

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

Date: 14 February 2018

NOTICE INVITING QUOTATION

(CE/PL/Office/Copier/Feb 2018/23)

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of A3-size Monochrome Digital copier & Multifunctional Office Machine at Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur.

Sealed Technical and Financial bids are to be kept separately inside a bigger sealed envelope. On the top of that outer envelope the Tender Notice Number and the Agency's name, address, mobile and email are to be clearly mentioned.

Tender Documents containing details of the items and terms and conditions are to be submitted to the **Office of the Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103 within 28.02.2018 (11.00 am).**

Enclosed: **Section- I: General Conditions and Important Instructions for Bidders.**

Section-II: Specification of the Items.

For details contact:

Sri Soumitra Bhattacharya, at office of the Civil Engineering Department) [26684561 Extn 281]

Head, Civil
Engineering Department, IEST, Shibpur

SECTION-I: General Conditions and Important Instructions for Bidders

- It is necessary to submit the original tender documents along with technical and price bids to the **Office of the Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103.**
- Bidders are to abide by the terms and condition and submit this tender document in original duly signed with acceptance of the terms and conditions.
- Last date of receipt of tender is 28.02.2018 (**11.00 am**) received late will not be accepted under any circumstances. Tenders will be opened in the Department of Civil Engineering, on the same day at **11.45 am**. In case the Institute remains closed on the said date, tenders will be opened on next working day at same time.
- The Price Bid should clearly mention the price in Rupees including the following:
 - ✓ Delivery charges up to Department of Civil Engineering, IEST, Shibpur, Howrah, including loading and unloading charges.
 - ✓ All taxes, duties, levies applicable.
 - ✓ Demonstration of the item
 - ✓ Fixation of the item as mentioned in the Section II
- The items are to be supplied at the Department of Civil Engineering, Indian Institute of Engineering Science and Technology between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
- Period of delivery of items should be within one week from the date of issue of Purchase Order. If the supply/execution is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @0.5% per week will be imposed on the value of purchase order subject to maximum of 5% of the value of work order.
- Bills in triplicate should be presented for payment within 7 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
- Payment will be made on submission of Proper Bills, Challans etc. by A/C Payee Cheque or bank transfer and no cash payment will be made under any circumstances.
- All payments are subjected to statutory deductions as and when applicable.
- Tender is to be kept valid for acceptance for 3 months with effect from the last date of submission of the tender without any modifications in its terms and conditions.
- Following documents are to be submitted with the tender:
 - ✓ Tender Documents, General Conditions and Important Instruction in original duly signed by the Proprietor/ Partner/ Director of the company.
 - ✓ Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License
 - ✓ Bid according to specifications.
 - ✓ Certificates and Literature in support of the item.
 - ✓ GST No. and copy of the relevant documents
- Submission of tender will indicate acceptance of all terms and conditions mentioned here.
- Authority reserves all rights to accept/reject any/all quotation without showing any reason.

Head, Civil Engineering

SECTION-II: Specification

A3-size Monochrome Digital Copier & Multifunctional Office Machine of Canon iR 2204N or equivalent having requisite specification including following

- Desktop Digital Copier / Network Printer / Colour Scan
- Multitasking Facility
- Backlight Touch screen Control Panel with status message display and Keypad
- Copy/Print Speed of at least 22cpm/ppm for A4, and 11cpm/ppm for A3
- Magnifications : at least 25% to 400%
- Multiple Copies/ Print: more than 90
- Resolution [at least] Copy- 600 x 600dpi, Print- 600x600 dpi, Scan - 300 x 300dpi
- Media Size :A3,B4,A4,A4R,A5,A5R,B5, B5R,Indian Legal, FS, Envelope
- 2-sided Copy/Print: At least of Manual type
- Scan Technology / Scan Size / Mode : upto A3 and Colour / BW
- Scan File Format: TIFF, JPEG, PDF,BMP,EXIF, COMPACT PDF,SEARCHABLE PDF
- Security : Job Interrupt, IPv6 ready
- Interface Connection: USB 2.0, Ethernet 10/100Base-TX , Wi-Fi
- Printer Driver Supported OS : Win 10/8.1/8/7/Vista/ XP/2000
- Mobile Printing, Mobile Scanning applications and Print Service (on Android & Apple devices)
- Machine Life more than 2,75,000 pages