

Tender No. IFCI/ IT Department/Tender/2017-18/04

पंजीकृत कार्यालय: आईएफसीआई टावर, 61 नेहरु प्लेस, नई दिल्ली - 110019

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Regd. Office: IFCI Tower, 61, Nehru Place, New Delhi-110 019

Phone- 011-26487444/41732000. Website: www.ifcilttd.com :

सीआईएन/CIN : L74899DL1993GOI053677

TENDER DOCUMENT

For

Tender for Supply of Multi Functional Device (Scanner/ Photocopier/ Printer) on Lease Basis to IFCI at New Delhi (approx.10) and one each at Mumbai, Hyderabad, Kolkata, Chennai & Bengaluru.

**General Manager (IT)
IFCI Limited
IFCI Tower,
61, Nehru Place,
New Delhi – 110 019**

Tender No. IFCI/ IT Department/Tender/2017-18/04 dated : February 12, 2018

TENDER NOTICE

1. IFCI Ltd., (IFCI) is the first Development Financial Institution of India (DFI), set up in 1948, having its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi-110019 with pan-India presence across 7 key locations. IFCI is a Government of India Undertaking, under the Ministry of Finance.
2. Quotations in the sealed cover super scribed "Tender Notice for supply of Multi Functional Device (Scanner/ Photocopier/ Printer) to IFCI at New Delhi (approx.10) and one each at Regional Office of IFCI at Mumbai, Hyderabad, Kolkata, Chennai & Bengaluru on monthly lease rental basis for a period of three years , may be sent, so as to reach latest by 6.3.2018.
3. Quotations received after the last date will not be entertained, however, on the basis of response, date may be extended in the form of amendment to this tender.
4. Quotation should be based on detailed Terms and conditions as mentioned in the tender document.
5. The schedule of receipt and opening of quotations is as under:
 - i. Last Date for submission of Quotations: 06.03.2018 (3.00 pm)
 - ii. Opening of Technical Quotations: 06.03.2018 (03.15 pm)
 - iii. Opening of financial Quotations: 12.03.2018 (3.00 pm).

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CHECKLIST OF THE DOCUMENTS TO BE ATTACHED ALONG WITH THE TECHNICAL BID.

S.No	Name of the document	Whether enclosed (Yes/NO)
1	Tender specific authorization letter from OEM (In case of authorized dealer).(Ref: Clause-12 of Chapter-2)	
2	Documentary proof of experience in supplying MFDs on lease basis – 3 POs	
3	Audited Balance Sheet and Profit and Loss Account for last three years	
4	Documentary proof of GST Registration/ PAN No.	
5	Documentary proof of quoted MFDs conforming to the ISO Standards.	
6	Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions	
7	List of Top 10 clients/customers (with complete name, address of the bidders and telephone number of the contact person therein) including in Govt. institutions & public sectors with details of the MFDs of the type under reference supplied by them for information of the Organization.	
8	Minimum Three years of experience in the Supplying of MFDs on Lease Basis	
9	Technical compliance as per Chapter 4	

Chapter-1

INVITATION OF THE BID

SCOPE OF THE WORK:

IFCI Ltd. invites sealed bids for supply of Multi Functional Device (Scanner/ Photocopier/ Printer) to IFCI at New Delhi (approx.10) and one each at Regional Office of IFCI at Mumbai, Hyderabad, Kolkata, Chennai & Bengaluru on monthly lease rental basis for a period of three years from OEMs (Original Equipment Manufacturers). The technical specifications and configurations are given in chapter-4 of the tender document.

DETAILS OF THE BID

1. Last date and time of receipt of bid : 06.03.2018 at 03.00 p.m
2. Date of Opening of Technical Bids : 06.03.2018 at 03.15 p.m
3. Date of opening of Financial bid : 12.03.2018 at 3.00 p.m.
4. Place of submitting and opening of bids : The General Manager (IT), IFCI Ltd., IFCI Tower, Ground Floor, 61, Nehru Place, NEW DELHI-110019

BIDDING PROCEDURE

The prescribed tender document consisting of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, super scribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop super scribing " Tender Notice for supply of Multi-Functional Device (Scanner/ Photocopier/ Printer) on Lease Basis to IFCI " may be submitted in person or sent through Post by 06.03.2018. The bids should be sent also so as to reach at the aforesaid address by 02.30 p.m.

Technical Bids received without fulfilling the prescribed conditions, will be summarily rejected and decision of the "IFCI" in this regard shall be final and binding. Only those bidders, whose technical bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence shall be entertained by the bidder after the last date of submission of the tender. Technical bids shall be opened on 06.03.2018 at 03.15 pm by Tender scrutiny committee.

Note: Fax/Telex and incomplete offers will be rejected. "IFCI Ltd. "reserves the right to accept or reject any or all bids in part or full received, to increase/decrease number of MFD (scanner/ photocopier/ printers) to be supplied on monthly lease rental basis at its absolute discretion without assigning any reason, whatsoever or any notice.

CHAPTER – 2

INSTRUCTIONS TO BIDDERS

1. The bidders quoting for the tender should have at least three years' experience in undertaking such type of jobs in Government offices/ Reputed companies and must submit a list of such Department/Ministry/ reputed companies along with satisfactory service certificate mentioning name/designation/telephone numbers etc where they have rendered such work for three or more years.
2. Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3. The bidder should not have been blacklisted during last three years in any government organization. If it is found at any time during contract period that the bidder is blacklisted then the contract will be terminated immediately and the performance security deposit, if any, will be forfeited.
4. The tender document consists of (i) Technical Bid/compliance to technical specifications and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop superscribing Tender Notice for supply of Multi Functional Device (Scanner/ Photocopier/ Printer) to IFCI " should be submitted in person or sent through Post by 06.03.2018 (2.30 pm). The bids should be sent so as to reach at the aforesaid address by 3.00 p.m by 06.03.2018.
5. Original Tender document copy should be signed and stamped by the bidder on each page accepting the tender terms and conditions.
6. The bidder should quote for the specific brand/model of Digital Photocopier or all the brands giving details of make, brand, part number, model number etc.
7. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. Relevant product literature may be enclosed with the bid along with media (if any).
8. The bidder should Comply all the Technical Specifications as a part of Technical Bid, as mentioned under Chapter-4
9. The MFDs can be supplied by the Original Equipment Manufacturers (OEMs) only directly to IFCI.
10. The bidder shall quote the prices in INR and all duties and all taxes, levies, or charges should be quoted separately for each item/head.
11. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the bidder will

be acceptable. The bidders should also submit a list of their clients/customers (with complete name, address of the bidders and telephone number of the contact person therein) including in Govt. institutions / public sectors/ reputed companies with details of the Photocopier machine of the type under reference supplied by them for information of the Institute.

12. Submission of the tender by a tenderer shall always be deemed to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted.

13. **AMENDMENT OF BID DOCUMENT**

- a. At any time prior to the date for submission of bids, IFCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.
- b. The amendments shall be intimated in writing or by EMAIL to all prospective bidders on the address intimated at the time of receiving of bid document from the IFCI and these amendments will be binding on them.
- c. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the IFCI may, at its discretion, extend the deadline for the submission of bids suitably.

14. **VALIDITY AND EVALUATION**

16.1 The bids should be valid for a period of at least three months from the date of opening of the tender, within which the award shall be finalized.

16.2. The techno-commercial bids will be evaluated for satisfaction of the terms of the tender.

16.3 Conditional tenders shall liable to be rejected.

16.4 The vendor who quotes the lowest value for Grand Total in Column D of Annexure – II (Financial Bid) shall be declared as L1.

15. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such bidder shall be rejected.

16. Only one bid would be considered from one bidder.

17. In case, no bid or single bid is received, the bid will get extended at the discretion of IFCI.

18. **Contact Person:** In case of any query, you may contact any of the following officials:

- a) Shri Alok Varshney, DGM-IT, at New Delhi (011-41732142)
- b) Shri Inderjeet Singh, AGM, at New Delhi (011-41732146)
- c) EMAIL ID: alok.varshney@ifcilt.com; inderjeet.singh@ifcilt.com;

CHAPTER -3

CONDITIONS OF CONTRACT

The terms and conditions of the contract will be as under: -

1. MFDs to be supplied by the bidder should be digital only.
2. The number of MFDs (scanner/photocopier/ printer) machines to be required at present are Ten (10) in Delhi and one each at Mumbai, Hyderabad, Kolkata, Chennai & Bengaluru, which are liable to increase or decrease at the sole discretion of IFCI during the period of the contract and the Tenderers shall have to supply additional MFD on the same rates and terms & conditions during the period of contract.
3. All the MFD (Scanner/ Photocopier/ Printers) should be brand new only. The minimum specifications of the machines which will be supplied by the bidder should match the specifications as mentioned in this Tender document.
4. A complaint will be attended to within 16 working hours from the time of its lodging complaint failing which a penalty will be levied till the complaint is attended to and the MFD made fully functional. During the currency of the contract period, it will be the responsibility of the vendor to keep the equipment's in perfect working order.

Penalty Clause	Amount to be deducted
Uptime 98% or above	Nil
Uptime < 98% & >=97	1% of fixed monthly charges (Excluding Tax)
Uptime < 97% & >=96%	2% of fixed monthly charges (Excluding Tax)
Uptime < 96% & >= 95%	3% of fixed monthly charges (Excluding Tax)
Uptime < 95% & >= 90%	10% of fixed monthly charges (Excluding Tax)
Uptime < 90% & >= 50%	50% of fixed monthly charges (Excluding Tax)
Uptime below 50%	Contract terminated overriding the clause "Termination with Mutual Consent" mentioned in at Sl. No. 25 in Chapter 3 in this Tender Document

Monthly Uptime (%) per MFD =

$$\frac{((\text{working days} \times 9) - \text{Downtime in hours}) \times 100}{(\text{working days} \times 9)}$$

5. IFCI shall not allow any person not authorized by the bidder to do the servicing/maintenance of the Equipment(s).
6. IFCI shall inform the vendor, if it intends to re-site the specific Equipment(s) in writing prior to re-siting.
7. IFCI shall nominate Machine-In-Charge who shall be instructed by the bidder free of charge in the use of and routine care of the MFDs.

8. IFCI shall allow, within his normal working hours, bidder's representative or personnel duly authorized by bidder with prior intimation to IFCI, access to the MFDs for inspection.
9. In case, any MFD is to be taken out for repairs to bidder's workshop, a standby machine of same/higher configuration shall be provided by the bidder. Toner/developer and other consumables will be provided by the bidder free of cost. The machine should remain functional all the time with production of acceptable quality of reprints.
10. The bidder should have at least three years of experience in the sale of MFD (Scanner/ Photocopier/ Printer) machines. Performance Statement as per Annexure to be filled up and documentary proof of the same to be attached.
11. Audited Balance sheet and profit and loss account statement for last three (3) years to be submitted along with the bid.
12. MFD (Scanner/ Photocopier/ Printer) are proposed to be hired on monthly lease rental basis.
13. The bidder should have registration of GST, documentary proof to be enclosed.
14. The MFD (Scanner/ Photocopier/ Printer) quoted should be of reputed standard make and should conform to the ISO Standard(s)
15. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the bidder will be acceptable.
16. The quantities indicated in the Tender Document are tentative. IFCI reserves the right to increase or decrease the quantity depending on the needs of IFCI.
17. To assist the examination, evaluation and comparison of bids, IFCI, may at its discretion, ask the bidder for clarification of its bid including price. The request for clarification and the response shall be in writing.
18. **Delivery and installation period:** Maximum Four (4) weeks from the date of Order. The installation report should be signed by the bidder engineer jointly with authorized IFCI personnel/representative. The MFD (Scanner/ Photocopier/ Printer) are to be delivered and installed at offices of "IFCI" as mentioned above.
19. The successful bidder will have to adhere to the delivery schedule strictly.
20. **Payment terms:** At the end of month, the successful bidder/ contractor shall submit the bill for each machine separately giving proof of photocopies/ prints taken from respective MFDs. The payment shall be released within 30 working days from date of receipt of bill after deducting penalty, if any. The payment shall be released through NEFT/ RTGS.
21. **Training :**
 - a. The Bidder shall provide training for installation, maintenance to operative staff of IFCI free of cost, as and when required at the premises of IFCI.
 - b. IFCI shall specify in his supply order the number of trainees, quantum of proposed training, pre -training qualifications required.
 - c. The bidder shall provide all training, material and documents at his own cost.

22. **Service/Maintenance of MFDs during the contract period**

Service/Maintenance in respect of MFDs shall cover all spare parts, consumables including Toner, developer, drum, etc., labor and software. All MFDs are to be repaired as and when required.

23. The maintenance job will include the following:-

- (a) Serviceability of MFDs at 100% satisfaction level.
- (b) Maintenance of MFDs include periodic servicing/cleaning, repair of all minor and major components and whenever necessary replacement of parts without any additional cost.

24. IFCI reserves the right to accept or reject any bid in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.

25. Any disputes arising out of this tender will be under the jurisdiction of court of Delhi only.

26. **Termination with Mutual Consent**

IFCI may terminate the rental agreement for the specific equipment(s) during the fixed hire tenure of the said equipment(s) with a notice of 90 days to the bidder/vendor, PROVIDED that the IFCI pays to the vendor the following:

- (a) all the cumulative Rental charges or maintenance charges IFCI owe to the bidder/vendor on the date of end of the agreement pertaining to the terminated equipment(s).
- (b) a sum of the Fixed monthly rental charges IFCI would have paid during the remainder of the period of hire of the terminated equipment(s) , less the total of the following:
 - (i) 6% per annum discount for early payment from the date each relevant rental charge would have become due;
 - (ii) The market realisable value of the specific Equipment(s) on the end date of agreement.

27. **Termination**

The Contract can be terminated by IFCI as per Clause 4 i.e. uptime below 50% in a specific month for the specific MFD by giving 30 days Notice.

Further, no lease rent will be paid for the remainder period for deficiency of service for specific MFD.

Chapter 4

OTHER TERMS AND CONDITIONS

Negligence

In connection with the work or contravenes the conditions of the Contract, if the selected bidder neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by IFCI, in such eventuality, IFCI may after giving notice in writing to the selected bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, IFCI shall have the right to cancel the Contract holding the selected bidder liable for the damages that IFCI may sustain in this behalf. Thereafter, IFCI is to be compensated for good the failure at the risk and cost of the selected bidder.

Indemnity

The successful bidder/ vendor shall indemnify, protect and save IFCI against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respects of all the hardware and software supplied by him.

Publicity

Any publicity by the Vendor in which the name of IFCI is to be used should be done only with the explicit written permission of the Purchaser.

Force Majeure

Neither Party shall be liable for any default or delay in the performance of its obligations if and to the extent such default is caused, directly or indirectly, by fires, floods, power failures, Acts of God, act of public enemy, civil commotion, sabotage, wars, insurrections, riots, labor disturbances, strikes, lockouts, go-slow, damage to machinery on account of accident or passing of any statutory order by the eligible authority/ies, prohibiting performance of such obligation by a competent authority; and restrictions of any country affecting the performance of this agreement or any part hereof. The affected party shall intimate the other party within reasonable time period of such occurrences.

Applicable laws

The Contract shall be interpreted in accordance with the laws prevalent in India.

Compliance with all applicable laws: The bidder shall undertake to observe, adhere to, abide by, comply with and notify the IFCI about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the IFCI and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or

omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

Arbitration/ Dispute Resolution

In case any disputes arise out of the contract the party shall try to negotiate the same within 30 days of such dispute. In case the matters remain unresolved the same shall be referred to the Arbitration in accordance with Arbitration and Conciliation Act, 1996 after giving the notice of such reference to the other party. The Arbitral Tribunal shall consist of three arbitrators. Each party shall appoint one arbitrator and both the arbitrators shall appoint the presiding arbitrator with mutual consent. The venue of the arbitration shall be New Delhi and the language preferred will be English. The award of the Arbitral Tribunal shall be final and binding on the parties.

Jurisdiction

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching this contract or the terms and conditions thereof or the construction and/or interpretation thereof shall be that of the appropriate court in New Delhi. The jurisdiction of any other court in any place other than New Delhi is specifically excluded.

Failure to abide by the Agreement

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of IFCI with such penalties as specified in the Bidding document and the Agreement.

Confidentiality of the Document

This Tender Document is confidential and IFCI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

Confidentiality

The vendor shall keep confidential any information obtained under the contract and shall not divulge the same to any third party. In case of non-compliance of the confidentiality agreement, the contract is liable to be repudiated by IFCI. IFCI shall further have the right to regulate vendor staff.

The vendor shall not divulge to any person handling other divisions, subsidiaries or groups of vendor and its service support agency any information obtained by it in the

course of its execution of its work and all the information gathered by the vendor shall be treated as professional communication and confidential. Any violation of this clause shall be liable to termination of the contract and no lease rent for the remainder period will be paid.

CHAPTER-5
TECHNICAL SPECIFICATIONS FOR DIGITAL MFD
(SCANNER/PHOTOCOPIER/ PRINTER) – B/W

SL. NO.	DESCRIPTION	REQUIREMENT	TECHNICAL COMPLIANCE (YES/NO)
General Specification			
1	Warm up time	Less than 30 seconds	
2	Paper Capacity	500 Sheets x 2 Trays; minimum 1000-Sheet Bypass Tray	
3	Feeder	Automatic Document Feeder / RADF	
4	Networking, Type	Yes, Ethernet 10 Base T /100 Base TX-TX/1000 base T	
5	Counter	6 Digit digital	
6	Multi-tasking support	Required	
7	Power Consumption	Maximum 1200 watt	
8	Power	AC 230 +/-10%Volts, 50 Hz	
9	Toner Capacity	8,000-15000 approx.	
10	Supported Protocol	TCP/IP(IPv4/IPv6), NetBEUI,LPD;RAW;SMTP;POP3;FTP;SMB;LDAP; NTLM,SNMP(V1/V3);HTTP(S)IPP;IPP over SSL; WSD(Print /Scan)	
11	Operating system	Windows 2000, Windows XP, Vista 2000, Windows 7, Windows 10, Mac & Linux & Server Versions	
12	RAM	Minimum 1 GB	
13	Operation method	Touch Panel/Manual	
14	Processor	800 MHz& more	
15	Copier Type	Digital Multifunctional	
16	Minimum number of copies taken per month	More than 15,000	
17	Copy paper size	A3/A4/A5-R	
18	Continuous Copy Speed (A4/Letter)	30 (copies per minute)	
19	Sorter of finisher	Electronic sorting	
20	Zoom	25% to 400%in 1% Step	
21	Copying resolution	600 X 600 dpi	
22	Copy mode	Text, Text/photo, Photo, Color Document	
23	Out put	Duplex	
24	Duplex Printing	Standard Automatic	

SL. NO.	DESCRIPTION	REQUIREMENT	TECHNICAL COMPLIANCE (YES/NO)
25	Printing speed	25 PPM (pages per minute)	
26	First copy out time	Approx. 3-5 seconds	
27	Original Size	A4, A3, B5, A4-R, A5-R, B5-R	
28	Print resolution	600x600 dpi or more	
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 Cartridge	Black	
33	Print Technology	Monochrome Laser	
Scan Specifications (Standard)			
Accessories, Spares & Maintenance			
1	Accessories	<ul style="list-style-type: none"> • AC power cable, • Min 5 m long network printer cable • Suitable Stand to be provided if the height of the machine is not enough to operator the machine 	
2	Spares	Availability of spare parts and after sales services for 3 years after the delivery of the machine.	
3	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier/Printer/scanner	

TECHNICAL SPECIFICATIONS FOR MFD (SCANNER/ PHOTOCOPIER/ PRINTER) - COLOURED

<i>Sl. No.</i>	<i>Description</i>	<i>Requirement</i>	<i>Technical compliance (Yes/No)</i>
General Specification			
1	Warm up time	Less than 30 seconds	
2	Paper Capacity	500 Sheets x 2 Trays; minimum 100-Sheet Bypass Tray	
3	Feeder	Automatic Document Feeder / RADF	
4	Networking, Type	Yes, Ethernet 10 Base T /100 Base TX / 1000 Base T	
5	Counter	6 Digit digital	
6	Multi- tasking support	Required	
7	Power Consumption	Maximum 1000 watt	
8	Power	AC 230 0%Volts, 50 Hz	
9	Toner Capacity	8,000-12000 approx.	
11	Supported Protocol	TCP/IP(IPv4/Ipv6), NetBEUI,LPD;RAW;SMTP;POP3;FTP;SMB;LDAP ; NTLM,SNMP(V1/V3);HTTP(S)IPP;IPP over SSL; WSD(Print /Scan)	
12	Operating system	Windows 2000, Windows XP, Vista 2000, Windows 7, Windows 10, Mac , Linux & Server Versions	
13	Memory	Minimum 3 GB	
14	Operation method	Touch Panel	
15	Processor	800 MHz& more	
Copier Specifications(Standard)			
1	Copier Type	Digital Multifunctional	
2	Minimum number of copies taken per month	More than 8,000	
3	Copy paper size	A3/A4/A5-R	
4	Continuous Copy Speed (A4/Letter)	25 cpm (copies per minute) & above	
5	Sorter of finisher	Electronic sorting	
6	Zoom	25% to 400%	

Sl. No.	Description	Requirement	Technical compliance (Yes/No)
7	Copying resolution	600 X 600 dpi	
8	Copy mode	Text, Text/photo, Photo, Color Document	
9	Out put	Simplex	
Printer Specifications (Standard)			
1	Duplex Printing	Automatic / Manual	
2	Printing speed	25 PPM (pages per minute)	
3	First copy out time	Approx. 3-5 seconds	
4	Original Size	A4, A3, B5, A4-R, A5-R, B5-R	
5	Print resolution	Up to 1200X1200 dpi	
6	Network Printing	Yes	
7	Print Language	PCL6, post script, XPS, PDF	
8	Drivers	Windows 2000, Windows XP 32/64, Windows server 2003/2008 32/64 Bit, Windows Vista 32/64, Linux, Windows 7, 32/64	
9	Print Cartridge	Color	
10	Print Technology	Color Laser	
11	Interface	Ethernet (10/100 base-T/ 1000 base T)	
12	Protocols	TCP/IP, IPX/SPX, NetBIOS, Apple Talk, EtherTalk	
13	Network printer and scanner	Required	
Scan Specifications (Standard)			
1	Scanner (mail transmission)	Yes,	
2	Scan size	A3	
3	Scan resolution	200 - 600 dpi	
4	Scan speed	min 50 cpm in B/W (300-600dpi)	
5	Scan type	Flatbed, ADF	
6	File format	JPEG, TIFF, XPS, PDF, PDF/A-1 b, Compact PDF/XPS	
7	Authentication	LDAP,SMTP, Windows Domain	
8	RADF Capacity	up to 100 sheets	
9	Duplex Scanning	Automatic / Manual	
Accessories, Spares & Maintenance			
1	Accessories	<ul style="list-style-type: none"> • AC power cable, • Min 5 m long network printer cable • Suitable Stand to be provided if the height of 	

Sl. No.	Description	Requirement	Technical compliance (Yes/No)
		the machine is not enough to operator the machine	
2	Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine.	
3	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier/Printer/scanner	

Software/Solution Specifications

S.No	Requirements	Description	
1	User Authentication	Integration with Windows Active Directory	
		Authentication - Offline (synched & stored on Device) or Device Based Authentication	
		Authentication - Numeric PIN	
		Authentication - Domain Username / Numeric PIN	
2	Policies	Color Access Control - Device	
		Color Access Control - User	
		Printing Actions - Re-queue Job previous jobs	
		Printing Actions - Reject Copy / Session	
		Restriction - User / Group	
		Restriction - File Size	
		Restriction - Duplex	
		Printing Credits / Quota - Print / Copy	
		Printing Credits / Quota - Color / B&W / A4 / A3 / All	
		Printing Credits / Quota - per cycle (Day, Week, Month, Year)	
		Printing Credits / Quota - per User, Cost Centre, Department	
		Central Configuration (Device Wise) - Cost per Page	
Central Configuration (Device Wise) - Add Watermarks			
Central Configuration (Device Wise) - Exceptions			
3	Rule Based Printing Notifications	Send Customized email to Job Owner / Cost Centre Owner / Department Owner	

Software/Solution Specifications

S.No	Requirements	Description	
4	Scan Management	Scan to User Email	
		Scan to folder - Printer, User Home or Input	
		Scan to USB	
		Tracking of all Scanning Jobs, including scan archival function	
		Scan to PDF with Searchable Text	
		Compression of Scanned PDF	
		PDF should be PDF/A Compatible	
5	Mobility Features	Print jobs follows you to your choice of Printer	
		Print Jobs from Mobile Devices (iPhone, Android, iPad, Windows)	
		Cloud Printing compatible	
		e-Printing (Email to Printer (Guest Printing))	
		Apple Air Print Feature	
		Guest Printing	
6	Security Features	Printing - Secured Print Output	
		Printing - Secured Job Archiving	
		Delegate Printing	
		Printing - Print Preview by Job Owner and Printing Admin	
		Printing - Print from Local Box or MFP HDD	
		Copying - Access Copier through Authentication	
		Scanning - Force Scan to Logged in user	
		Scanning - Scan to Any User	
		Scanning - Scan to user Home Folder	
		Scanning - Scan to Local Box or MFP HDD	
7	Reporting	All operations log from all devices	
		Printing Cost (Pages, Rate & Value) reports with grouping & filter by User, Cost Centre, Department, Group, Device	
		Purged Pages Reports	
		Energy Reports of MFP and Printers	
		Fast & easy customized report creation with Charts & Tables	
		Reports Archiving	
		Definition of Grouping, Filters and Columns in reports	

Software/Solution Specifications

S.No	Requirements	Description	
		Automated Reporting to email or Folder in predefined or Customized layout and file type (csv, pdf, etc.)	
		SAP R3 / Hana	
10	Support, Maintenance and Monitoring	Automated alerts - toners	
		Automated alerts - Service requirements	
		Centralized view of all devices for monitoring & management	
		Reactive and Proactive Onsite Maintenance of Toners, Equipment, Fuser and spares	

Annexure - I

TECHNICAL BID FOR SUPPLY OF MFDs ON LEASE BASIS

Name of the Bidder: _____

Full Postal Address: _____

Telephone No & Fax No: _____

E-mail id: _____

Contact person name: _____

Name of work: Supply of MFDs on Lease Basis.

Sl. No.	Description	Compliance (Y/N)	Deviation, If Any
	GST registration No: (Proof to be attached)		
	PAN NO: (please attach proof)		
	Acceptance to carry out the work as per Terms & conditions		
	Free delivery and installation of MFD to IFCI within 4 weeks from the date of award of contract		
	Price quoted is bidder during the entire contract period		
	Payment as per Payment Terms & Conditions		
	Supplier should have local service support(enclose registration copy)		
	Acceptance to carry out the work as per Other Terms & conditions		
	Technical Specifications conforming to the specifications given in Chapter 5 for B/W MFD – Attach brochure		
	Technical Specifications conforming to the specifications given in Chapter 5 for colour MFD - Attach brochure		
	Software Specifications conforming to requirements as given in chapter 5 - Attach brochure		
	Annexure I to VI Attached		

Date
Place

Signature of Authorized Signatory
Name of the Authorized Signatory
Designation
Name of the Organization ...
Seal ...

Annexure - II

FINANCIAL BID FOR SUPPLY OF MFDs ON LEASE BASIS

Name of the Bidder: _____

Full Postal Address: _____

Telephone No & Fax No: _____

E-mail id: _____

Contact person name: _____

Name of work: **supply of MFD (Scanner/ photocopier/ printer).**

Sr. No	Description / Model No.	Fixed Rental Charges/Month (A)	Applicable Taxes (%)	Rate Per Print (Rs.) (B)	Applicable Taxes (%)	Normal life of the equipment (In No. of Print and/or Copy) (C)	Total Cost of lease D= (Ax36+BxC)
						Grand Total	_____

Date
Place

Signature of Authorized Signatory
Name of the Authorized Signatory
Designation
Name of the Organization ...
Seal ...

Annexure - III

Declaration that the Bidder has not been blacklisted
(To be submitted on the Letterhead of the Bidder)

To
The GM (IT)
IFCI Tower, 61 Nehru Place
New Delhi - 110 019

Subject: supply of MFD (Scanner/ photocopier/ printer) on lease basis

Dear Sir/Madam,

We confirm that our company is not blacklisted in any manner whatsoever by any central Government department, autonomous organisations, Public Sector Undertakings (PSUs) or any other Government organisations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ bidder/ organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this ___ day of ___2018_

Yours sincerely,

On behalf of *[Bidder's Name]*

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Address:

Seal/Stamp of *Bidder*.

Annexure IV

Forwarding Letter

(To be submitted on Bidder's letter head)

To:

The GM - IT
IFCI Tower, 61 Nehru Place
New Delhi - 110 019

Dear Sir/Madam,

Sub: supply of MFD (Scanner/ photocopier/ printer) on lease basis

This is in reference to your above mentioned tender for supply of MFD (Scanner/ photocopier/ printer) on lease basis. Having examined the tender document, the receipt of which is hereby duly acknowledged, we the undersigned, hereby submit our proposal along with necessary supporting documents as desired by IFCI.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that IFCI reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:...../...../2018

Authorized Signatory.

Name:

Designation:

Organization Seal

Annexure V

Escalation Matrix

(Starting from the person authorized to make commitments to IFCI till the person in rank of CEO / VP)

Delivery Related

Issues

<i>Name</i>	<i>Organization</i>	<i>Designation</i>	<i>Mobile</i>	<i>Phone</i>	<i>Email address</i>

Service Related

Issues

<i>Name</i>	<i>Organization</i>	<i>Designation</i>	<i>Mobile</i>	<i>Phone</i>	<i>Email address</i>

Any changes in the Designations / Contact Persons IFCI need to be informed immediately.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization:

Date:

Place:

Annexure VI

Bidder's Authorization Certificate

To,

The GM - IT
IFCI Tower, 61 Nehru Place
New Delhi - 110 019

_____ /

_____ /

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ bidder in dealing with Notice Inviting Bid reference No. _____ dated _____.

He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization:

Date:

Place: