



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
नंगल रोड, रूपनगर, पंजाब-140001/Nangal Road, Rupnagar, Punjab-140001
Ph. 01881-242193, e-mail: purchase@iitrpr.ac.in

No. 1048-17/CHE-HOD/Deptt/PS

27/02/2018

NOTICE INVITING QUOTATION

IIT Ropar intends to purchase the following item. You are, therefore, requested to send your sealed offer in TWO BID System i.e. Technical bid and Financial bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed on the cover of the envelope: (i) Name of the item, (ii) Reference no. of this letter; and (iii) Last date & time of receipt of tenders.

Sl. No.	Description	Qty
1.	Heavy Duty Multifunctional Printer (Detailed specification as per Annexure -A)	2

Bid Schedule :

a). Last date of receipt of tender:	20.03.2018 up to 03:00 PM
b). Opening of tenders on:	20.03.2018 at 03:30 PM
c). EMD (In shape of DD/FDR/BG in favour of the 'Registrar, IIT Ropar', payable at Ropar):	₹30,000.00
d). Place of submission of tenders:	Office of the Registrar, Room No. 125
e). Place of opening of bids :	Conference Room.

NB:

- (i) Please take note of the instructions overleaf before submitting your offer.
- (ii) Tenders received late shall not be considered.
- (iii) Tenders will be opened as per the above schedule in the presence of bidders, if any.

Registrar

INSTRUCTIONS

1) FOR IIT Ropar

Rates offered should be on FOR IIT Ropar basis. Comparison will be made on Net price (including everything i.e. installation/freight/taxes etc.)

2) Payment

30 days credit – 90% payment within 30 days of delivery/receipt of the items at IIT Ropar and the remaining 10% after satisfactory installation/ inspection of the equipment at IIT Ropar and on the submission of performance bank guarantee equivalent to 10% of order value valid for warranty period + 3 months .

In case of imported item-90% payment will be made through LC/TT/SD and balance 10% after successful installation/ inspection of the equipment at IIT Ropar and submission of performance bank guarantee for 10% of order value, either by the principal company or by their Indian agent valid for warranty period + 3 months.

3) Warranty

Warranty period would be as per annexures from the date of successful installation of equipment.

4) Customs Duty or Excise Duty

IIT Ropar is exempted from the payment of Customs Duty/Excise Duty. CDEC/EDEC with DSIR certificate will be provided along with the purchase order (If applicable).

5) Validity of offer

The offer submitted should have the validity of atleast 90 days from the date of opening of bids.

6. Opening of Bids:

Tender will be opened as per the above schedule in the presence of bidders or their authorized representatives whosoever may wish to attend the opening. In case the due date of receipt/opening of the tender is declared a holiday in the Institute, then, the due date of receipt/opening of the tender shall be the next working day at the same time.

7. Parts of Machine:

Where the machine is composed of several subunits/components, the rate should be quoted for each subunit/component. The Institute reserves the right to increase or decrease the number of subunits/components and number of machine according to its requirements. The rates in ambiguous terms will render the quotation liable to rejection. The words “Not quoting” should be clearly written against any item of machines for which the tenderer is not quoting.

8. Service Manual/Circuit Diagram

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines.

9. Power Supply:

The machines should be quoted only for 220 volts and 50Hz electricity supply. The extra requirement of line voltage, current rating etc. and the optimum climate and environment required for the machines must be stated precisely. Voltage stabilizers/isolation transformers/CVT/UPS etc., as may be required shall be listed separately. The full technical specifications and literature in respect of the voltage stabilizer etc., must be furnished.

10. Customs Duty or Excise Duty:

IIT Ropar is exempted from the payment of Customs Duty/Excise Duty. CDEC/EDEC with DSIR certificate will be provided along with the order (If applicable).

11) Service Facility

Supplier should mention about the service set up in India and how capable they are to provide after sales service.

12. Training:

If required, should be included as an optional item in your offer without any extra cost.

13. Banker's details:

Name and address of the banker of your company should be mentioned as per RTGS form attached.

14. Reference of supply:

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines

15) Brochure/Templates

The suppliers must support the quoted specifications with the help of original printed manuals of the equipments and must highlight the specification details in the original manual

16) Liquidated Damages

In case the firm fails to execute the supply as per the purchase order in whole or in part as per the terms and conditions of PO, IIT Ropar can impose the penalty @1% per week of the undelivered stores, subject to a maximum of 10%. It will also be open to the institute to procure the required item(s) from any other source at the risk and expense of the firm.

17. Arbitration

17.1 In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.

17.2 The provision of the Arbitration and Conciliation Act, 1996 or as at the relevant time and of rules framed there under and any statutory modifications thereof shall be deemed to apply and be incorporated in this agreement.

17.3 Upon every or any such reference, the cost of any incidentals to the reference and award(s) respectively shall be at the reasonable discretion of the Arbitrators or in the event of their not agreeing, of the Umpire appointed by them who may determine the amount thereof or direct the same to be fixed as between solicitors and client or as between parties and shall direct by whom and in what manner the same shall be borne and paid.

17.4 Panel of arbitrators will be provided by IIT Ropar out of which the bidder will have to select one.

17.5 The bidder shall have no objection if the officer who has dealt with the case at any stage is nominated as an arbitrator. Further, that one of the arbitrator's shall be Accounts Expert.

17.6 In case of vacancy being caused due to resignation, death or incapacity of the arbitrator(s) to function as such, the same shall be provided in the aforesaid manner and the new arbitrator(s) shall proceed from the stage at which vacancy is caused.

18) Jurisdiction:

The Courts of Ropar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/contract. It is specifically agreed that no Court outside and other than Ropar court shall have jurisdiction in the matter.

19) Force Majeure:

Any failure of omission or commission to carry out the provision of this contract by the supplier shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or nay pestilence or from civil strikes, compliance with any statute and/or regulations of the Government, lockouts and strikes, riots, embargoes or from any political or other reason beyond the supplier's control including war (whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

20) Risk & Cost

In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.

21) The material found defective upon opening by the supplier representative in presence of Central stores personnel/indenter of IIT Ropar or not as per tendered specifications will be lifted back at the cost and risk of the supplier. The material lying in the IIT Ropar premises would be at supplier's risk and cost.

22) The material found defective upon opening by the supplier representative in presence of Central stores personnel/indenter of IIT Ropar or not as per tendered specifications will be lifted back at the cost and risk of the supplier. The material lying in the IIT Ropar premises would be at supplier's risk and cost.

23) Relocation:

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines.

Note: The Director, IIT Ropar reserves the right to accept/reject any or all tenders without assigning any reasons thereof and also to reject the material if the same is not found conforming to the specifications, with further right to affect risk and cost of the purchases.

Note: The Director, IIT Ropar reserves the right to accept/reject any or all quotations without assigning any reasons thereof.

Specification for heavy duty printer

Sr.No	Category	Required Specification
1	Type	Black & White Monochrome Laser Printer, Copier, Scanner
2	Min.Printing/Copying (CPM/PPM)	A3-32CPM /A4- 65CPM
3	Paper Sizes supported	A5, A4, A3, B5, B4, Legal etc. or equivalent
4	Standard Paper Capacity(By Pass)	100 sheets or better
5	Standard Paper Capacity(Main Tray)	4300 Sheets or better
6	Min.Warm-up time(sec.)	20 or better
7	Standard Memory	2 GB or better
8	Hard Disk	320 GB or better
9	Operation Panel Display	Approx10 inch colour LCD Touch screen with tilting provision
10	Document Feeder	Automatic Document Feeder with min.220 sheets capacity or better
11	Duplex Printing	Standard
12	Duplex Scanning	Standard
13	Finisher With Stapler	Atleast 25 pages stapling or equivalent
14	Max.Original Paper Size	A3(11" x 17")
15	Scan Resolution (dpi)	600 x 600 or equivalent
16	Copy Resolution (dpi)	600 x 600 or equivalent
17	Continuous Copy	1-9999 copies
18	Zoom Range(%)	25-400% or equivalent
19	NETWORK PRINTER	STANDARD
20	Standard Interface	USB 2.0 and LAN(10 Base-T,100 Base-TX,1000Base-T)
21	NETWORK COLOUR SCANNER	Standard
22	Scanning Speed (ipm)	Two-sided:220(Mono/Colour) or equivalent One sided:120(Mono/Colour) or equivalent
23	Scanning OEM software	Required
24	Resolution dpi	600 dpi

25	File Formats	PDF,JPEG etc.
26	Scan Destinations	E-mail,desktop on PC,Network folder,USB drive
27	Document Filing	STANDARD, PDF, JPEG, TIFF etc.
28	Max.Capacity(total pages/files)	20,000/4000 or equivalent
29	Scan to USB(Pen Drive)	STANDARD
30	Print from USB (Pen Drive)	STANDARD
31	Password Protection	Provision for password protection for copying & Network printing.
32	Duty Cycle	Min 100000 pages/month duty cycle
33	Operating System supported	Windows 7/8/10,Mac OS, PS3
34	Warranty	One Year warranty on all parts and service

Terms and conditions

1. The supplier should be invited for techno-commercial meetings/presentation at the time of quotation opening.
2. The policy of upgradations/add-ons, service and maintenance must be extensively mentioned in the submitted quotations.
3. No email and fax should be entertained.
4. Free life time technical support is recommended.
5. The vendor should have local application and service support.
6. The supplied instrument should carry warranty period for 1 years.
7. Installation and commissioning should be at free of cost.

