



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103, WEST BENGAL

Date: 27/01/2017

ADVT. NO./JA/D(AA)/17/11 dated 27.01.2017

Supply of A3 Size Colour Laser Jet Printer

The Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur invites sealed quotations from reputed vendors for Supply of **1 no. A3 Size Colour Laser Jet Printer**. Last date for submission of quotation to the office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur, is February 6, 2017. Quotations are to be submitted at the Office of the Dean, Infrastructure Planning and Management latest by 11:45 AM on 06.02.2017.

Dean
Infrastructure Planning and Management

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103, WEST BENGAL

NOTICE INVITING TENDER

Sealed Quotations are invited from reputed vendors on behalf of the Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur for Supply of 1 no. A3 Size Colour Laser Jet Printer. Last date for submission of quotation to the office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur, is February 6, 2017.

LAST DATE AND TIME FOR RECEIVING THE BIDS: 06.02.2017 at 11.45 A.M. in the Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur.

DATE AND TIME OF OPENING OF BIDS: 06.02.2017 at 12:15 PM at the Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur.

REQUIREMENTS AND TECHNOCAL SPECIFICATIONS:

A3 Size Colour Laser Jet Printer of make - HP, Epson, Canon or equivalent		
Quantity: 1 no.		
Item	Specifications	
Machine Type	Laser Printer	
Printing Speed		
Mono	A4:	20 pages/min.(ppm) ^{*1*2}
	A3:	10 pages/min.(ppm) ^{*1*2}
Colour	A4:	20 pages/min.(ppm) ^{*1*2}
	A3:	10 pages/min.(ppm) ^{*1*2}
Duplex	A4:	10 images/min. ^{*1*2}
	A3:	7 images/min. ^{*1*2}
Maximum Paper Size	A3	
Printing Method	Colour Laser Beam Printing	
Fixing Method	On-Demand Fixing	
Printing Language	Advanced Printing Technology	
Max. Resolution	1200 x 1200dpi 9600dpi (Enhanced)	
Warm-Up Time (When printer is turned on)	37secs. or less ^{*3}	
Recovery Time	11secs. or less	
First Print		
Colour	13.3secs.	
B/W	10.5secs.	

Toner Cartridges with Full Toner, No Supply with Starter Cartridge.	With Full Toner	Black: 13,000 pages, C / M / Y: 15,000 pages
	Quote with full Toner Cartridge	
Paper Weight		
Standard	60 ~ 128g/m ²	
Multi-Purpose Tray	60 ~ 220g/m ²	
Optional PF-722 Paper Cassette Tray	60 ~ 128g/m ²	
Paper Input		
Standard Cassette	250 sheets	
Multi-Purpose Tray	100 sheets	
Optional PF-722 Paper Cassette Tray	500 sheets x 3	
Maximum Paper Capacity	1,850 sheets	
Paper Size		
Standard	A3, B4, A4, B5, A5, Ledger, Legal*, Letter, 16K, 8K (China), Executive (Other) / Custom (Width 100.0 ~ 297.0mm; Length 182.0 ~ 431.8mm) * Legal refers to paper measuring 215.9 x 355.6mm (8.5 x14 inches)	
Optional PF-722 Paper Cassette Tray	A3, B4, A4, B5, A5, Ledger, Legal*, Letter, Executive, Custom (Width 210.0 ~ 297.0mm; Length 210.0 ~ 431.8mm) * Legal refers to paper measuring 215.9 x 355.6mm (8.5 x14 inches)	
Multi-Purpose Tray	A3, B4, A4, B5, A5, 12 x 18, Ledger, Legal*, Letter, Executive, Statement, 16K, 8K, Envelope (DL, COM-10, C5, B5, Monarch), Custom (Width 76.2 ~ 320.0mm x Length 127.0 ~ 1200mm) * Legal refers to paper measuring 215.9 x 355.6mm (8.5 x14 inches)	
Paper Output		
Face-down (Based on 64g/m ²)	250 sheets	
Duplex Printing	Yes	
RAM Memory	32MB (Needs No Further Upgrades)	
Operation Mode (Page Description Language)	Advanced Printing Technology	
Interface		
USB	USB 2.0 High Speed	
Network	10Base-T / 100Base-TX	
Compatible Operating Systems*⁵	Windows 8 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Vista (32 / 64-bit), Windows XP (32 / 64-bit), Windows 2000, Windows Server 2003 (32 / 64-bit), Windows Server 2003 R2 (32 / 64-bit), Windows Server 2008 (32 / 64-bit), Windows Server 2008 R2 (64-bit), Windows Server 2012 (64-bit) Mac OS X 10.4 - 10.8, Linux	
Power Consumption		

Maximum	1100W or less	
Printing	Approx. 320W	
Standby	Approx. 30W	
Sleep	Approx. 1.5W	
Energy Star	TEC rating at 0.9kWh (Typical Electricity Consumption)	
Dimensions (W x D x H)	545 x 591 x 361mm	
Weight (Printer Unit)	Approx. 34kg	
Power Requirement	AC 220 – 240V±10%, 50/60Hz (±2Hz)	
Operating Environment	Temperature:	10 ~ 32.5°C
	Humidity:	20 ~ 80% RH (No Condensation)
Waste Toner Box	150,000 pages	
Duty Cycle	60,000 pages	
Recommended Monthly Print Volume	1,250 - 5,000 pages	

Warranty 3 years on-site.

Instructions to bidders

1. Following documents need to be submitted along with quotation:

1. Valid Licence (Trade, etc.) along with Company / Proprietor Pan Card, as applicable.
2. Valid Service Tax Registration, VAT Registration as applicable.
3. Documentary proof of Income Tax Return of at least one (1) year from last three (3) financial years.
4. Duly signed and self-attested declaration that, the bidder hasn't been blacklisted by any organisation for performing below standard.
5. Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.

2. Bid Price

- a. The contract shall be for the individual items or whole works as described in the Requirements and technical specifications as above.
- b. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- c. The bidders are required to quote their rates, both in digits and in words.
- d. All duties, taxes and other levies, payment to persons at delivery counters payable by the bidder under the contract shall be included in the total price.
- e. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f. The rates should be quoted in Indian Rupees only.

3. Submission of Quotations

- a. Each bidder shall submit only one quotation.
- b. The quotation submitted by the bidder shall comprise the following:-
 - i) Quotation in the format given in Annexure 2.
 - ii) Priced Bill of Quantities duly signed by the bidder; and
 - iii) Necessary documents as indicated in Section 1.
 - iv) Bid security of 2 % of the quoted amount in the form of DD/Pay order/Banker's cheque in favour of "Registrar, IEST, Shibpur" payable at Howrah, without which quotation will not be considered.

4. Bid Security:

- a) The Bid Security shall have to be valid for a period not less than 90 days after the deadline date specified for submission.
- b) The Bid Security of the unsuccessful bidders will be returned within 28 days of the end of bid validity period specified in Clause no 8.

5. The bidder shall seal the quotation in an envelope addressed to "The Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103" and mention the Tender Advertisement Number.

The envelope will also bear the following identification: -

Quotation for:

"Do not open before 1245 hours dated February 6, 2017."

- 6.** Quotations must be received in the office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103, latest by the specified time and date.
- 7.** Any quotation received by the office of the Dean, Infrastructure Planning and Management, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

8. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

9. Opening of Quotations

Quotations will be opened on the specified date and time in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of "The Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103."

10. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

11. Evaluation of Quotations

The Office of the Dean, Infrastructure Planning and Management authority will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 1 above;
- (b) contain the bid security as specified in clause 3(iv) above;
- (c) are properly signed ; and
- (d) conform to the terms and conditions and specifications without material deviations.

12. Award of contract

The Office of the Dean, Infrastructure Planning and Management authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria and provided the bid security.

13. Notwithstanding the above, the Office of the Dean, Infrastructure Planning and Management authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

14. The bidder whose bid is accepted will be notified of the award of contract by the Office of the Dean, Infrastructure Planning and Management authority prior to expiration of the quotation validity period.

Dean
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QUOTATION

To,
The Dean,
Infrastructure Planning and Management
Indian Institute of Engineering Science and Technology, Shibpur,
Howrah-711103

Subject: **Submission of quotation for "Supply of 1 no. A3 Size Colour Laser Jet Printer."**

Reference: **Tender ADVT. NO./JA/D(AA)/17/11 dated 27.01.2017.**

Dear Sir/Madam,

I/We offer to execute the works described in tender no referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of Rs. _____ [in figures]** Rs.

_____ [in words]**

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation is valid for 45 days as required in Clause 8 of the Instructions to Bidders.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature:

Date: _____

Name & Title of Signatory:

Contact Address and Phone No. of Bidder:

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this form.

Note: the Bidder shall attach duly priced and duly signed Bid offer as shown in Annexure-2 of this Tender Document.

BID OFFER

A3 Size Colour Laser Jet Printer of make - HP, Epson, Canon or equivalent Quantity: 1 no.		Unit Price	Taxes	Gross Total
Item	Specifications			
Machine Type	Laser Printer			
Printing Speed				
Mono	A4:	20 pages/min.(ppm) ^{*1*2}		
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Duplex	A4:	10 images/min. ^{*1*2}		
	A3:	7 images/min. ^{*1*2}		
Maximum Paper Size	A3			
Printing Method	Colour Laser Beam Printing			
Fixing Method	On-Demand Fixing			
Printing Language	Advanced Printing Technology			
Max. Resolution	1200 x 1200dpi 9600dpi (Enhanced)			
Warm-Up Time (When printer is turned on)	37secs. or less ^{*3}			
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		Quote with full Toner Cartridge		
Paper Weight				
Standard	60 ~ 128g/m ²			
Multi-Purpose Tray	60 ~ 220g/m ²			
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Paper Input				

A3 Size Colour Laser Jet Printer of make - HP, Epson, Canon or equivalent Quantity: 1 no.		Unit Price	Taxes	Gross Total
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Paper Size				
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Paper Output				
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Duplex Printing	Yes			
RAM Memory	32MB (Needs No Further Upgrades)			
Operation Mode (Page Description Language)	Advanced Printing Technology			
Interface				
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Network	10Base-T / 100Base-TX			
Compatible Operating Systems*⁵	Windows 8 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Vista (32 / 64-bit), Windows XP (32 / 64-bit), Windows 2000, Windows Server 2003 (32 / 64-bit), Windows Server 2003 R2 (32 / 64-bit), Windows Server 2008 (32 / 64-bit), Windows Server 2008 R2 (64-bit),			

A3 Size Colour Laser Jet Printer of make - HP, Epson, Canon or equivalent Quantity: 1 no.		Unit Price	Taxes	Gross Total
	Windows Server 2012 (64-bit) Mac OS X 10.4 - 10.8, Linux			
Power Consumption				
Maximum	1100W or less			
Printing	Approx. 320W			
Standby	Approx. 30W			
Sleep	Approx. 1.5W			
Energy Star	TEC rating at 0.9kWh (Typical Electricity Consumption)			
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Weight (Printer Unit)	Approx. 34kg			
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Operating Environment	Temperature: 10 ~ 32.5°C			
	Humidity: 20 ~ 80% RH (No Condensation)			
Waste Toner Box	150,000 pages			
Duty Cycle	60,000 pages			
Recommended Monthly Print Volume	1,250 - 5,000 pages			

Warranty 3 years on-site.

Authorized Signature: _____

Date: _____

Name & Title of Signatory: _____

Contact Address and Phone No. of Bidder: _____