

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkata – 700 073
Enquiry Notice for Quotation

No- UNIV/16/08/01/COPIER/01-R

Dated: 30/08/2016

NOTICE INVITING TENDERS FOR DIGITAL COLOUR COPIER AND MULTIFUNCTIONAL OFFICE MACHINE

Sealed quotations are invited from the Authorised Dealers of the manufacturers or Reputed Vendors providing the lowest possible rate for the supply of the under-mentioned goods/article, subject to the following terms and conditions. The quotations must be dropped into the Tender Box kept at the **Purchase Cell, Main Building, 1st Floor of the Presidency University, 86/1 College Street, Kolkata – 700 073.**

Last date & time for submission of quotation is 12/09/2016 up to 3.30 P.M.

Date and time of Opening of the quotations is 12/09/2016 at 4.30 P.M.

Article in details:-

Sl. No.	Particulars	Qty
1	A3-size Digital Colour Copier and Multifunctional Office Machine (with separate Drum & Toner) Probable Technical Specifications : Copy / Print Speed \geq 20 copy/page per minute (both BW/Col- A4) – Paper size (Original/Image): A3/A3- Media size: 95x148mm to 320 x 450mm - \geq 2GB RAM (Dual RAM) , \geq 250 GB HDD, Dual Processor \geq 1.66 GHz– On Demand Fusing System - UFR II LT – DUAL Front Loading Auto Paper size detection Cassettes \geq (2 x 550 sheets) + 100-sheets capacity Bypass Tray – Media weight : 64 to 256 gsm – \geq 7-inch WVGA TFT LCD touch screen Control Panel with tilt – FCOT (BW/Col) < 5.9 / 8.2 secs – USB 2.0, 10/100/1000 Base Ethernet (standard) – 25% to 400% zoom– Resolution (Print) 1200 x 1200dpi, (Copy) 600 x 600dpi, (Scan) 600 x 600dpi –Built-in Tray less Auto Duplex – TWAIN Push & Pull Colour Scanning - HDD Erase Kit - Collate, Image Combination, Booklet Printing - Job Done Notice, Scan Image Check, Secure Watermark, Secured Printing – Store in user inbox - Dept. ID Management – Print directly from or Scan and Store to USB Memory Media - LDAP , Local (Max 1800) – Mobile Printing and Scanning (on Apple or Android devices) - 100-sheet capacity Duplex Auto Document Feeder (DADF) with Reminder LED for 2-sided to 2-sided batch scanning (BW/Colour : 55/55ipm) – Separate Drum (4 drums) & pQ Toner Technology – On Fly Toner Replacement – IPv6 ready – Energy Star , RoHS Complied, WEEE directive.	One (1)

Note: a) The sealed cover should be duly superscribed with the enquiry no & date and name of the item quoted in block letter.

b) Warranty must be mentioned in your offer for the above item. Minimum warranty period should 12 months.

c) The self-attested photocopies of the following documents are to be attached along with the quotation:

(i) PAN Card

(ii) Valid Trade Licence

(iii) VAT Registration Certificate

(iv) IT Return for the Assessment Year 2015-16

d) The Bidder must attach the signed Declaration as specified in the Annexure – I in the letter head.

Terms & conditions of to be fulfilled:-

1. The quotations should be made by the vendors in their original letterheads clearly indicating the aforesaid goods/article in details and the Enquiry No. & date.
2. Price quoted should be inclusive of installation, commissioning and delivery charges up to Presidency University.
3. Sale Tax (VAT/CST), if applicable, shall be payable extra. Rate of sale Tax (VAT/CST) is to be specified in the quotation.

4. Validity of the quotation will be 3(three) months from the closing date of the enquiry.
5. Our enquiry no. and date & Purchase order no. and date must be quoted on all correspondences and those should be duly signed and seal.
6. Bidders must, as far as possible, arrange to supply the material within the stipulated time mentioned in the purchase order. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
7. The University reserves the right to accept or reject any quotation in part or full without assigning any reason thereto.
8. In all cases of disputes, the decision of the University shall be final & binding on you.

Finance Officer

Presidency University

Annexure - I
DECLARATION
(in the letter head of the Bidder)

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ----- am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

Date : -----

Full Name _____

Place : -----

Designation with Seal