



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/DR(E)/3628/ 2016
Date : 01st March 2016

TENDER NOTICE

Sealed quotations are invited under **Two Bid Systems** for the purchase of **Multifunctional Printer** for the Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**.

The document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **upto 18.03.2016 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **18.03.2016 at 04:00 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately,

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information.

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Annexure-I

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm :-
2. Address of the firm :-.....
.....
3. Phone Number (With Code):-
4. Proprietor's name: -
5. Address of Proprietor: -
6. Proprietor's Phone No. :-
7. Details of the firm:-
 - (a)Date from which the firm is operating: -
 - (b)Turnover of the firm during: - FY 2012-13 (₹).....
FY 2013-14 (₹).....
FY 2014-15 (₹).....
 - (c) PAN No. :-
 - (d) TIN No. :-

(Please attach documentary evidence)

8. **Tender Processing Fee:** An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.
9. **E.M.D. :** The tenders should be accompanied in a form of a Demand Draft/FDR/ Bank Guarantee in favour of **Indian Institute of Information Technology Allahabad payable at Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Multifunctional Printer	7,000.00	



Technical Compliance
(To be attached with technical bid)

Multifunctional Printer

TECHNICAL SPECIFICATION

Sl. No.	Specification	Compliance	Deviation
1.	Print quality black (best): Up to 600 x 600 dpi (1200 dpi effective)		
2.	Duty cycle (monthly, A4): Up to 8000 pages		
3.	Print technology: Laser		
4.	Display: Dual digit numeric LED		
5.	Number of print cartridges: 1 (black)		
6.	Paper handling input, standard: 150-sheet input tray		
7.	Paper handling output, standard: 100-sheet face-down bin		
8.	Duplex printing: Manual (driver support provided)		
9.	Envelope input capacity: Up to 10 envelopes		
10.	Media sizes supported: A4; A5; ISO B5; ISO C5; ISO C5/6; ISO C6		
11.	Media types: Paper (plain, laser), envelopes, transparencies, labels, cardstock, postcards		
12.	Connectivity, standard: Hi-Speed USB 2.0 port		
13.	Compatible operating systems: Windows 7, 8,10 & Linux		
14.	Scanner: 1200 dpi		
15.	Copy speed: 18 cpm		
16.	Copy resolution: 600x400 dpi		
17.	Fax: Not required		
18.	Energy efficiency: ENERGY STAR® qualified		
19.	Warranty: Minimum 1 year		

Signature of the tenderer

Seal of the firm

Annexure-III

Terms and Conditions:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to the firm, if Manufacture/Sole distributor.
3. Quoted rate should be valid at least for 60 days.
4. Turnover of the firm should be 10 lakh for the last two year
5. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.
6. Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier if, required.
7. Enquiry/tender must be quoted in prescribe format on the company/firm letter head.
8. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties, validity, transportation charges.
9. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
10. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
11. Payment will be made within fifteen days after delivery and installation.
12. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051**.
13. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
14. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
15. The lowest rate will not be the basis of claim to get the order.
16. Supply within 5 weeks from the receipt of the Purchase order. If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
17. Conditional tenders will not be considered in any case. They will be summarily rejected.
18. All disputes are subject to jurisdiction of Courts at Allahabad.
19. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
20. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation may be rejected.

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

➤ Hon'ble Director for kind information.

Annexure-IV

SUPPLY OF MULTIFUNCTIONAL PRINTER

Financial Bid

(To be quoted on the company letter head with the below prescribed proforma only)

(Sealed separate envelop)

Sl. No.	Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Print quality black (best): Up to 600 x 600 dpi (1200 dpi effective)	25		
2.	Duty cycle (monthly, A4): Up to 8000 pages			
3.	Print technology: Laser			
4.	Display: Dual digit numeric LED			
5.	Number of print cartridges: 1 (black)			
6.	Paper handling input, standard: 150-sheet input tray			
7.	Paper handling output, standard: 100-sheet face-down bin			
8.	Duplex printing: Manual (driver support provided)			
9.	Envelope input capacity: Up to 10 envelopes			
10.	Media sizes supported: A4; A5; ISO B5; ISO C5; ISO C5/6; ISO C6			
11.	Media types: Paper (plain, laser), envelopes, transparencies, labels, cardstock, postcards			
12.	Connectivity, standard: Hi-Speed USB 2.0 port			
13.	Compatible operating systems: Windows 7, 8,10 & Linux			
14.	Scanner: 1200 dpi			
15.	Copy speed: 18 cpm			
16.	Copy resolution: 600x400 dpi			
17.	Fax: Not required			
18.	Energy efficiency: ENERGY STAR® qualified			
19.	Warranty: Minimum 1 year			

Note: Financial Bid must be given in this format only.

Signature of the tenderer

Seal of the firm