

E - Tender

For

**Canon Image Runner Monochrome Laser
Photocopier for Export-Import Bank of India,
Mumbai**

Tender Reference No: IT/EXIM/RFP/2018-19/019

Ph: 022-22172410

E-Mail: dharmendra@eximbankindia.in

**Head Office: Center One Building, 21st Floor, World Trade Centre Complex,
Cuffe Parade, Mumbai – 400 005.
Ph. 022-22172600, 2410
E-Mail: dharmendra@eximbankindia.in**

TENDER DOCUMENTS FOR	Procurement of Canon Photo Copier machines at Exim Bank Office, Mumbai
TENDER DOCUMENT COST	NIL
Last date for acceptance of Tender Document fee	NIL
EMD Amount	Not Applicable
Date of Online Notice	04 th September 2018, 15.00 Hrs
Document Downloading Start Date	04 th September 2018, 15.00 Hrs
Document Downloading END Date	10 th September 2018, 14.00 Hrs
Last Date and Time For Submission	10 th September 2018, 15.00 Hrs.
Opening Of Tender	10 th September 2018, 17.00 Hrs
Place of Receipt of Tender	https://eximbankindiatenders.procuretiger.com

e-Tendering / Electronic Tendering / Web Tendering / Online Tendering is the simulation of the manual tendering process on the internet. i.e., the eligible bidders / tenders can log on to the internet site specified using a unique user name & password and place their Technical & Commercial bids. The eligible bidders will be trained by M/s e Procurement Technologies Ltd. (Abc Procure) personnel on the methodology of submitting the bids online using a special digital signature/electronic key / password at the date and time specified. The bids placed by the tenderers are confidential and will be opened by the authorized EXIM Bank officials. No other person can gain access to the information regarding the bids, which is confidential in nature.

Minimum requirement:

1. Computer/Laptop with internet connection
2. Operating system – Windows XP Service pack -3 / VISTA/ WINDOWS 7
3. Digital certificate -Class II or III, Signing + Encryption, and it should be organizational certificate.

CONTACT INFORMATION FOR E-TENDER PROCESS

Vendor registration can be done online by opening Website:

<https://eximbankindiatenders.procuretiger.com>

Click on “New Bidder Registration” link, create User Id and Password and attach your Digital certificate. For any clarification kindly contact

e-Procurement Technologies Limited
A- 801 – Wall Street - II,
Opposite Orient Club,
Nr. Gujarat College, Ellis Bridge,
Ahmedabad – 380 006.
Gujarat State, India

Phone: +91 (79)-40270566/567/579/580/582/590
Fax: +91 (79) 40230847

E-Tendering Process Compliance Statement

The following terms and conditions are deemed as accepted by you for participation in the bid event:

1. The price once submitted cannot be changed.
2. Technical and other non-commercial queries (not impacting price) can be routed to the respective contact personnel of EXIM Bank indicated in the tender document. Bidding process related queries could be addressed to M/s e Procurement Technologies Ltd personnel indicated in the tender document.
3. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of M/s e Procurement Technologies Ltd or the EXIM Bank. However, M/s e Procurement Technologies Ltd, shall make every effort to ensure availability of technology resources to enable continuous bidding.
4. M/s e Procurement Technologies Ltd does not take responsibility beyond the bid event. Order finalization and post order activities would be transacted directly between bidder and the EXIM bank.
5. Bids once made cannot be withdrawn or modified under any circumstances.
6. EXIM Bank can decide to extend or reschedule or cancel an e-tendering.
7. The bidders are advised to visit <https://eximbankindiatenders.procuretiger.com> for any corrigendum etc.

I / We have read, understood and agree to abide by the e-tendering process compliance statement.

Date Organization

Name Designation

Seal and Signature of the Bidder/s not required since the document is Digitally Signed.

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QUOTATION BID NOTICE

1. Export-Import Bank of India (EXIM Bank), a corporation established under the Act Export-Import Bank of India, 1981 and having its registered office at 21st Floor, World Trade Centre Complex, Cuffe Parade, Mumbai 400 005 invites bids from eligible bidders for the supply of **Canon Image Runner IR ADV 6555i Monochrome Laser Machine**.
2. The mode of tendering is through e-Tendering. E-Tendering is the process by which the physical tendering activity is carried out using internet and associated technologies in a faster and secure environment.
3. Vendor registration can be done online by opening Website: <https://eximbankindiatenders.procuretiger.com> Click on “New Bidder Registration” link, create User Id and Password and attach your Digital certificate.
4. Tender document will be allowed for download from above web site after successful vendor registration (hard copies of the tender document will not be provided) and submission of tender document cost.
5. The tender document cost not applicable.
6. **CONTACT INFORMATION FOR E-TENDER PROCESS**

e-Procurement Technologies Limited A- 801 – Wall Street - II,
Opposite Orient Club,
Nr. Gujarat College, Ellis Bridge, Ahmedabad – 380 006.
Gujarat State, India

Phone: +91 (79) 40230 813/14/16/18/03
Fax: +91 (79) 40230847
7. EXIM Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for.

ELIGIBILITY CRITERIA

- Only Exim Bank **Canon Empaneled vendors** for the Financial Year 2018-19 and 2019-20 are eligible to participate in this tender
 - The bidder must deliver all hardware across Exim Bank offices in India
 - The bidder should replace entire unit within 7 working days for any faulty hardware/software issues in the supplied unit.
 - The Bidder must deliver the Canon product within Four Weeks from date of Purchase Order. The Bank will charge penalty as 1% of the order value on per day basis for late delivery.
 - The Product quoted price Validity should be 90 days from tender opening date.
 - Vendors need to supply above mentioned hardware anywhere in India without any additional charge during price validity period.
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1. Ahmedabad 2. Bangalore 3. Chandigarh 4. Chennai
 5. Guwahati 6. Hyderabad 7. Kolkata 8. New Delhi 9. Pune

Mandatory Information

Required for Prequalification of the Tenderer

I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Sr. No.	Particulars	Details
1.	Name of the Firm	
2.	Name of the Proprietor, Partners/Directors	
	A (Mobile No.)	
	B (Mobile No.)	
3.	Office Telephone Nos.	
	a.	
	b.	
	c.	
4.	Head Office Address	
5.	Email Address a.	
	b.	
6.	Year of Establishment	
7.	Registration No.& Date of Registration.	
8.	Status Of Firm. (Proprietor/Partnership/Co. etc.)	
9.	Name of Bankers	
	a.	
	b.	
10.	PAN Card No.	
11.	Sales Tax No.	
12.	GSTIN	
13.	Service Tax No.	

Seal and Signature of the Bidder/s not required since the document is digitally Signed.

Date:

Place:

Note:

Please upload scanned copies of the above mentioned documents with sr. nos. marked on it.

TENDER FORM

Mr. Dharmendra Sachan
General Manager
Export- Import Bank of India
21st Floor, Centre One, World Trade Centre.
Cuffe Parade, Mumbai 400 005

Dear Sirs,

Ref: **Procurement of Canon Image Runner IR ADV 6555i Monochrome Laser Machine.**

Ref.No: IT/EXIM/RFP/2018-19/019.

I/we further agree to execute and complete the work within the time frame stipulated in the tender scope of document. I/we agree not to employ Sub-Service Providers without the prior approval of the EXIM Bank. I/We agree to pay Sales Tax, Works Contract Tax, Excise Tax, Octroi, LBT, GST, Duties, all Royalties and all other applicable taxes prevailing and be levied from time to time on such items for which the same are liable and the rates quoted by me/us are inclusive of the same.

I/we understand that you are not bound to accept the lowest tender or bound to assign any reasons for rejecting our tender. We unconditionally agree Exim Bank's preconditions as stipulated in the tender documents and empanelment process.

I/We agree that in case of my/our failure to execute work in accordance with the specifications and instructions received from the Exim Bank, during the course of the work, Exim Bank reserves the right to terminate my contract.

Yours truly,

Seal and Signature of the Bidder/s not required since the document is Digitally Signed.

Place:
Date:

Name:
Designation:

Seal:

INSTRUCTIONS TO TENDERERS

1.0 Location:

Export-Import Bank of India, 21st Floor, Centre One Building, World Trade Center, Cuffe Parade, Mumbai 400 005 and regional offices in pan India.

- a. Tenderers must get acquainted with the proposed work, specifications, conditions of contract and other conditions carefully before tendering. The Tenderer shall seek **clarifications up to 07th September 2018, 18.00 Hrs**, if required, prior to submitting his tender. No request of any change in rates or conditions for want of information on any particular point shall be entertained after receipt of the tenders.

2.0 Submission of Tender:

Refer to E-Tendering Process Compliance Statement (Title No. 7) No queries will be entertained on last day of tender submission.

- 3.0 Any printing or typographical errors /omission** in tender document shall be referred to EXIM Bank and their interpretation regarding correction shall be final and binding on Service Provider.

4.0 Transfer of Tender Documents:

Transfer of tender documents purchased by one intending Tenderer to another is not permitted.

5.0 Validity:

Tenders submitted by Tenderers shall remain valid for acceptance for a period up to 90 days from the date of opening of Bid/tender. The Tenderers shall not be entitled during the period of validity, without the consent in writing of EXIM Bank to revoke or cancel his tender or to vary the tender given or any terms thereof.

6.0 Right to accept or reject tender:

The acceptance of a tender will rest with the EXIM Bank who does not bind themselves to accept lowest tender and reserve to themselves the authority to reject any or all the tenders received. They also reserve the right of accepting the whole or any part of the tender and the Tenderers shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the Tenderer are liable to be rejected. For this purpose Tenderer shall quote rates for various items which will be self-sufficient to meet their whole costs for executing any / every item. No

demand for variations in rates for items executed shall be entertained on the plea of the EXIM Bank deciding to delete, alter or reduce the quantities specified in respect of the any item.

7.0 Rates:

EXIM Bank is not concerned with any rise or fall in the prices of materials, Parts and labour.

8.0 Payments for the work to be executed under this contract shall be made as per the tender document, and no variation in the mode of payment will be acceptable.

9.0 Signing of the contract:

- a) The successful Tenderer shall be required to execute a **non-disclosure agreement with Exim Bank** within 07 days from the date of receipt of the notice of acceptance of tender. In the event of failure on the part of the successful Tenderer to sign the agreement in the above- stipulated period. EXIM Bank reserves the right to cancel the contract.
- b) Until the Agreement is formally signed, the Work Order / Letter of Acceptance of Tender issued to the successful Tenderer and accepted by him shall be operative and binding on the EXIM Bank of India and the Service Provider.

10.0 On acceptance of the tender, the name of the accredited representatives of the Tenderer who would be responsible for taking instructions from EXIM Bank shall be mentioned by the Tenderer.

11.0 If so decided EXIM Bank reserves the right to appoint PMC (Project Management Consultant) or any other agency to get the quality of works checked, measurements recorded, including certification of bills etc.

12.0 EXIM Bank has the right to delete items, reduce or increase the scope of work without the Service Provider claiming any compensation for the reduction in the scope of work.

13.0 Notices to local bodies:

The Service Provider shall comply with and give all notices required under any law, rule, regulations or bye laws of parliament, state legislature or local authority relating to works.

14.0 I / We hereby declare that I / We have read and understood the above instructions for the guidance of the Tenderers. Seal and Signature of the Bidder/s not required since the document is Digitally Signed.

APPENDIX SHOWING IMPORTANT SCHEDULE

Sr. No.	Description	Remark
1	Earnest money Deposit ₹ XXXX /- in the form of Demand Draft Drawn in favor of "Export-Import Bank Of India" payable at Mumbai. Only by successful Bidder within 7 days from purchase order date.	Not Applicable
2	Tender Document Fee ₹ 0/- in the form of Demand Draft Drawn in favor of "Export-Import Bank Of India" payable at Mumbai.	Not Applicable
3	Date of Commencement of Project	Immediate
4	Applicable Taxes shall be deducted at prevailing rate from each bill as per Govt. or Local laws.	
5	Payment Terms.	Within 15 working days from correct Invoice submission after installation and commissioning.
6	Fixed Rate Contract Period from Bid Opening Date.	90 Days Price Validity

Canon Products for Bidding

Export-Import Bank of India requires Canon iR advance 6555i with color image reader Multifunction Machine. The configuration of the models are as follows:

Sr. No.	Model	Qty.	Configuration
1	Canon iR advance 6555i with color image reader	01	Coping & Printing speed: 55CPM/PPM Type: Console (Reader/Printer separated with duplex capability) Resolution Reading: 600dpi x 600dpi, Copying: 1200dpi x 1200dpi, Printing: 1200dpi x 1200dpi Paper Size: A4 (55ppm)- A3 (32ppm) speed Multiple Copy : 1 to 9999 sheets Paper Feed: 2 x 1500 Sheets, 2 x 550 sheets & 100 sheets stack bypass Memory: 3.0GB RAM HDD Capacity: Standard 250GB Zoom range: 25% to 400%. Ps kit & Pcl kit Network Printing & Scanning Universal Send Kit (Send to folder & Send to email) DADF (Duplex automatic document feeder)
	Price Validity	Price validity should be 90 days from tender opening date.	
	₹ Unit Price for Canon iR advance 6555i with color image reader	Quoted price should be Exclusive of all taxes and duties and Inclusive of all other charges like installation, packing and forwarding etc	

Commercial Format:

Canon Model	Canon iR Advance 6555i with color image reader
Features	Coping & Printing speed: 55CPM/PPM Type: Console (Reader/Printer separated with duplex capability) Resolution Reading: 600dpi x 600dpi, Copying: 1200dpi x 1200dpi, Printing: 1200dpi x 1200dpi Paper Size: A4 (55ppm)- A3 (32ppm) speed Multiple Copy : 1 to 9999 sheets Paper Feed: 2 x 1500 Sheets, 2 x 550 sheets & 100 sheets stack bypass Memory: 3.0GB RAM HDD Capacity: Standard 250GB Zoom range: 25% to 400%. Ps kit & Pcl kit Network Printing & Scanning Universal Send Kit (Send to folder & Send to email) DADF (Duplex automatic document feeder)
Quantity	01
₹ Unit Price *	

***Quoted price should be Exclusive of all taxes and duties and Inclusive of all other charges like installation, packing and forwarding etc.**