



F.No. AUD/1-10(113)/Infra - facilities/ 2015-16

09 October, 2015

To,

Subject: Notice Inviting Tender for supply and installation of Paper Shredder

Ambedkar University Delhi (AUD) invites sealed quotations from competent & reputed manufacturers/ authorized distributors/ dealers for supply and installation of paper shredder.

Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 30-10-2015 up to 3.00 pm, duly super scribing the work i.e. **“Technical Bid for supply and installation of paper shredder”** and **“Financial Bid for supply and installation of paper shredder”** on top of the cover.

Tenderers should read the tender document carefully as enclosed and comply strictly with the conditions, while sending their bids. Clarifications, if any, may be sought from the AUD Admin Division on Telephone No 23863655. Tender format can be downloaded from our website **‘www.aud.ac.in’**.

Deputy Registrar (Admin)

Copy forwarded for information to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi

AMBEDKAR UNIVERSITY DELHI

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF PAPER SHREDDER AT AMBEDKAR UNIVERSITY DELHI

1. Appendix A : Schedule of requirement
2. Appendix B : Technical Bid form
3. Appendix C : Financial Bid form
4. Appendix D : Undertaking

SUPPLY AND INSTALLATION OF PAPER SHREDDER

1. Parties:

The parties to the contract are the Tendering Firm and Ambedkar University Delhi (AUD).

2. Scope of Work

Supply and installation of paper shredder at AUD as per details given in Appendix A.

3. Preparation and Submission of Tender:

(a) Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.

(b) The tender should be submitted in two parts viz. Technical Bid and Financial Bid in the proforma given in Appendix-B and Appendix-C respectively with each Bid kept in a separate sealed cover.

(c) Each cover must contain the address of the Bidder, and should be super scribed with the statement “**Technical Bid for supply and installation of Paper Shredder**” and “**Financial Bid for supply and installation of Paper Shredder**”, as the case may be.

(d) These two covers should then be **kept in another sealed cover** addressed to Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, duly superscribed with statement “**Tender for supply and installation of Paper Shredder**”.

(e) The tender will be submitted **before 3:00 PM on 30-10-2015**. The Technical bid (Part-I) will be opened at 3:30 PM on 30-10-2015 in the presence of intending tenderers, if any. The Financial bid (Part-II) of the tender will be opened after evaluation of the technical bids and only such bidders, whose bids are qualified in technical evaluation, shall be called for opening of their commercial bids.

(f) Any tender form with any correction, amendments, overwriting etc. shall be considered invalid and shall be rejected, except if duly initialed with seal of the tenderer.

(g) The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.

4. Site Inspection:

The tenderer can inspect the site after taking prior approval between 10 am to 5 pm on all working days. Estate Division, AUD can be contacted on 23863744 for this purpose. AUD will not be responsible for unawareness of facts.

5. Technical Bid :

- (a) The Technical bid, having details of the firm along with the EMD, should be submitted in the form given at Appendix-B.
- (b) Copies of necessary certificates will be enclosed with the technical bid.
- (c) The vendor should also submit an undertaking as given in Appendix D with the technical bid.

6. Financial Bid:

- (a) The Financial Bid should be submitted in the form given at Appendix-C.
- (b) The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the office/ Class Room/ Lab.
- (c) The quoted rates shall include all taxes, duties, VAT etc. as applicable and no extra shall be payable on this account.
- (d) TDS as per rule shall be deducted. The tenderer must enclose copy of the Firm's PAN No supported by copy of PAN Card of the company.
- (e) The rates will be valid for a period of one year.
- (f) Rates and amount should be written in figure and words cleanly for each item.

7. Validity:

The bids shall be valid for a period of 3 (three) months from the date of opening of the tender.

8. Criterion for Evaluation of Tenders:

- (a) The evaluation of the tenders will be made first on the basis of technical information furnished in form given at Appendix-B and then on the basis of commercial information furnished in form given at Appendix-C. Any inferences drawn by the tenderers or their representatives during the opening of the technical bid will be their own view and AUD will not be responsible / required to abide by the same.
- (b) The schedule of requirement is as per Appendix A.

9. Right of Acceptance and Other Provisions:

- (a) The acceptance of the tender rests with AUD. The university is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof. AUD also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest.
- (b) Any inquiry after submission of the tender will not be entertained.
- (c) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.
- (d) AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- (e) AUD reserves the right to increase or decrease quantity of the items given in the enclosed Appendix - A depending on the prevailing requirement.
- (f) The tender document is valid for a period of six months from the date of issue. If Work order/ Supply order is not issued within this period, the process will have to start afresh.

10. Time Schedule for Completing of work:

The work must be completed within 30 (thirty) days from date of issue of the work order.

11. Warranty:

- (a) The vendor **will provide minimum 12 months comprehensive onsite warranty including spare parts etc for the shredder.**
- (b) **The cutters will have minimum 5 years warranty.**
- (c) In case of any claim arising out of this warranty, the Purchaser/ Consignee shall promptly notify the same in writing to the vendor.
- (d) Upon receipt of such notice, the vendor shall, within 48 hours on a 24(hrs) X 7 (days) X 365 (days) basis respond to take action to repair or replace the defective equipment or parts thereof, free of cost, at the ultimate destination. The vendor shall take over the replaced parts/ equipment after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/ equipment thereafter. The penalty clause for non-replacement will be applicable as per the penalty clause.
- (e) In the event of replacement of defective equipment during the warranty period, the warranty for the replaced equipment shall be extended for a further period.
- (f) If the vendor, having been notified, fails to respond to take action to replace the defect(s) within 48 hours on a 24(hrs.) X 7 (days) X 365 (days) basis, the purchaser may

proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the vendor and without prejudice to other contractual rights and remedies, which the purchaser may have against the vendor, including forfeiture of the performance security/ bank guarantee.

12. Delay in the Vendor's Performance:

(a) The vendor shall deliver the paper shredder at Ambedkar University Delhi and perform the services under the contract within the time schedule specified by the Purchaser/ Consignee in the Schedule of Requirements and as incorporated in the contract. The time and the date schedule of delivery of the equipment mentioned in the Schedule of Requirements (SOR)/ Incorporated in Contract shall be deemed to be of the essence of the contract and the delivery must be completed no later than the date (s) as specified in the contract / supply order.

(b) Subject to the provisions of the tender, any unexcused delay by the vendor in maintaining its contractual obligations towards delivery of the equipment and performance of services shall render the vendor liable to any or all of the following sanctions:

- i) Imposition of liquidated damages,
- ii) Forfeiture of its performance security and
- iii) Termination of the contract for default.
- iv) Blacklisting the vendor.

13. Penalty: In the event of the firm failing to:

- (i) Observe or perform any of the conditions of the work order as set out herein; or
- (ii) Execute the order in good condition to the satisfaction of AUD or by the time fixed by AUD.

(a) It shall be lawful for AUD, in its discretion, in the former event to remove or withhold any part of the order, until such times as it may be satisfied that firm is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of AUD and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.

(b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, AUD may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract, or maybe demanded of him to be paid within fourteen days to the credit of the AUD.

(c) In the event of discovery of any error or defect due to the fault of the firm/ vendor at any time after the delivery of goods ordered, the firm/ vendor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by AUD. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected AUD shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.

(d) If the vendor fails to deliver any or all of the equipment or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser/ Consignee shall, **without prejudice to other rights and remedies available to the Purchaser/ Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.50% per week of delay or part thereof on delayed supply of equipment/ replacement parts and/ or services until actual delivery or performance, subject to a maximum of 5% of the contract price.** Once the maximum is reached, the Purchaser/ Consignee may consider termination of the contract.

(e) In the event of work being wholly rejected, AUD may at its discretion may either:

(h) Permit the Firm/ vendor to re-do the same within such time as it may specify at firm's own cost of all sorts i.e. materials, labour, equipments, overheads, transportation etc;

or

(ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the firm/vendor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause(b) of this clause.

14. Statutory Obligations:

(a) All statutory obligations under various laws from time to time shall be borne by vendor for which no extra payment shall be made at any time during the contractual period.

(b) The vendor shall at all times indemnify and keep indemnified the owner and its officers, employees, agents and students from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of any vendor/sub- vendor(s) and the vendor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant Industrial Legislation, which is in force from time to time).

15. Breach of Terms and Conditions:

AUD may terminate the contract without any notice in case the vendor commits a breach of any of the terms of the contract. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the vendor.

16. Subletting of Work:

The vendor shall not assign or sublet the work or any part of it to any other person or party.

17. Right to Call upon Information Regarding Status of work:

AUD has the right to call upon information regarding status of work at any point of time.

18. Terms of Payment:

- (a) Material is to be supplied by the tenderer at AUD Kashmere Gate campus on specified address.
- (b) Payment shall be made through NEFT transfer only and T.D.S as applicable will be deducted, after satisfactory supply, installation and commissioning of the said items.
- (c) AUD shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

19. Eligibility Conditions:

- (a) The manufacturers/ sellers/ vendors who have an annual turnover of more than Rs. 5,00,000 (Rupees five lakh) during last three years (2012-13, 2013-14 and 2014-15) shall only be eligible;
- (b) The supplier should be either itself a manufacturer or authorised vendor of the manufacturer;
- (c) The tenderer/ authorised vendor/ manufacturer should have successfully executed at least three supply orders of similar nature to Central/ State Government Departments/ organizations/ reputed educational institutions in the last three years. Copies of these supply orders should be attached with the Technical Bid.
- (d) The tenderer should have PAN No., TIN No. and VAT No. and should submit legible attested copies of PAN No., TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.

21. Earnest Money Deposit (EMD):

- (a) The Technical Bid must be accompanied by Earnest Money Deposit of Rs 5000/- submitted in the form of Demand Draft/ Banker's Cheque drawn on any Scheduled Bank in favour of "Registrar, Ambedkar University Delhi" payable at Delhi.
- (b) The EMD of other bidders will be returned after placing of the order to the successful vendor.
- (c) Earnest Money is required to protect the purchaser against the risk of the bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser.

(d) The successful bidder's EMD will be forfeited without prejudice to other rights of the purchaser, if it fails to furnish the required performance security within the specified period.

22. Performance Security:

The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of the supply order in the form of Demand Draft/ FDR/ Bank Guarantee from any Scheduled Bank in favour of "Registrar, Ambedkar University Delhi" payable at Delhi. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 2 (two) months beyond the date of expiry of the contract. AUD reserves the right to ask for performance guarantee extension if contractual obligations are not fulfilled.

23. Force Majeure:

(a) For purposes of this clause, Force Majeure means an event beyond the control of the vendor and not involving the vendor's fault or negligence and which is not foreseeable.

(b) Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

(c) If a Force Majeure situation arises, the vendor shall promptly notify the Purchaser in writing of such conditions and the cause thereof within fourteen days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the vendor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

24. Arbitration:

(a) If dispute or difference of any kind shall arise between the AUD and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties. The venue of arbitration shall be Delhi, India.

(c) All legal disputes shall be subject to the jurisdiction of Delhi courts only.

SCHEDULE OF REQUIREMENT

Bidder is required to fill the details in column Nos 4, 5 & 6 of the table given below:

| Sl. No. (1) | Name & Specification of the items (2) | Qty Required (3) | Offered Specification, make & model (4) | Whether offered items meeting the tender specifications (5) | Deviation from tender specification if any. (6) |
|-------------|---|------------------|---|---|---|
| 1 | <p>Heavy duty bulk Paper Shredder</p> <p>Minimum acceptable specifications are given below</p> <p>Shredding Capacity 50- 55 A-4 size 70 GSM sheets or more</p> <p>Feed Width 420 mm</p> <p>Shred Size 3 x 30</p> <p>Functions</p> <ul style="list-style-type: none"> a. Auto start and stop through electronic eye with stand by function b. Auto stop on over load c. Thermal over load protection for motor d. Movable with casters e. Auto reverse in case of over feeding to avoid damage of blade and motor f. Cutting paper with paper clips, CD, DVD etc. <p>Cutting Speed 7.2 mtr/ min or more</p> <p>Noise Level Less noise level of < 100 db</p> <p>Motor Power 2.2 KW</p> <p>Waste Bin Volume Min 180 ltr</p> | 01 Nos. | | | |
| 2 | <p>Deskside Paper Shredder</p> <p>Minimum acceptable specifications are given below</p> | 04 Nos. | | | |

| | | | | |
|---|--|--|--|--|
| <p>Shredding Capacity 10 A-4 size 70 GSM sheets or more</p> <p>Feed Width 230 mm</p> <p>Shred Size 4 mm</p> <p>Functions</p> <ul style="list-style-type: none"> a. Auto start and stop b. Auto stop on over load c. over load protection for motor d. Movable with casters e. Cutting paper with paper clips, CD, DVD etc. <p>Cutting Speed 2 mtr/ min or more</p> <p>Noise Level Less noise level of < 60 db</p> <p>Motor Power 190 Watts</p> <p>Waste Bin Volume Min 18 ltr</p> | | | | |
|---|--|--|--|--|

Seal of the manufacturer/ seller

Name :

Designation _____

Of Authorized signatory

Dated _____

Technical Bid

The technical bid shall contain following information in a sealed cover super scribed “**Technical Bid for supply and installation of Paper Shredder**”. It shall consist of the following documents/ information:

1. Name & Postal address of Vendor:

Telephones Nos.:

E-mail:

Fax Nos.

Mobile Nos:

2. Name & address of Owners/ Partners/ Directors :

3. If Registered, Regn No with validity of registration with appropriate authority (Attach Copy of Certificate):

4. Sales/ Service Tax Regn No. (Attach Copy of Certificate):

5. PAN No. of the Firm/ Company (Attach Copy of Certificate):

6. Details of the turnover for the last three financial years (**indicate year-wise and attach audited document**) :

- (a) FY 2012-13 -
- (b) FY 2013-14 -
- (c) FY 2014-15 -

7. Attach Work order/ Certificate in support of experience for having undertaken supply and installation of paper shredder in the last three years (at least one proof for each year).

8. List of 3 reputed clients, with at least one client belonging to GOI/ State Govt. Dept./ PSU with telephone No.:

- (a) Client 1 -
- (b) Client 2 -
- (c) Client 3 -

9. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Reputed Educational Institution? If not, please submit an undertaking to this effect, given in Appendix D.

10. Are you related in any way with any staff member of the AUD : Yes/ No.

11. Details of clients with name, complete address and contact person with telephone number where the Vendor has supplied similar machines.

- (a) Client 1 -
- (b) Client 2 -
- (c) Client 3 -

12. Details of Earnest Money Deposit DD/ banker's cheque:

13. The tender document and the copies of certificates submitted by you should be **duly signed on each page.**

Signature of the Proprietor/ Authorized Signatory

Rubber Seal indicating complete address

Place :

Date :

Financial Bid

I/We.....
of hereby agree, subject to acceptance of this tender by AUD, to supply paper shredder in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

| Sl. No. | Name of the Item | Brand name & Model No. | Split-up Price details | | Rate (per item) (Rs.) | Remarks |
|---------|---|------------------------|--|--|-----------------------|---------|
| 1. | 2. | 3. | 4. | | 5. | 6. |
| 1. | Heavy duty bulk Paper Shredder Minimum acceptable specifications are given below Shredding Capacity 50- 55 A-4 size 70 GSM sheets or more Feed Width 420 mm Shred Size 3 x 30 Functions a. Auto start and stop through electronic eye with stand by function b. Auto stop on over load c. Thermal over load protection for motor d. Movable with casters e. Auto reverse in case of over feeding to avoid damage of blade and motor f. Cutting paper with paper clips, CD, DVD etc. Cutting Speed 7.2 mtr/ min or more Noise Level Less noise level of < 100 db Motor Power 2.2 KW Waste Bin Volume Min 180 ltr | | Basic Price per each (Rs.) | | | |
| | | | Freight Charges incl. loading and unloading (Rs.) | | | |
| | | | Sales Tax / VAT (Rs.) | | | |
| | | | Others if any (Rs.) | | | |

| | | | | | | |
|----|--|--|---|--|--|--|
| | | | | | | |
| 2. | Deskside Paper Shredder Minimum acceptable specifications are given below Shredding Capacity 10 A-4 size 70 GSM sheets or more Feed Width 230 mm Shred Size 4 mm Functions a. Auto start and stop b. Auto stop on overload c. over load protection for motor d. Movable with casters e. Cutting paper with paper clips, CD, DVD etc. Cutting Speed 2 mtr/ min or more Noise Level Less noise level of < 60 db Motor Power 190 Watts Waste Bin Volume Min 18 ltr | | Basic Price per each (Rs.) Freight Charges incl. loading and unloading (Rs.) Sales Tax / VAT (Rs.) Others if any (Rs.) | | | |
| 3. | Total | | | | | |

In words.....

Details of other items/other accessories offered.....

Signature :
Name & Designation :
Name of the Agency :
Seal of tenderer :
Date :

UNDERTAKING

It is certified that I/ my firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Tenderer _____

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____

Place:

Date:_____