

# CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnu.ac.in>

NIQ No. –13/2023-24

Dated: 18-07-2023

## Short Tender Notice for “Supply, Installation & Commissioning of Multi-Function Black & White Printer”

There is an urgent requirement of **Multi Function Black & White Printer in P.S. to Vice Chancellor Office of our University**. Interested retailers / dealers, who have such item in their ready stock, are hereby requested to provide the rates for the same along with document as mentioned in Annexure-III latest by **25<sup>th</sup> July 2023, up to 01:00 pm**.

### Scope of work

- ✓ The scope of work shall include the supply, installation & commissioning of **Multi Function Black & White Printer**.

### Eligibility

Eligibility terms for intending quotationer are as follows:

- ✓ Retailer having document as per **Annexure-III** and Declaration related to litigation history on letter head self-attested by vendor as per **Annexure-II** is eligible for participate in this NIQ.

### Terms & Conditions

- I. Price Bid valid up to 31/08/2023
- II. Manner of submission of the Quotations:
  - i. Technical Quotation (**Annexure-I, II & III** along with required documents) in Envelope One.
  - ii. Financial Quotation in Envelope Two.

Keep these two envelopes in a large envelope and seal it. Write “**NIQ No. - 13/2023-24, dated 18-07-2023 for Supply, Installation & Commissioning of Multi Function Black & White Printer**” at upper part of Envelope and Sealed Quotation should be either dropped in the Quotation Box at University Office or be sent by Post at the address “**Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001**” so as to reach by the due date and time i.e., **25/07/2023 up to 01:00 pm**. Incomplete quotations are liable for rejection.

No responsibility will be taken for postal delay or non-delivery/ non-receipt of Quotation documents.

Technical Quotation will be opened on same day at **01:30 pm** in the chamber of Registrar. Date & timing of opening of Financial Quotation will declared through website later.

- III. Service Label Agreement(SLA): During the warranty period SLA will be applicable as below:

<u>Sr. No.</u>	<u>Services</u>	<u>Time Limit</u>
1	Service support should be available on all the working days of the Govt.	Sundays and General Holidays are excluded
2	Time limit for servicing during warranty period.	Within 12 working hours (excluded Holidays) from the time of complaint.
3	Time limit for replacing the systems during warranty period.	10 days from the date of call attended or as mutually agreed by Vendor and CNLU authorities (depends upon the situation).
4	If the vendor fails to service/replace the unit.	An amount equivalent to 5% the quoted/ accepted price of the equipment will be charged to the

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		vendor.
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- IV. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.
- V. CNLU reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever. Buyer also reserves the right to relax terms & conditions & Specifications of the Items of the quotation in the interest of work and withdraw the Quotation, if it becomes necessary at any stage.
- VI. **Payment will be released after the satisfactory report of P.S. to Vice Chancellor for successful supply, installation & commissioning of product after necessary deduction as mentioned hereunder:**
- a) **Applicable TDS will be deducted from the bill of total amount without tax as per the provision of Government of India and certificate for the same will be issue,**
- b) **Applicable Amount will be deducted from total GST**
- VII. **Successful bidder should deposit the 5% of total amount without tax in form of DD / Bank Guarantee / Fixed Deposit for performance security. This amount will be refundable after 60 days of successful completion of warranty period i.e., One Year.**
- VIII. **Amendment of Quotation Document.**
- a. At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
- b. The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationers.
- c. In order to afford prospective bidder reasonable time in which to take the amendment into account in preparing their quotations, the University may, at its discretion, extend the last date for the receipt of the Quotations.

  
Registrar  
CNLU, Patna

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Annexure-I

Sr. No.	Tentative Specifications		Compliance with specification (put yes or no)	Quoted make & model	Quantity
1	<b>Multi Function Black &amp; White Printer</b>				1
	SPEED	35 PPM B&W			
	PAPER	A3			
	Hard Drive (Optional)	HDD / SSD			
	Duty Cycle	Up to 153,000 Pages/month			
	Average Monthly Print Volume	UP TO 17,000 PAGES/MONTH OR BETTER			
	PROCESSOR	1.05 GHz Dual Core or Better			
	MEMORY	4 GB or Better			
	TRAY	SINGLE TRAY HAVING 500 OR ABOVE SHEET CAPACITY			
	CONNECTIVITY	HI-SPEED USB 3.0, ETHERNET 10/100/1000 BASE T, HAVING FACILITY TO ATTACH WIRELESS 802.11.B/G/N IN FUTURE (IF REQUIRED)			
	COPY AND PRINT	COPY: UP TO 600 X 600 DPI; PRINT: UP TO 1200 x 1200 DPI, DADF			
	PAGE DESCRIPTION LANGUAGES	PCL® 5E/PCL 6/PDF/XPS/POSTSCRIPT 3™			
	PRINT FEATURES	SKIP BLANK PAGE, PRINT FROM USB, SECURE PRINT, JOB IDENTIFICATION, BOOKLET CREATION, BI-DIRECTIONAL REAL TIME STATUS, JOB MONITORING, TWO SIDED PRINTING, DRAFT MODE etc.			
	MOBILE PRINTING	APPLE AIRPRINT, GOOGLE CLOUD PRINT, MOPRIA, PLUG-IN FOR ANDROID			
SCAN	BLACK-AND-WHITE AND COLOUR SCANNING 600 dpi or better, SCAN TO USB, SCAN TO EMAIL, SCAN TO NETWORK (SMB, FTP), SCAN TO PC, FILE FORMATS INCLUDE: JPG, TIFF (SINGLE AND MULTI-PAGE), PDF (SINGLE AND MULTI-PAGE)				
SECURITY	IPsec, HTTPS, SELF SIGNED CERTIFICATE, FIRMWARE VERIFICATION, ACCESS CONTROL, USER PERMISSION, ENCRYPTED HARD DISK, JOB LEVEL ENCRYPTION, SECURE PRINT				
WARRANTY	ONE YEAR				
2.	<b>TROLLEY</b>	AS REQUIRED FOR ITEM NO.-1			1

Authorised Signatory of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-II

I / we declare

that

my / our company  
namely..... has not been  
black listed by any Government / Semi Government Organisation nor should have any litigation  
enquiry pending and / or initiated by any of these Department or Court of Law with regards to the  
works executed by our company since incorporation. No FIR has been lodged against us.

that

the documents annexed along-with the quotation are genuine and not tampered by me / us while  
copying. If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Work Order / Agreement, if issued, shall be cancelled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place



Date

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Annexure-III

## CHECK LIST (SHOULD BE ATTACHED QUOTATION DOCUMENT)

Sr. No.	Description	Remarks
1.	Name of the Firm	
2.	Address with contact number, FAX, E-mail of the Firm	
3.	PAN No Attach copy of PAN card	
4.	Address of local office for after sales service in Patna	
5.	GST, Firm's Bank Account Details with Bank Name, Address and IFSC / RTGS codes details Attach copy of Registration Certificate	
6.	Cost of Document (Rupees Five Hundred)	DD No.- DD Date & Bank Name
7.	Copy of Document of Firm Registration /Incorporation	
8.	At least one copy of work order / agreement of IT/ ITes work during last five financial years (between 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies / Private etc.	
9.	Copy of IT return of financial year 2019-20, 2020-21 and 2021-22	
10.	Copy of document in support of Annual turnover in last three financial years (from 2019-20 to 2021-22)	

I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.  
Signature of the Quotationer / Authorized Signatory

Name & Signature of the Quotationer with Designation

Seal of the Quotationer

Place

Date

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Annexure-IV

(To be Printed on Letter Head of Quotationer)

To,  
The Registrar  
Chanakya National Law University,  
Nyaya Nagar, Mithapur, Patna-1

Subject : Quotation for NIQ No.- 13/2023-24 dated 18-07-2023

Dear Sir,

With reference to aforementioned subject, please find our best rate for supply, installation & commissioning of items as mentioned in Annexure-I:

<u>Sr. No.</u>	<u>Item</u>	<u>Make &amp; Model</u>	<u>Quantity</u>	<u>Unit Rate</u>	<u>GST</u>	<u>Amount inclusive of GST</u>
1.	Multi Function Black & White Printer		1			
2.	Trolley		1			
3.	Installation, Commissioning & Freight		1			
Total Amount in Numbers						
Total Amount in Words						
<u>Accessories Rate</u>		<u>Number of Pages</u>	<u>Quantity</u>	<u>Unit Rate</u>	<u>GST</u>	<u>Amount inclusive of GST and Freight</u>
1.	Drum Yield of Multi Function Black & White Printer		1			
2.	Tonner Yield of Multi Function Black & White Printer		1			
<u>Buy Back Cost</u>						
1.	Buy back of RICOH MP2501 SP Multi Function Black & White Printer		1			

Yours Sincerely

Authorised Signatory of the Quotationer

Seal of the Quotationer

Place

Date