


**Additional Specifications and other Terms & Conditions/Eligibility Criteria for eBid on GeM for procurement of 81 No. Multifunction Mono Photocopier Machines**

- 1) Network Scanning: - Machines should be able to scan documents to any remote computer connected over network-LAN.
- 2) PDL: -Machine should have PCL 5e/6.
- 3) File Formats: -Machine should have TIFF, JPEG, PDF, XPS file formats.
- 4) Searchable and Protected PDF: - Machines should have feature for making searchable and protected PDF documents while scan.
- 5) On-site Warranty: - 12 Months.
- 6) Performance Security: - Successful bidder would have to submit Performance Security (PBG) at the rate of 2% of total contract value in the name of "Deputy Inspector General (IT), ITBP, Directorate General" within three days of placement of online supply/contract order.
- 7) Make of Photocopier Machine: - Name of the OEM of machine offered by a bidder should be clearly mentioned in his/her eBid.
- 8) Model Name/Number of Photocopier Machine: - Exact model name/number of machine offered by a bidder should also be mentioned clearly in his/her eBid.
- 9) Datasheet of Photocopier Machine: - Datasheet of offered machine containing all technical specifications should be available on official website of OEM.
- 10) Web-page Address of Datasheet of Machine: - Bidders shall compulsorily provide correct Web-page address of the product datasheet from official web-site of OEM of their offered machine.
- 11) MAF-Authorization is Mandatory: - MAF-Authorization from OEM is mandatory for all the bidders who are not OEM.
- 12) Obtaining MAF-Authorization: - MAF-Authorization should be obtained specifically **in reference to our eBid Number** from OEM on their letterhead issued under the seal & signature of Authorized Person.
- 13) Submission of scanned copies of MAF-Authorization and BIS Certificate: - Scanned copies of MAF Authorization and BIS Certificate should be emailed on our email ID itproc@itbp.gov.in before closing of eBid in case these documents could not be uploaded on GeM portal with the eBid. Scanned copies of MAF-Authorization and BIS Certificate received in our given email account after closing of eBid **shall not be considered**.
- 14) Submission of Original Copy of MAF-Authorization: - Bidders would have to submit original copy of same MAF-Authorization on demand within 02 days.
- 15) In case of Non-Submission of MAF-Authorization, BIS Certificate, Make & Model and Non-compliance of technical specifications: - Bid of such bidder shall be treated as Non-Responsive and **would be rejected summarily** and no query or correspondence whatsoever in this regard shall be entertained.
- 16) Offer of Higher/Better Specifications: - Specifications given are minimum however, bidders are free to offer higher/better specifications.
- 17) In case bidders find it unfeasible in GeM portal to fill-in the offered specifications during eBids, they may provide specifications of their offered product (*including make, model, webpage address of datasheet*) on their letterhead duly sealed and signed by the authorized person and it should be emailed on our email ID itproc@itbp.gov.in before closing of eBid. Scanned copies of such document received in our given email account after closing of eBid **shall not be considered**. Further, bidders would have to submit original copy of the same document on demand within 02 days.

  
Deputy Commandant  
IT Cell, Directorate General  
Indo-Tibetan Border Police Force