

No.NU/Interim Camp/**Date: 18.01.2017****To**

Sub: Limited Tender Enquiry is invited for Photo Copier/ Multifunctional Printer Machine at Interim Campus of Nalanda University.

Dear Sir(s),

1. Sealed quotations are invited for providing and installing of Photo Copier/ Multifunctional Printer Machine at Nalanda University, as per Specifications detailed in Annexed Price Schedule and on the terms & conditions as detailed hereunder:-

2. DUE DATE & TIME FOR RECEIPT/OPENING OF QUOTATION:-

- (i) Due date and time for receipt : 08.02.2017 (Wednesday) up to 3.00 pm
(ii) Due date and time for opening of offer: 08.02.2017 (Wednesday) at 3.30 pm

3. MODE OF SUBMISSION OF QUOTATION:-

The quotation may be sent by post or may be dropped in the Tender Box of the Nalanda University, Rajgir, placed in the office of Administration on or before due date & time of receipt of offer as indicated above.

Quotation which do not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Nalanda University will not be responsible for any delay in receipt of quotation by post what so ever may be the reason.

4. VALIDITY:-

The offer shall be kept valid for a period of 30 days (Thirty days) from the date of opening of quotation.

5. PRICES:-

The prices shall be for providing and fixing of Photo Copier/ Multifunctional Printer Machine at Nalanda University, Rajgir, District Nalanda, On door delivery basis inclusive of packing, freight & forwarding charges, Excise Duty, VAT/CST/BRCT & other levies, if any. Payment of any types of Govt. Statutory levies/taxes will be responsibility of the bidders. Please ensure that the rates/prices are strictly filled in the Schedule-I enclosed herewith.

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Earnest Money Deposit : Rs. 12,000/- (**Rupees Twelve Thousand Only**) (In case a bidder is using the limited tender document downloaded from the University's website, a demand draft for Rs.12,000/- drawn in favour of Nalanda University payable at Rajgir is to be submitted as EMD.)

Details of the Earnest Money Deposit (EMD):-

Sr. No.	DD No.	Date	Amount (Rs.)	Drawn on Bank

Tender Fee: - A demand draft amounting to Rs.500/- drawn at a nationalized bank in favour of Nalanda University payable at Rajgir is to be submitted as Tender fees.)

6. **DELIVERY:-**

The delivery within stipulated time period (30 Days) will be the essence of the contract as per issuance of work order and has to be strictly adhered to by the bidder. There shall not be any compromise in the quality of goods delivered and scheduled delivery under any circumstances.

7. **PAYMENT:-**

Subject to completion of all formalities as per terms of order, 90% payment of each consignment inclusive of all charges shall be paid to the firms within 30 days from the date of obtaining installation, completion certificate for the of equipment. The payment shall be released by the Finance section (Bills), Nalanda University, Rajgir, District Nalanda. 10 % payment shall be released after successful completion of 2 months and satisfactory certificates provided by users/Engineering section.

Warranty/ Guaranty: - Minimum 01 (One Year) or as per OEM/Manufacturer.

8. **PENALTY:-**

The delivery period is the essence of the contract and has to be maintained under any circumstances In case of delay in execution of the order, the Nalanda University may at its option either:-

- (i) Recover from the supplier/vendor as agreed towards liquidated damages a sum @ ½% (half percent) of the price of any stores not delivered for a week or part thereof subject to maximum of 10%.

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OR

- (iii) Purchase from elsewhere on account and at the risk and responsibility of the suppliers, the stores not delivered or others of similar descriptions.

OR

- (iii) Cancel the contract for part or whole of the quantity on order, with liability.

9. **CONSIGNEE:-**

The delivery of the item is to be made to the Store In charge, Nalanda University.

10. **ACCEPTANCE:**

It is not binding on the Purchaser to accept the lowest or any tender. The Nalanda University reserves their right to accept or reject any offer at its option or place order with more than one supplier for full or part of the quantity of this enquiry without assigning any reason and the same shall be binding on suppliers unless otherwise stated in the offer. No correspondence shall be entertained on this account.

11. **DISPUTES:**

All disputes, if any, out of or in respect to this enquiry are to be settled at court Rajgir District- Nalanda. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Bidders/Suppliers are requested to confirm their acceptance to the commercial terms & conditions as per Enquiry. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Please acknowledge the receipt of enquiry.

Encl: - (1) Schedule-I (Price & Quantity Schedule) & Schedule II-(Technical Specification)

Yours faithfully

Assistant Registrar

Nalanda University, Rajgir

District: Nalanda (Bihar)

SCHEDULE-I: Price & Quantity
(To be kept in the sealed envelope)

Materials	Expected Brand	Unit	Qty.	VAT @ (%)	Total (including VAT)	Total Amount (including VAT)
Photo Copier/ Multifunctional Machine (B&W)	Canon/Xerox/ Ricoh	Pcs	01			
Photo Copier/ Multifunctional Machine (Color)	Canon/Xerox/ /Ricoh	Pcs	01			
Photo Copier Compact & Efficient	Canon/Xerox/R icoh	Pcs	02			

NOTE:

01. Rates in various tapering steps shall not be considered
02. The offers, with the rates given in any form/Performa, other than mentioned above may be liable for rejection.
03. Payment of any type of Govt. statutory levies/taxes will be responsibility of the Bidder.
04. While quoting the prices, Make and model of the offered material required to be indicated.
05. Warranty as per manufacturer.
06. Only reputed makes shall be considered.

Signature of Tenderer
Name in full & Designation



SCHEDULE-II: Technical Specifications

(To be kept in the sealed envelope)

Description	Expected Model/Brand	Justification	Details to be filled in by the Bidders/Supplier (Yes/No) or type of Specification Fulfillment/Remarks
<p>1 units (B &W)</p>	<p>Canon/Xerox/Ricoh</p>	<ul style="list-style-type: none"> • A3 Mono Copier MFDs with Separate Toner & Drum (Print/Copy/Scan) • Processor: Dual Core (1.6 GHz), 160 GB HDD, 1.2 GB RAM • Speed: 45 PPM or more; 2 Trays: Min 550x2 sheets • Push & Scan: Color & Mono (PDF/ Compressed PDF/ JGP/XPS mode) • Min 1000 User ID/ Password for authentication • Secure Print • Type- Multi Functional Office Machine • Technology- With Separate Drum and Toner • Duplexing feature should be available • Mandatory BIS Registration • Network interface- Rj45 	
<p>1 units (Colour)</p>	<p>Canon/Xerox/Ricoh</p>	<ul style="list-style-type: none"> • A3 Mono Copier MFDs with Separate Toner & Drum (Print/Copy/Scan) • Processor: Dual Core (1.50 GHz), 250 GB HDD, 2 GB RAM • Speed: 20 PPM or more • Dedicated 12x18 Paper tray ; 2 Trays: Min 550x2 sheets • Min 1000 User ID/ Password for authentication • Wifi Print/ Mobile Print / Mobile Scanning compatible • Push & Pull Scan: Color (PDF/ Compressed PDF/ JGP/XPS mode) 	



2 Unit (B & W)	Canon/Xerox/ Ricoh	<ul style="list-style-type: none">• A3 Mono Copier MFDs with Separate Toner & Drum (Print/Copy/Scan)• Min Processor: 390 MHz with 120 MB RAM• Push & Pull Scan: Color & Mono (PDF/ Compact PDF/ Searchable PDF/JPG/TIFF)• Min 100 User ID/ Password for authentication• Wifi Print/ Mobile Print Compatible/ Network Print Ready• Toner Yeild : Min 9500 A4 Copies, Drum Yeild : Min 55000 Copies	
Total Amount:			

We hereby accepting all the technical specification as stipulated in this enquiry.

Signature of Tenderer
With Seal & Stamp