



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
कारैक्काल - 609 609  
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY  
Karaikal - 609 609

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## **NOTICE INVITING TENDER**

### **For Supply & Installation of Multi function LaserJet Printers**

**Tender Reference No. : NITPY/ADMIN/PRINTER/2016-17/005**

**Date of Commencement for  
Sale of Tender Documents : 17-10-2016**

**Last date and Time for  
Receipt of Tenders : 16-11-2016 upto 03:00 PM**

**Time and date of opening of  
Tenders : 16-11-2016 at 04:00 PM**

**INSTRUCTIONS TO TENDERERS  
&  
CONDITIONS OF CONTRACT**

1. The National Institute of Technology Puducherry, Karaikal an Educational Institution invite tenders for supply of LaserJet Printers in NITPY Campus.  
The Tenders should be submitted in two parts in separate covers (Technical Bid & Financial Bid) in following manner:
  - (i) Bid containing technical specifications and Earnest Money Deposit.
  - (ii) Bid containing financial offer.The envelopes should be marked as Technical Bid and Financial Bid with reference number and submitted in one cover.  
The Technical Bid and Financial Bid will be opened in two stages on different dates. The bid containing technical specifications and Earnest Money deposit will be opened at 1<sup>st</sup>stage. The Financial Bid of technically qualified bidders will be opened on 2<sup>nd</sup>stage.
2. Tender must be sent in a properly sealed envelope with tender number and due date subscribed as **“Supply & Installation of Multifunction Laserjet Printers”** on top of the envelope addressed to **the Registrar (i/c), NIT Puducherry, Thiruvettakudy, Karaikal - 609609**. All the columns of the tender form shall be duly and properly filled in separately. The rates and units shall not be overwritten in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
3. The bidders shall furnish, as part of his bid, a EMD / Bid security for an amount of Rs. 15,000/- in the form of demand draft of any nationalised bank drawn in favor of **“Director, NIT Puducherry”** payable at Karaikal. The EMD or Performance security will bear no interest whatsoever. The EMD should be enclosed along with the Technical bid of tender document.
4. Bid security (EMD) exemption is applicable to bidders registered with DGS&D and NSIC if all the products quoted are manufactured by them. The bid security should remain valid for a period of 45 days beyond the final bid validity period. The tenders without EMD shall be rejected.
5. Unsuccessful Bidder's bid security shall be returned within sixty (60) days after the expiration of the period of the validity of the prescribed by NIT Puducherry or placing of work order to the successful bidder.
6. The price should be quoted on prescribed price schedule. All corrections must be attested by the tenderer. The required delivery period must be mentioned. After the order has been placed, the item must be supplied within the stipulated period or by the period extended by the Institute. In case of late providing of leased line the Institute is entitled to recover as

penalty from the tenderer a sum @ 0.5% of the total value of the purchase order per week and the maximum 10% of the total value.

9. The payment will be made after installation of project according to specifications, its installation and good working order. In case the goods are rejected these have to be removed by the supplier at his own cost. The rejected goods must be replaced by the supplier within 15 days of the dispatch of registered notice intimating that the goods have been rejected failing which the order may be cancelled and security forfeited.

**Payment Condition:-**

- 90% payment on demonstration of satisfactory working and installation of instruments/equipments/components.
  - 10% of the amount will be retained as performance security to be released after two months of expiry of the warranty period.
  - All Payments shall be made in Indian Rupees Only and will be subject to provisions of Penalty and Liquidated Damages.
10. No payment will be made in advance for any supplies under this tender. No claim for any duty, not stipulated in tender will be admitted at any stage.
11. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted along with tender. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes. The rates quoted should be firm and include all charges. The Form D is not issued by the Institute.
12. In case of goods controlled by the Government, the tendered rates shall not be higher than the controlled rates.
13. Standard warrantee of the items should be mentioned in the tender. A list of users where similar equipment has been supplied in the past should be furnished with the tender.
14. The Institute reserves the right to accept or reject any tender or to cancel the whole bidding process without assigning any reason.
15. The institute reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected. The descriptive literature with full technical data and drawing/photos must be furnished along with the tender.
16. In case of dispute the decision of the Director shall be final. All above conditions will be enforced unless written orders of the Director are obtained relaxing any specific condition in any particular instance.

17. The tender shall remain valid for **90 days** from the date of opening of tender. Fax or conditional tenders shall not be accepted. Tender received beyond the fixed date and time shall not accept.
18. The bidder/system integrator (SI) should be in the business for the minimum last three years and OEM for the last five years in India. The bidder also should have their own after sales & service support facilities in Tamilnadu/Pondicherry. The support facilities should be fully owned by the bidder / OEM and managed by their permanent employees (company payroll) and not through franchisee(s). It is mandatory to enclose the supporting documents.
19. The tenderers are required to quote their lowest rates in the very first instance and there shall be no negotiation in purchases. In case only one tender is received or only one tender remains according to specifications of the required goods, negotiations will be carried out.
20. The interested firm may be submit the separate sealed envelope for "Technical Bid" and "Financial Bid" to be sealed into the third cover super scribed as "**Supply & Installation of Multifunction Laserjet Printers**" and addressed **to the Registrar (i/c), NIT Puducherry, Thiruvettakudy, Karaikal - 609609 latest by 03:00 PM on 16-11-2016.**

Date: 17-10-2016

-Sd/-  
Registrar (i/c)

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**

## TECHNICAL BID

1	Name of firm		
2	Address of Firm		
3	Registration No.		
4	Name of the authorized signatory		
5	Specimen Signature of the Authorized signatory.		
6	Telephone Number of the authorized signatory and other Technical support contact Number of the firm.		
7	Details of the Government organization/Autonomous body/Higher education Institute of repute. The minimum average annual turnover of the bidder for the last three financial years (2013-14, 2014-15, 2015-16) should be at least Rs. One Crore. Supporting documents must be enclosed.	Year	
		2013-14	
		2014-15	
		2015-16	
8	Whether proof/copies of work order on items at S.No. 7 enclose (Yes/No)		
9	List of copies of documents enclosed.		

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**

**“TECHNICAL BID - COMPLIANCE FORM”**

**I) LaserJet Multifunction Printer – 23 Nos.**

**FIRM'S NAME & ADDRESS:**

<b>S.No</b>	<b>Description</b>	<b>NITPY's Specifications</b>	<b>The Suppliers matching Specification</b>
1	Quantity	<b>Laser Jet Multifunction Printers – Mono (Black &amp; White) with below mentioned specifications – 23 Nos</b>	
2	Make & Model	Make of the Computer should be specified	
3	Processor speed	Minimum 500 MHz	
4	Memory	Minimum 128 MB	
5	Duplex Print	Automatic	
6	Print / Copy Speed	Minimum 25 ppm	
7	Print Resolution	Minimum 600 dpi	
8	Scan Resolution	Minimum 1200 dpi	
9	Copy Resolution	Minimum 1200 dpi	
10	Scan Type	Flatbed, ADF	
11	Scan Speed	Minimum 15 ppm	
12	Scan file format	JPEG, TIF, BMP, GIF, PDF, PNG, etc.	
13	Scan resolution	Minimum 300 dpi (Color / Mono/ ADF)	
14	Connectivity standard	USB port	
15	Features	Print, scan & copy	
16	Printer Dimensions	Specify in mm (l x b x h)	
17	Environmental	Specify the Operating temperature, and Operating Humidity	
18	Warranty	3 years comprehensive on-site warranty with On-Site Service & Support for both Parts and Labour	

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**

## II) LaserJet Multifunction Printer with Network – 4 Nos.

### FIRM'S NAME & ADDRESS:

S.No	Description	NITPY's Specifications	The Suppliers matching Specification
1	Quantity	<b>LaserJet Multifunction Printers with Network (Black &amp; white) with below mentioned specifications – 4 Nos.</b>	
2	Make & Model	Make of the Computer should be specified	
3	Processor speed	Minimum 500 MHz	
4	Memory	Minimum 128 MB	
5	Duplex Print and Copy	Automatic	
6	Duty cycle (monthly, A4)	Upto 7,000 pages	
7	Print / Copy Speed	Minimum 25 ppm	
8	Print Resolution	Minimum 600 dpi	
9	Scan Resolution	Minimum 1200 dpi	
10	Copy Resolution	Minimum 1200 dpi	
11	Scan Type	Flatbed, ADF	
12	Scan Speed	Minimum 15 ppm	
13	Scan file format	JPEG, TIF, BMP, GIF, PDF, PNG, etc.	
14	Copier Settings	Collation, Reduce / Enlarge from 25 to 400%, Contrast (Lighter / Darker)	
15	Print Handling	Input Capacity : Max 250 Sheets and 10 Envelops Output Capacity : Max 100 Sheets and 10 Envelops	
16	Paper Tray	2 minimum / 3 maximum ADF : Minimum 30 Sheets	
17	Features	Print, Scan & Copy	
18	Printer Dimensions	Specify in mm (l x b x h)	
19	Environmental	Specify the Operating temperature, and Operating Humidity	
20	Warranty	3 years comprehensive on-site warranty with On-Site Service & Support for both Parts and Labour	

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**

### **III) LaserJet Color Printer – 1 No.**

**FIRM'S NAME & ADDRESS:**

<b>S.No</b>	<b>Description</b>	<b>NITPY's Specifications</b>	<b>The Suppliers matching Specification</b>
1	Quantity	<b>LaserJet Color Printer with below mentioned specifications – 1 No.</b>	
2	Make & Model	Make of the Computer should be specified	
3	Processor speed	Minimum 500 Mhz	
4	Memory	Minimum 128 MB	
5	Printing Speed	Black – Minimum 20 ppm Color – Minimum 20 ppm	
6	Duty cycle (monthly, A4)	Up to 30,000 pages	
7	Print Resolution	Minimum 600 dpi	
8	Duplex Printing Options	Automatic	
9	Features	Print only	
10	Connectivity standard	USB Ethernet 10/100 Base-TX network	
11	Paper Tray	Minimum - 2 Tray	
12	Print Handling	Input Capacity : Min 250 Sheets Output Capacity : Min 100 Sheets	
13	Power Consumption Operational	Specify in Watt	
14	Printer Dimensions	Specify in mm (l x b x h)	
15	Warranty	3 years comprehensive on-site warranty with On-Site Service & Support for both Parts and Labour	

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**



## “PRICE BID - QUOTATION FORM”

**FIRM'S NAME & ADDRESS:**

### Laser Jet Printers (PRICE BID)

<b>S. No</b>	<b>Description</b>	<b>Unit Price (in Rs.)</b>	<b>Qty</b>	<b>Sales Tax (in Rs.)</b>	<b>Total Amount (in Rs)</b>
1	<b>Type: I</b> LaserJet Multifunction Printer (Black & White) (make, model & configuration as specified in the technical bid compliance form) with 3 years comprehensive on-site warranty				
2	<b>Type: II</b> LaserJet Multifunction Printer with Network (Black & White) (make, model & configuration as specified in the technical bid compliance form) with 3 comprehensive on-site warranty				
3	<b>Type: III</b> LaserJet Color Printer (make, model & configuration as specified in the technical bid compliance form) with 3 years comprehensive on-site warranty				

**Signature of the Authorized Signatory**

**Name and Designation**

**Address**

**ITEM WISE TERMS & CONDITIONS:**

- a) The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements. Not quoting for this may result in disqualification for that category of items ordered.
- b) One sample Printer with the same specification as quoted should be supplied for testing and benchmarking, if requested at your cost.
- c) The downtime should be less than 24 hours. If the downtime exceeds 48 hours at a stretch then the duration of such downtime will be added to the warranty period and the warranty extended accordingly.
- d) The warranty start and end date will be counted from the date of installation and not from the date of shipment / billing.
- e) "Comprehensive on-site warranty with on-site support and service for both Parts and Labour" means that your engineer should visit the site / location where the problem is reported, then troubleshoot & identify the problem and replace the faulty part. NITPY will not provide or do any troubleshooting at our end.
- f) If prices quoted in INR, it should be Net price (Including tax, other charges, etc.) Materials Door Delivery.
- g) If the rates are quoted in INR, the rates should be quoted on Door Delivery Basis.
- h) Enclose the Distributor / Reseller / Retailer certificate with the validity date. The offer should be authorised by the Manufacturer. The offers received without the certificate and authorization will be rejected.
- i) Payment of Bills will be after the acceptance of the above items and after the receipt of the bills / invoices along with advance stamped receipt.

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**ACCEPTANCE**

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE SUPPLIER**

**ADDRESS**

**SIGNATURE WITH DATE**

**LIST OF RECOMMENDED VENDORS**

<b>S.No</b>	<b>Items</b>	<b>Approved Makes</b>
1	Type – I LaserJet Multifunction Printer	HP/ CANON/ BROTHER
2	Type – II LaserJet Multifunction Printer	HP/ CANON/ BROTHER
3	Type – III LaserJet Color Printer	HP/ CANON/ BROTHER

**NITPY's COPY (To be filled in and submitted by the bidder)**

<b>CHECKLIST TO BE FILLED IN BY BIDDER</b> (Please make sure that these pages are filled and send duly signed)	
<b>List of documents to be enclosed</b>	<b>Completed &amp; Signed</b>
Terms and Conditions Form	YES / NO
Details of the Firm offering this Quote	YES / NO
NITPY's quotation form (Technical & Price Bid form)	YES / NO
Other technical specifications & pamphlets (in a separate sealed cover)	YES / NO

**NAME OF THE SUPPLIER**

**ADDRESS**

**SIGNATURE WITH DATE**