



TENDER FOR SUPPLY & INSTALLATION OF
“Photocopier Machine and Other IT Product” FOR
IIITD Innovation & Incubation Center (IIITD-IC) AT
OKHLA PHASE-III, NEW DELHI-110020

(IIITD-IC/IT/001.1/2025-2026) dated 22.04.2026

INVITATION FOR BIDS

IIITD Innovation & Incubation Center (IIITD-IC), a section (8) company, promoted by IIIT Delhi, invites sealed bids for **Supply and installation of “Photocopier Machine and other IT equipment”** (as per specifications mentioned under Scope of Work below) for its office at Okhla Phase-III New Delhi-110020.

1. **Earnest Money Deposit:** An Amount of Rs. 5,000/- (Five Thousand only) towards earnest money (EMD) must be deposited in the form of demand draft/Cheque in favour of “IIITD Innovation & Incubation Center, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender document without earnest money will be summarily rejected.
2. The tender document can be downloaded from the IIITD-IC website. The tender fee and EMD are exempted for MSMEs/NSIC registered suppliers. (Certificate to be submitted for exemption).
3. The last date for submission of Bid is 4th May 2026 up to 1:00 PM. The Technical Bids shall be opened on 5th May 2026 at 2.00PM. The Tender Document should be addressed to:

**Chief Administrative Officer
IIITD Innovation & Incubation Center
Okhla Industrial Area, Phase-III, (Behind Govind Puri Metro Station)
New Delhi-110020.**

The document should be handed over at the reception, with security guard, on 5th Floor, Seminar Building of IIIT Delhi Campus. Bids received after 1:00 PM will not be accepted or considered under any circumstances.

Bidding Procedure:

1. Bids are invited in Two Bids System, i.e. (1) Technical and (2) Financial.

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for supply & installation of **“Photocopier Machine and IT Products”** and Financial Bid for "Supply and installation of **“Photocopier Machine and IT Products”** addressed to the CAO, IIITD-IC, Okhla Industrial Area Phase-III, New Delhi-110020.

2. The IIITD-IC will not be responsible for any postal/courier delay and reasons beyond the IIITD-IC control.

3. Technical bids must contain the complete technical details as desired by this Tender. Technical bids of all the tenderers will be opened on a pre-scheduled date, time & venue. The financial Bid will be opened after evaluation of the technical Bid. Financial Bid of only those meeting the requirement of the IIITD-IC will be opened, and no representation in this regard will be entertained. The date, time of opening of the Financial Bid will be communicated later.

Scope of Work

1. Multifunction Photocopier/Printer Machine MFM – Quantity 1

Specification	Details
Description of Stores	Multifunction Machine Printer with Minimum 1 Year On-Site Comprehensive Warranty, including 1 additional Cartridge and Power Cord/Adapter.
Print Technology	Laser
Type of Printing	Monochrome (Black)
Print Paper Size	A4, A3 and Legal
Minimum Print Speed per Minute (A4)	55 to 60 PPM or above
Minimum Print Speed per Minute (A3)	25 to 30 PPM or above
Auto Duplexing Printing/Coping (2-sided)	Yes
Original Document Feeder Type	Duplex Automatic Document Feeders (DADF)
Number of Main Paper Trays	2
Connectivity	USB Port, Ethernet Port, Wi-Fi with Password protected with multiple user
Cartridge Technology	Separate Drum and Toner
RAM Size (GB)	Min 6 and above
Storage Capacity (in GB)	Min 500 and above
Operating System Compatibility	Windows 10 and Above, Linux, Mac OS, Windows Server
Accessories Provided	USB Cables
Maximum Scan Area	A4, A3 and Legal
A4 Scan Speed – Colour (600 × 600 dpi)	70 to 80 or above
Scan To Functions	Folder, Email
Reduction and Enlargement Feature	Yes
Feeder Capacity (Sheets)	151 to 200 min
Total Combined Paper Capacity (75 GSM)	1001 to 2000
Seller	Only authorized OEM/Re-seller
Wheel Trolley	Yes

**2. Multifunction Machine MFM/Photocopier, printer & Scanner –
Quantity 1**

Specification	Details
Description of Stores	Multifunction Machine Printer with Minimum 1 Year on Site Comprehensive Warranty, including 1 additional Cartridge and Power Cord/Adapter
Print Technology	Laser
Type of Printing	Colour
Print Paper Size	A4 and Legal
Minimum Print Speed per Minute (A4)	30 to 35 PPM or above
Auto Duplexing Printing	Yes
Original Document Feeder Type (For Scanning and Copying)	Automatic Document Feeders (ADF)
Number of Main Paper Tray	1
Connectivity	USB Port, Ethernet Port, Wi-Fi
Core Function	Print, Scan and Copy
Print Technology	Laser
Cartridge Technology	Composite Cartridge
Type of Printing	Colour and Black
RAM Size (MB)	512 or above
Features	Secure Print
Operating System Compatibility	Windows 10 and Above, Linux, Mac OS, Windows Server
Connectivity	USB Port, Ethernet Port, Wi-Fi
Accessories Provided	USB Cable
Print Paper Size	A4 and Legal
Maximum Scan Area Size	A4
A4 Scan Speed – Colour (300 × 300 dpi)	21 to 30 or above
Scan To Functions	Folder, Email
A4 Scan Speed – Mono (300 × 300 dpi)	21 to 30 or above
Reduction and Enlargement Feature	Yes
Feeder Capacity (Sheets)	41 to 50 or above
Number of Main Paper Trays	1 or above
Total Paper Tray Combined Capacity (75 GSM)	201 to 300 or above
Seller	Only authorized OEM/Re-seller

3. USB Type External Solid State Drive – Quantity 3

Specifications	Value
Digital Storage Capacity (in TB)	2 TB
Drive Type	External SSD
Connector Type	USB-C
Compatibility	Windows, macOS, Android, Linux
On Site OEM Warranty (Years)	3 Years or above

4. Computer Printer – Quantity 4

Specification	Details
Description of Stores	Computer Printer with Minimum 1 Year on Site Comprehensive Warranty, Including 1 additional Cartridge and Power Cord/Adaptor
Print Technology	Laser
Type of Printing	Monochrome (Black)
Paper Size	A4 and Legal
Minimum Print Speed per Minute (A4 Mono, ISO/IEC 24734)	26 to 30 PPM or above
Auto Duplexing Printing (2-Sided)	Yes
Connectivity	USB Port, Ethernet Port, Wi-Fi
Cartridge Technology	Composite Cartridge
RAM Size (MB)	64 or above
Operating System Compatibility	Windows 10 and above, Linux, Mac OS, Windows Server
Number of Main Paper Trays	1 or above
Total Paper Tray Combined Capacity (75 GSM)	101 to 200 or above

5. Audio Video Conferencing Camera - Quantity-1

Specification	Details
Generic Description	Video Conferencing Camera
PTZ Function	Yes (High Precision Motorized-PTZ)
Resolution (Maximum) each camera	Full HD (1920 × 1080 Pixel)
Field of View (Degree)	45–60 or above
Comprehensive On-site Warranty (Year)	2 or above
System Requirements	Windows 10 and higher; macOS: two most recent versions; Recommended Network connection: wired or wireless
Technical Specifications - Built-in components	6 DMIC microphone array; Digital PTZ camera; 1 full range ported speaker; Cable management & retention system; Multi-mount; Branded CollabOS platform; Branded RightSight
Warranty Information	2-Year Limited Hardware Warranty; 1-Year and 3-Year Extended Warranty available for purchase
Camera - Digital Pan	±48° at 4x zoom
Camera - Digital Tilt	±32° at 4x zoom
Camera – Zoom	4X HD digital zoom
Camera – Resolution	4K or above
Speakers – Driver	55 mm with bass reflex enclosure and patented suspension Design
Interfaces - HDMI Out and In	1 or above
Interfaces – USB	1 x Type C USB 3.1
Interfaces – Network	10/100/1G Ethernet
Interfaces – WiFi	802.11a/b/g/n/ac
Interfaces – Bluetooth	Bluetooth® Low Energy

6. Line Interactive UPS with AVR - Quantity – 2

Specification	Details
Rating (in KVA)	1 or above
Technology	MOSFET-PWM
Inverter Efficiency (%)	60% or better
Minimum Guaranteed Battery Backup Time (Minutes)	15 or above
Warranty for Line Interactive UPS	1 Year or above
Warranty for the battery from the date of Delivery	1 Year or above
Input - Voltage Range	140V~300V
Input – Frequency	50Hz
Output - Voltage (Battery Mode)	230V
Output - Frequency (Battery Mode)	50Hz
Battery Recharge Time (Typical)	6 Hrs to 90% after complete discharge
Technical Features	Auto Switch Off in Battery Low is In-Built. Off Mode Charging & Overload Protection are In-Built.

7. Web Camera Quantity – 6

Specification	Details
Generic Description	Web Camera
Resolution (Maximum) each camera	Full HD (1920 × 1080 Pixel) or above
Field of View (Degree)	More than 75–90 or above
Comprehensive On-site Warranty (Year)	3 or above
Height	73 mm
Width	126 mm
Depth	45 mm
Camera Megapixel	3 MP or above
Focus Type	Autofocus
Lens Type	Glass
Microphone Range	Up to 1 m
USB Connectivity	USB-A plug-and-play
Privacy Shutter	Built-in
Mounting Clip	Tripod-ready universal clip only

Minimum Eligibility Requirement:

- 1 OEM / Authorized Partner should have **OEM authorized certificate** & Sales and support office in Country. **A self-certified document in support of this must be enclosed.**
- 2 The Technical Bid must be accompanied by **Technical Data Sheet(s), brochure** with technical details and must be verifiable by IIITD-IC
- 3 The Technical Bid must contain the **make and model** of the item(s) being supplied duly supported by documentary proofs.
- 4 OEM or Authorized Partner should have a service and support office from where they can provide services within 48 Hours. **A self-certified document in support of this must be enclosed.**
- 5 The one year warranty provided by the Bidder should have a back-to-back arrangement with the OEM. **The declaration should be part of a Letter of Authorization and signed by a competent authority at the OEM.**
- 6 The vendor/OEM should be able to provide 24x7 NOC & Tele support of their own if required by IIITD-IC at agreed terms. **A self-certified document in support of this must be enclosed.**
- 7 The Bidder shall provide the Registration number of the firm along with the valid GST number with the PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed.**
- 8 The Bidder must not be blacklisted by the Central Government, State Government, or Government of Corporations in India. **A certificate or undertaking to this effect must be submitted.**
- 9 If the Bidder is an authorized partner or service provider of an OEM, **an undertaking from the OEM is required** (please enclose) stating that they would facilitate the Bidder regularly with technology/product updates and extends support for the warranty as well.
- 10 The Bidder must be responsible for supply, deploy and support the infrastructure.
- 11 Bidders can seek clarifications, raise technical queries, etc., related to tender by 25th April 2026 via e-mail to naresh.sood@iiitdic.in And for financial queries, e-mail to naresh.sood@iiitdic.in. The reply to clarifications sought or queries raised will be

replied to within two working days Based on this the bidders may submit bids as prescribed by the due date and time. No clarifications in any other form will be provided.

Following information must accompany the financial bid:

1	Name, address and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address Bank Account Number	
4	PAN & GSTIN (Attach self-certified copy)	
5	Copy of Partnership Deed/ Certificate of registration of company or any other document evidencing registration of the bidder	
6	Number of Years of Experience	
7	List of service centers, nearest location of support centre.	
8	Turnover (in lakh rupees) of the bidder in the financial years: 2023-24 2024-25 2025-26	
9	Please attach CA certified copy of the turnover.	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the authorized Signatory)

Name:

Office Seal.

Date:

Place:

TERMS AND CONDITIONS

1. The Financial Bid should be valid for a period of not less than 60 days from the date of opening of Bid.
2. Upon placing of the Purchase Order (PO), the successful Bidder is required to submit a performance bank guarantee (PBG) equivalent to 5% of the PO value, (if it is more than 2.5 Lacs), within 15 days from the date of PO failing which the Bidder shall be notified as blacklisted. The PBG will be valid for a period of 60 days beyond the stipulated date for cessation of the contract, which is co-terminus with the warranty period. No interest is payable on the PBG.
3. PBG will be realized by IIITD-IC in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
4. The Product to be supplied within a period of 04 weeks from the date of the Purchase Order by the IIITD-IC. If the vendor fails to supply the item as quoted in the Technical & Financial bid, the EMD amount will be forfeited, and the Bidder shall be notified as blacklisted or as deem appropriate by the IIITD-IC.
5. The Bidder should have their own test and repair facility with certified engineers.
6. Bids will be opened in the presence of Bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
7. Sealed Bid can be sent either by post or by person. The responsibility of delivery of Bid lies entirely with the Bidder.
8. 100% payment will be released only on satisfactory supply, installation/services as per the scope of work as certified by the officer in charge of the IIITD-IC and after producing the GST invoice. Bidder does not agree to the above payment terms is requested not to submit their Bid.
9. Payment will be paid only if the required specifications as mentioned in this document are met subject to complete and satisfactory installation and demonstration which is to be arranged by the supplier.
10. IIITD-IC does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
11. In case the Bidder is not able to execute the work as per terms, PBG shall be forfeited.
12. The bidder/tenderer shall submit an undertaking on its letter head, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the IIITD-IC are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of Rs.1,00,000/- (Rs. One Lakh only) as a penalty with the IIITD-IC. Such bidders/tenderers shall be liable to be blacklisted and announced on the website of IIITD-IC.
13. A penalty clause @1% of the delivered price of the delayed goods for each week or part thereof subject to maximum of 10% of the delivered prices is to be incorporated in the PO/Contract terms . If the payment term is 100% against the delivery and if there is a delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of IIITD Innovation & Incubation Center. The Director can consider

exceptions for vendors basis of justifications & delays.

14. IIITD-IC will not provide custom duty exemption certificate.

15. IIITD-IC will not provide GST concession certificate.

16. The supply shall be made at IIITD-IC and shall include all the freight and associated charges

17. IIITD-IC has discretion to revise the quantity /cancel this tendering process at any point of time, without any justification.

PROFORMA FOR FINANCIAL BID

S.No.	Types	COMPONENTS /SPECIFICATION	Units	Unit cost (INR)	Total Cost (INR)
1					
GST					
Grand Total					

The discount, if any, should be mentioned herein and nowhere else.

Total Cost (all-inclusive) of quantity mentioned above (in words) at IIITD-IC Office:

We accept that the rate quoted above shall remain valid for a period of 60 days from the last date of the tender document, i.e., 60 days from 2nd May 2026. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution / GeM.

(Signature and Seal of the Bidder)