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**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/Tender/2017/65

Date :- 20.12.2017

*Last date of submission: 10.01.2018*

*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. : IIITK/TENDER/2017/65 DATED 20.12.2017

NAME OF WORK: For Supply of 10 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.

TENDER FEE: Rs 500/- 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:

10.01.2018 at 2 pm in the Office of the Registrar, to the Tender Box placed in Office of Indian Institute of Information Technology, Kalyani, (Room no. 107).

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: 10.01.2018 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. IIITK/Tender/2017/65, dated 20.12.2017 (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 & GST certificate are to be attached with the quotations.

**6**. The original tender document with technical specifications is available at <http://iiitkalyani.ac.in> under notification.

7. Last date of receipt of tender by IIIT, Kalyani is 10**th January, 2018 at 2.00 pm.** Tenders received late will not be accepted under any circumstances. Tenders will be opened in the IIIT, Kalyani on the 10th January, 2018 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 IIIT, Kalyani site. Installation charges. Extended warranty and standard warranty any other terms and conditions.

9. The equipments are to be supplied at the Office of IIIT 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 15 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:**

# ANNEXURE - I

**Specifications of Multifunction Laserjet Printer with Automatic Duplex and Networking :**

* Type Multifunction
* Printer Type Laser Printer
* Printer Display 2-Line LCD Display
* Interface Hi-Speed USB 2.0 port; 10/100Base-T Ethernet network port; RJ-11 Telephone port
* Printing Method Multifunction
* Printer Functions Copy, Fax, Print, Scan
* Printer Languages Host-based

Print Features

* Duty Cycle-Monthly A4 Up to 8000 pages
* Copy Resolution Color Up to 600 x 400 dpi
* Print Resolution Mono Up to 600 x 600 dpi (1200 dpi effective)
* Copy Speed Mono Up to 18 cpm
* Duplex Print Manual (driver support provided)
* Print Speed Mono ISO Laser comparable:Up to 19 ppm, Normal:Up to 18 ppm

Paper Handling

* Media Types Supported Paper (plain, laser), envelopes, transparencies, labels, cardstock, postcards
* Output Tray Capacity 100 Sheets
* Media Size Supported A4, A5, ISO B5, ISO C5, 6, European Postcard, Legal, Letter

Scan

* Scan Area Size 216 x 297 mm
* Optical Scanning Resolution Up to 1200 dpi
* Scan Type Flatbed, ADF

Copy

* Copy Resolution Mono Up to 600 x 400 dpi
* Maximum Copies Up to 99 copies

Power & Operating Requirements

* Operating Temperature Range 10 to 32.5 Degree C
* Operating Humidity Range 10 to 80% RH
* Power Requirements Input voltage 110 to 127 VAC (+/- 10%), 60 Hz (+/- 2 Hz); 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)
* Power Consumption-Active 375 watts (printing), 245 watts (copying), 4.7 watts (ready), 2 watts (sleep), 0.3 watts (off)
* Power Consumption-Manual Off Values subject to change. Power numbers are the highest values measured using all standard voltages. Default time from Ready-Mode to Auto-Off: 15 minutes

System Requirements

* Processor 400 MHz
* Operating System Windows 7 / Vista / XP (SP-2 or Above) (32-Bit), Mac OS X v10.5 - v10.6

Connectivity

* USB Support Yes
* Wireless Support Yes