contract can be further extended for a period of one year on the same rates and terms and condition subject to satisfactory performance and mutual agreement for the same.
8. Rates are to be quoted in INR (Rupee terms) only and any revision thereof is not allowed after the tenders have been opened.
9. The delivery period should be clearly mentioned against each item, in case, the items are not readily available; ex-stock offer will be preferred.
10. Rates should be quoted F.O.R Institution. Sales tax/VAT/Octroi, Custom duty and other taxes leviable, should be mentioned clearly indicating whether these are to be charged extra or included in the quoted price.
11. Consignment will not be insured at the Institute Cost.
12. Preference will be given to quotation pertaining to indigenous products. However, where suitable substitutes are not available and item need to be imported the following clarification / information should be given. (i)Whether the item will be imported by the intended tenderers against its own import license or College will have to provide Custom Exemption Certificate (CDE). (ii)Name and address of the foreign supplier. (iii)Break up of CIF, and duty (if paid) should be given along with service charges if any. (iv)Delivery period including information about mode of dispatch and possible duration (after dispatch) for receipt of item at the port. (v) Whether the item required any special preparation for installation. In case yes, full details should be given regarding operation maintenance of the items. (vi)In case of costly/sophisticated items whether the tenderers will arrange any special training regarding operation / maintenance of the items. (vii)Nature of assurance for the supply of spares after the warranty period.
13. The payment will be made within 30 days after the successful demonstration/installation of the equipment. Rejected items/goods should also be removed within 30 days after which no responsibility will be accepted by College.
14. Conditional quotations and/or incomplete quotations in any respect will be rejected.
15. In case you cannot quote for one or more of the items asked for in the tender the word "NOT QUOTED" (in the rate column) should be indicated.

16. The specification of the item quoted by the firm should confirm to the College specification. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the College, the exact specification of such item should be attached with the tender indicating the item quoted.
17. The Firm is required to link the College specifications with catalogues & leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
18. EARNEST MONEY: - EMD should be attached with the technical bid. The EMD shall be in the form of the scheduled bank Fixed Deposit Receipt /BG/DD only of a scheduled bank issued in favour of Principal, St. Anthony's College Shillong, Photo copy of the B.G/FDR/D D is to be scanned and uploaded along with the bid, and the original BG/FDR shall be sent to ST. ANTHONY'S COLLEGE SHILLONG so as to reach before the date of closing of the bids. Failure to furnish the original BG/FDR/DD before the closing of the bid will entail rejection of bid and blacklisting. If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited. Any tender received without / less Earnest Money deposit shall be summarily rejected.
19. The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
20. The supplies shall have to be made within the period specified in the purchase order failing which the order shall be cancelled and the Earnest Money will be forfeited. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material will be considered. Extension in supply period is at the sole discretion of the competent authority.
21. Service manuals, wherever available/ required, should be provided along-with the Equipment.
22. A WARRANTY certificate should invariably be supplied along with the item at the time of delivery. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
23. The Competent Authority reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, the College reserves the right even to cancel the order and forfeit the EMD of the firm/ tenderer.

- 24. PERFORMANCE SECURITY DEPOSIT:** - The successful tenderer shall furnish Performance Security Deposit of the value of 10% (Rs.30,000.00) of the cost of the item in the shape of Bank Guarantee/FDR etc. from a nationalized bank pledged to Registrar, ST. ANTHONY'S COLLEGE SHILLONG, for a period of 60days beyond the warrantee period to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipment. In case the performance of the item is not found satisfactory, the amount of bank guarantee will be credited in College account.
- 25. DEFAULT:** - In the event of default and unsatisfactory service of the contractor/Supplier firm, the ST. ANTHONY'S COLLEGE SHILLONG will be at liberty to repair/get the item serviced from other party at the cost of supplier/contractor/ tenderer.
- 26.** In case of software items, the suppliers should ensure that: - i. Legal software is supplied in original sealed pouches / P. K. T. ii. A license agreement is enclosed with it. iii. A registration card is available for software.
- 27. FAILURE AND TERMINATION:** - If the Contractor / Supplier fails to deliver the stores or any instalment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, St. Anthony's College, Shillong may without prejudice to the right of the purchaser recover damages for breach of the contract.
- 28.** The technical & financial bids of only those bidders will be opened who fulfil the eligibility criteria and the required whose documents are found in order. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.
- 29.** For any query/clarification in r/o technical aspect of the enquiry, Officer in Charge, ST. ANTHONY'S COLLEGE SHILLONG may be contacted.
- 30.** The Rate contract will be valid for period of one year from date of opening bid and Rate Contract can be further extended for a period of year on the same rates and terms and Condition subject to satisfactory performance and mutual agreement for the same.
- 31.** The College reserves the right at the time of award of PO/Contract to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, the quantities in the PO/Contract may be enhanced by 30% within the delivery period.
- 32.** The firms having brand name and model Number should clearly be mentioned in the bids.

33. The firm should have ISO certification.
34. The firms/bidders must have three year experience to supply the furniture to the Govt. Deptt./PSU/autonomous body.
35. The bidder should be registered with the Meghalaya VAT Department and carry a valid Tax Identification Number issued by it to ensure that the delivery of goods is made from Meghalaya against a sale invoice issued from Meghalaya only.
36. The vender/firm is not black listed by the any Govt. department/PSU/autonomous body etc. Under taking in letter pad/head should be attached.
37. In case of dispute, Jurisdiction will be Shillong only.

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TECHNICAL BID AND CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID**(A) PROFILE**

1	Name of the Tenderer (In block letters)	
2	Status of the firm i.e. Public Ltd/ Pvt. Ltd /Partnership firm or Proprietorship firm.	
3	Name of the Director/Partner/Proprietor/ Authorized Signatory of the firm	
4	Complete address of the Firm with Phone No.	

(B) OTHER DETAILS: Compulsory document for technical bid Evaluation (Non submission may lead to Rejection)

S.No	Particulars of documents	Page no.	No. of pages
1	Proof of EMD in Shape of FDR/ B G/D.D (mention amount with instrument number and date)		
2	Proof of PAN No. attached (mention No.....)		
3	Proof of VAT/Sales Tax Registration No and VAT Return copy of fourth quarter for last three financial year date of tender. (January to March).(13-14,14-15 and 15-16)		
4	Brochure/Leaflets/Technical Information, including Make & Model, Imported/Indian of the item(s)		
5	UNDERTAKING as per page No. 2 of Tender Document, duly signed by vendor.		
6	Detailed Technical specifications, Terms & Conditions and Delivery period etc. to be submitted on firm's letter head		
7	P.Os Copies having supplied Lab /Office Furniture items, order copy of last 3 financial years from the date of tender. (Any Govt. Deptt. /PSU/ autonomous body/ etc.)		
8	Firm must have ISO certification		
9	The vender /firm is not black listed by the any Govt. Deptt. /PSU/ autonomous body etc. Under taking in letter pad/head.		

All documents to be submitted with pagination