



Office of the Controller of Examinations
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering & Science University, Shibpur)
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Webpage : <http://www.iiests.ac.in>

TENDER NOTIFICATION

Advt. No. OC/D (AA)/16/56

Date:19th October 2016

Sealed quotations are invited from reputed vendors for Supply & Installation of Digital Photocopier (A3) Duplex (Black & White) - [1(One) number] for Office of the Controller of Examinations. For details please visit: www.iiests.ac.in. Last Date of Submission of Quotations is 31st October 2016

Controller of Examinations (Acting)
IIEST, Shibpur

Tender Details

Advt. No. OC/D (AA)/16/56

Dates: 19th October 2016

Item: Digital Photocopier (A3) Duplex (Black & White) - [1(One) number]

TYPE	Monochrome Copier
Configuration/Scanner	Desktop, Digital
GENERAL SPECIFICATIONS/PAPER HANDLING	
Minimum Copying Speed(cpm)	50 and above
Std Paper Source(s)	Dual Drawer
Max Original Size	11 x 17 INCHES
Output Size (Min/Max)	5-1/2 x 8-1/2/12 x 18
Copy Resolution	600 x 600 dpi
System Memory (Std/Max)	2 GB RAM, 300 GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited/5-1/2 x 8-1/2 to 11 x 17
Document Feeder	Std DSPF
Document Feeder Capacity	220 orig
ARDF Capacity	100 sheets and above.
SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS	
Connection Type	Network, USB
Max Resolution	600 x 600 dpi
TWAIN Compatible	Yes

The vendors are requested to submit their quotation for the above mentioned item to the Office of the Controller of Examinations by **31st October 2016 within 2 p.m. Tender will be opened on 2nd November at 3.00 PM**

Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711 103

TENDER FORM

ADVT. NO. :

QUOTATION NO.:

Name of Tender: Supply & Installation of Copier Machine

1. Name of the Firm :
(in block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership / Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
5. Trade Licence No. :
6. Sales Tax No. :
7. Demand Draft of Rs.500/- Number : _____ Dt_____
Bank : _____ Branch _____
10. Demand Draft of Rs.10000/- for EMD : Number : _____ Dt_____
Bank : _____ Branch _____
11. Quoted rate :
(use separate sheet , if required)

Item	Specification	Unit price Inclusive all taxes (Rs.)	Remarks if any

Terms & Conditions:-

1. Quotations are to be submitted as per above mentioned format.
2. All rates quoted should be inclusive of all taxes, levies & duties. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at later stage will not be entertained.
3. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
4. The Institution reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the Institute shall be final in case of any dispute.
5. The items should be supplied within 21 days of issuing of final order..
6. Any complain regarding supplied items shall be addressed within 7 days of the order date.
7. A DD of Rs. 10000/- as EMD in favour of "Registrar, IEST" payable at Kolkata has to be submitted by the selected vendor/ supplier, without which quotation will be summarily cancelled. The EMD of the unsuccessful vendors will be refunded. The EMD of the successful vendor will be converted as security deposit and will be refunded after successful completion of the work.
8. A DD of Rs. 500/- in favour of "Registrar, IEST" payable at Kolkata has to be submitted along with the tender.
9. Materials & accessories supplied/used should be as per specification and of Approved Quality (B.I.S.) or by the Authorised Officer of IEST.
10. The materials are to be supplied /delivered at the Institution Campus. The Institution closed at 6 p.m. after which no delivery can be accepted.
11. The work should be completed within stipulated period as indicated in the work-order. A Liquidated damages @ 1.2% per week or part thereof will be imposed, subject to maximum of 5% of the value of work-order.
12. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work.
13. The Order No. is to be noted on both Challan & Bill.
14. All bills are to be accompanied by order copies and challans as received.
15. Payment will be made within 60 days of Submission of proper bills, challans etc. by A/c payee cheque, no Cash payment will be made under any circumstances.
16. Last date of submission is **31st October 2016.**

I / We accept the above terms and conditions and I do hereby undertake that I shall abide by all the rules and regulations of the Institution and also understand that in case of any dispute, the decision of the Institution shall be final

Date:

Signature of Partner/Proprietor with Seal

Note: Must enclose attested copy of Trade License, VAT Registration, PAN Card, P Tax certificate and other document etc. with the application.