

Department of Information Technology  
Indian Institute of Engineering Science  
and Technology, Shibpur  
Howrah 711 103, West Bengal  
India



Tel : 91-(033)-2668-4561 (3 Lines)  
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Our Ref. No.....

Date: 05.07.2018

## **URGENT**

**IT Web Tender Advt. No. 01/Printer/Faculty/2018-19**

**Date: 10.07.2018**

### **Notice Inviting Quotations**

Complete sealed quotations are invited for the supply of items/works listed below as per specification mentioned. The quotation should include all kinds of taxes and delivery charges of the items to the Department of Information Technology, IEST, Shibpur. The sealed quotations are to be submitted in the tender box in the office of the Department of Information Technology.

#### **Terms and conditions:**

- i. All rates quoted should be of basic price of the equipment/instrument inclusive of all taxes, levies and duties. The rates should be quoted both in figures and words. The quoted price shall include additional charges, if any, for all comprehensive warranty extended up to the period mentioned. Request for inclusion of any tax/levy at later stage will not be entertained.
- ii. Transportation, Packing, Forwarding and Insurance Charges, installation and demonstration / training charge (if any), to be charged should be inclusive of the item price. The delivery should be made to the Department of Information Technology, IEST Shibpur, Howrah-711103.
- iii. Total price of the equipment which includes all above mentioned charges mentioned in (i) and (ii) and any other charges if any should be included in the total price. Request for inclusion of any transportation charge, Packing charge, Forwarding and Insurance Charges, installation and demonstration / training charge at later stage will not be entertained.
- iv. The Institute 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.
- v. Technical Bid, Price Bid (Priced) separately in two sealed enveloped according to specifications.
- vi. Last date of submission of sealed quotation is **20.07.2018 (Monday)** and tenders will be opened on the next working day **12 noon**.
- vii. Bills in Triplicate should be presented for payment within 15 days of supply/completion of work.
- viii. The Order no. is to be noted on both challan and Bill.
- ix. All bills are to be accompanied by order copies and challans as received.
- x. Payment will be made within 60 days of Submission of proper bills; challans etc. by A/c payee cheque or NEFT, no cash payment will be made under any circumstances. All payments are subjected to statutory deductions as and when applicable.
- xi. Bidder shall furnish an undertaking for providing Comprehensive onsite warranty for any manufacturing defect for a period of three year against each item from the date of supply/installation on their letter head, failing which, their offer will not be considered.
- xii. **SELECTION WILL BE MADE PURELY ON ESSENTIAL TECHNICAL DOCUMENTS.** The IESTS authority will evaluate and compare the quotations (the gross amount i.e. inclusive of all taxes, other charges etc.) determined to be substantially responsive i.e. which- (a) meet the



- qualification criteria specified in the tender, (b) Are properly signed, and (C) Conform to the terms and conditions, specifications without deviations.
- xiii. Only one best quality item (according to our specification) should be quoted against each item. On no account should different qualities e.g. A, B, & C of items be quoted. Those items that have been quoted as per different qualities (In contravention to the specifications) will not be considered at all and will be summarily rejected.
- xiv. Based on our specifications, image/drawing of item to be provided and Model Name/No. (if applicable) and Brand must be clearly mentioned in the quotation, without which quotation will not be considered.
- xv. In case of non supply of material within the due date i.e. within the date of delivery, the Director, IEST Shibpur will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the vendor and resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and bind.
- xvi. Original Manufacturer/firm must have manufacturing facility certified by ISO 9001:2008 or equivalent International certification for quoted item. Certificates to be scanned and uploaded with technical bid, without which their quotation will not be considered.
- xvii. The conversion value on the date of opening of the financial bid will be applicable.
- xviii. Scanned Copy of similar type of order received from any other similar Educational Institute, during the last one year, must be submitted for credential. Only branded item must be quoted
- xix. The Institute will not issue any C or D form availing of concessional Sales Tax/ VAT. The Institute will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
- xx. The equipments are to be supplied at the Department of Information Technology between 11.00 am and 4.00 pm from Monday to Friday except holidays. The supplier is responsible for any breakage, damage or defect in equipment/items, detected subsequently, prior to final commissioning
- xxi. Period of delivery is 21 days from the date of issue of Purchase Order. If the supply is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @  $\frac{1}{2}$  % per week will be imposed on the value of purchase order.
- xxii. Tender is to be kept valid for acceptance for 6 months with effect from the last date of issue of the tender without any modifications in its terms and conditions. Failure to comply with the same will result in forfeiture of EMD. EMD of the successful bidder will be converted to Security Deposit (SD). E.M.D./S.D. will be refunded after successful commissioning of the equipment. No interests is payable on E.M.D./S.D.
- xxiii. Scanned copy of Manufacturer Authorization for this specific tender must be provided. OEM certification including FCC, UL, Epeat Gold required.
- xxiv. Equipment and other items, to be supplied, should be as per the specification and approved by the appropriate authority.
- xxv. All the equipment and accessories will carry a guarantee for a period of 36 months from the date of commissioning. Guarantee for all the items supplied will be on 'all comprehensive' basis, i.e., including repairs, replacements, maintenance etc. Calibration / Test Certificate must accompany along with the equipment. Supply of equipment shall include installation, erection, commissioning and demonstration. Indian Institute of Engineering Science and Technology, Shibpur, Howrah reserves the right to accept/ reject all or any of the bidders without assigning any reason whatsoever.



xxvi. Scanned copy of Manufacturer's catalogue of the items must be provided with the technical bid without which bid will be taken as rejected.

I/We accept the above terms and conditions.

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(Seal and signature of bidder)

**ITEMS:**

**Multifunction Printer Specification (Qty. 3 nos.)**

<b>PRINT</b>		
Function	Mono Laser Printer	
Print Speed (A4)	25ppm or higher	
Resolution	Mono 600 x 600dpi	
Print Quality with Image Refinement Technology	1,200 x 1,200dpi (equivalent)	
Auto Duplex (Auto)	Yes	
Available Paper Size for Auto Duplex Print	A4, Letter and Executive	
Memory(in MB)	At least 500 MB	
Duty Cycle	15, 000 Pages per Month (A4 size)	
Port	2 USB 2.0 or higher	
Mobile Printing Capability	Should have the facility	
Auto Document Feeder (ADF)	Yes.	
Energy-saving	ENERGY STAR® Certified	
<b>COPY</b>		
Copy Speed (A4)	27ppm or higher	
Copy Resolution	600 x 600dpi	
Zoom	25 - 400%	
<b>SCAN</b>		
Scan Type	Colour Contact Image Sensor	
Scan Resolution	Optical	Up to 600 x 600dpi
	Driver Enhanced	Up to 9,600 x 9,600dpi
Maximum Scan Size	Platen Glass	Up to 216 x 297mm
Scan Speed	Platen Glass	Approx. 3.0secs. per sheet (mono) Approx. 4.0secs. per sheet (colour)
	ADF (A4)	20 / 15ipm (mono / colour)
Colour Depth	24-bit	
Scan Destinations	E-mail, desktop on PC, Network folder, USB drive	

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Pull Scan	Yes, USB and Network
Push Scan (Scan To PC) with MF Scan Utility	Yes, USB and Network
Scan To Cloud	Yes, MF Scan Utility
Scan Driver Compatibility	TWAIN, WIA, ICA
Colour Mode	Full Colour, Grayscale, Monochrome
Scan Resolution	300 x 300dpi
File Format	JPEG, TIFF, PDF
<b>CONNECTIVITY &amp; SOFTWARE</b>	
Standard Interface	Wired and Wireless both, High-Speed USB 2.0 10 / 100 Base-T Ethernet
Compatible OS	Windows 8, 10 and Mac OS, Linux
Other software	All the drivers
<b>Others details</b>	Servicing/repairing must be available same day on call – provide details.
	Password protection :Unit must have password protection for copying and network printing
	Warranty : 3 (three) years

N.B.: Optional Accessories:

Any accessories other than the mentioned above should be quoted separately.

(Dr. Arindam Biswas)  
Head of the Department