



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI

*(Autonomous institution under MHRD, Govt. of
India & Department of Information Technology &
Electronics, Govt. of West Bengal)*

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

IIITK/RFP/Tender/2017/42

Date :- 14.06.2017

*Last date of submission: 24.06.2017
Technical bid opening: 24.06.2017*

For Supply of
PRINTER CUM COPIER CUM SCANNER

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL
NOTICE INVITING TENDER FOR SUPPLY OF PRINTER

TENDER NO. : IITK/RFP/TENDER/2017/42 DATED 14.06.2017

NAME OF WORK: For Supply of 5 Printer cum Copier cum Scanner at IIIT Kalyani.

LOCATION OF SUPPLY/WORK: Indian Institute of Information Technology Kalyani (IIITK)
c/o WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water
Treatment Plant, Near Buddha Park, Dist. Nadia, P. O Kalyani, PIN -
741235, West Bengal.

SALE OF TENDER DOCUMENTS: From 14.06.2017 to 24.06.2017 upto 14.00 hrs
Tender documents can be obtained from IIIT Kalyani office, WEBEL IT Park,
Kalyani on all working days (Tuesday to Saturday) from 11:00am to 3:00pm or
can be downloaded from IIIT Kalyani website: <http://iiitkalyani.ac.in/>

TENDER FEE: Rs 300/- by DD in favour of “IIIT Kalyani”, payable at Kalyani. DD should be
submitted along with EMD. The tender fees is non refundable.

EARNEST MONEY DEPOSIT: EMD of Rs 1,000/- has to be enclosed along with techno commercial
offer to IIIT Kalyani directly in a separate sealed envelope so as to reach us on
or before the due date of opening of tenders. The EMD shall be in the form of
Demand Draft, drawn in favour of ‘IIIT Kalyani’ payable at Kalyani. EMD will
be refunded to the unsuccessful bidder after award of the work.

LAST DATE AND TIME FOR RECEIVING THE BIDS:
24.06.2017 at 2 pm in the Office of the Registrar, to the Tender Box placed in
Office of Indian Institute of Information Technology, Kalyani.

Note: In case of any clarification in with regard to submission of bids please contact Assistant
Registrar also, the bidders are advised to read the “**General Conditions and Important
Instructions for Bidders**” available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: 24.06.2017 at 3:00 pm at the same venue.

Registrar(Offg.)
Indian Institute of Information Technology, Kalyani

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Bidders are to submit the original tender documents after accepting the terms and conditions with technical specifications and price details in sealed envelope to The Registrar, Indian Institute of Information Technology Kalyani-741235, West Bengal, India.
2. Bidders are to submit Technical Bid and Price Bids in sealed envelope superscribed with the Ref. IITK/RFP/Tender/2017/42, dated 14.06.2017 (Advertisement No. and date) along with the bidders name, address and phone number.
3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.
4. Only branded item must be quoted as per annexure - I.
5. Vendor's Bank account no, with IFSC code, Photo copy of PAN Card & certificate of VAT are to be attached with the quotations.
6. The original tender document with technical specifications is available at <http://iitkalyani.ac.in> under notification.
7. Last date of receipt of tender by IIT, Kalyani is **24th June, 2017 (Saturday) at 2.00 pm**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the IIT, Kalyani on the 24th June, 2017 at 3:00 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at 3:00 pm.
8. The Price Bid should clearly mention the following: Ex Works Price Packing and Forwarding Charges, if any Freight and insurance, up to Indian Institute of Information Technology, Kalyani including loading and unloading charges All taxes, duties, levies applicable, in INR Erection, Commissioning and testing charges at IIT, Kalyani site. Installation charges. Extended warranty and standard warranty any other terms and conditions.
9. **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.**
10. The equipments are to be supplied at the Office of IIT Kalyani between 11.00 am and 4.00 pm from Tuesday to Saturday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
12. 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 @ ½ % per week will be imposed on the value of purchase order.
13. Bills in triplicate should be presented for payment within 15 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.
14. Payment will be made on submission of Proper Bills, Challans etc, by A/C Payee Cheque and no cash payment will be made under any circumstances.
15. All payments are subjected to statutory deductions as and when applicable.
16. Earnest Money Deposit (EMD) of Rs. 1,000/- has to be enclosed along with techno commercial offer. Also a demand draft of Rs 500/- for application Fee has to be enclosed along with the tender document.

17. Tender is to be kept valid for acceptance for 3 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. Bidders must submit one self-addressed envelope for release of E.M.D.
18. Documents 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 as a token of acceptance of Terms and Conditions of Tender. Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License. Demand Draft for Earnest Money Deposit. Technical Bid, Price Bid (Priced) in sealed envelopes according to specifications. OEM certification including FCC, UL, Epeat Gold Manufacturer Authorization for this specific tender.
19. Equipment and other items, to be supplied, should be as per the specification and approved by the appropriate authority.
20. The quoted price shall include additional charges, if any, for all comprehensive warranty extended up to the period mentioned.
21. Price should be quoted in Indian currency and inclusive of all taxes, duties and levies as applicable with warranty. Type and amount of these taxes, duties and levies are to be mentioned clearly.
22. The supplier is responsible for any breakage, damage or defect in equipment/items, detected subsequently, prior to final commissioning.
23. All the equipment and accessories will carry a guarantee for a period of 12 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 printer shall include installation, erection, commissioning and demonstration. Indian Institute of Information and Technology, Kalyani reserves the right to accept/ reject all or any of the bidders without assigning any reason whatsoever.

I/We accept the above terms and conditions.

Signature of the Bidders with date and seal
Name:
Designation:

SPECIFICATION

Black & White Multifunction Laserjet Printer Specifications:

Features	Specifications
Print	
Type of Print Technology	Laser
Functions	Print, Scan, Copy
Print Speed	A4 Normal : 22ppm Letter Normal : 23 ppm
First Page out	As fast as 7.5 Sec (A4, Ready)
Print Resolution	600X600 dpi
Duplex Printing	Manual
Scan	
Scan Type Technology	Type : Flatbed Technology : CIS
Scan Resolution	Hardware : upto 600X600 dpi Colour Flatbed Upto 1200X1200 dpi Mono Flatbed
Bit Depth	24bit
Colour Scanning	Yes
Scan File Format	Jpeg, pdf, png
ADF	No
Copy	
Copy Speed	As fast as 10.5 Sec (A4, Ready)
Max No of Copies	Upto 99 copies
Copy Size	25% to 400%
Copier Settings	Number of Copies; Lighter/Darker; Optimize; Paper; Multi-Page Copy; Draft Mode
Others	
Connectivity	Hi Speed USB 2.0 only, No Network (USB Cable must be supplied with the printer)
Memory	128MB at least
Processor Speed	600Mhz at least
Duty Cycle (Monthly)	Upto 10000 pages RMPV : 150 to 1500 pages
Input Tray	150 Sheets
Output Tray	100 Pages
Media Weight	60 to 163 GSM
Control Panel	Dual Digit Numeric LCD Display, 3 LED Indicator
Operating System Supported	Windows, Mac and Linux (Scanning in Linux must be supported)
Warranty	1 Year Onsite Warranty