

CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

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

NIQ No. – 21/2022-23

Dated: 07/11/2022

Short Tender Notice for Multi-Function Black & White Printer

There is urgent requirement of **A3 Heavy Duty Monochrome Laser Multifunctional Black & White Printer & A4 Monochrome Laser Multifunctional Black & White Printer in Examination Section and Dean Research & Development Office respectively**. Interested quotationers, 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-II latest by **16th November, 2022 up to 01:00 pm**. **Technical quotation will be open on same day at 01: 30 pm**. **Date of opening of Financial Quotation will be informed through official website of CNLU.**

Scope of work

- ✓ The scope of work shall include the supply, installation & commissioning of **A3 Heavy Duty Monochrome Laser Multifunctional Black & White Printer, A4 Monochrome Laser Multifunctional Black & White Printer and Buy back of CANON 2420L Multi Function Black & White Printer.**

Eligibility

Eligibility terms for intending quotationer are as follows:

- ✓ Retailer having document as per **Annexure-II** and Declaration related to litigation history on Rs. 100 non judicial stamp paper as per **Annexure-I** is eligible for participate in this NIQ.

Terms & Conditions

- I. Cost of document is Rs. 500.00 (Five Hundred only) in shape of Demand Draft issued by any Nationalized or Schedule bank in favour of Registrar, Chanakya National Law University, Patna and payable at Patna.
- II. **Price Bid valid up to 31/12/2022**
- III. Manner of submission of the Quotations:
 - a) Technical Quotation (**Annexure-I, II & III** along with required documents) in Envelope One.
 - b) Financial Quotation as per **Annexure-IV** in Envelope Two.
 - c) Keep these two envelopes in a large envelope and seal it. Write **“NIQ No.-21/2022-23, dated 07/11/2022 for Supply, Installation & Commissioning of Multi Function Laser 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., **16/11/2022 up to 01:00 pm**.
 - d) 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 02:30 pm in the chamber of Registrar. Date & timing of opening of Financial Quotation will declared through website later.
- IV. 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.

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3	Time limit for replacing the systems during warranty period.	Seven working 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 1% the quoted / accepted price of the equipment will be charged to the vendor.

- V. Notwithstanding anything to the contrary in this document, the Chanakya National Law University 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.
- VI. 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.
- VII. **Service centre of quoted make & model of items should be in Patna.**
- VIII. Work will be awarded to quotationer whose rate is lowest among all other quotationer.
- IX. **Agreement:** Successful bidder shall enter into the agreement on **Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper** within **fifteen working days** from the **date of supply order**.
- X. Payment will be released after the report of competent authority of concerned section 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
- XI. **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

Declaration

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 / Purchase 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-II

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., GST details Attach copy of PAN card & GST Certificate	
3	Declaration as per Annexure-I	
4	Firm`s Bank Account Details with Bank Name, Address and IFSC / RTGS codes	
5	At least three copy of work orders / agreements of IT / ITes related work during last three financial years (from 2019-20 to 2021-22) in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies / Private Sector etc.	
6	Copy of IT return of financial year 2019-20 to 2021-22	
7.	Details of cost of document	Amount : Rs. 500.00 (Five Hundred) DD No. : DD Date: Issuing Bank Details:
8.	Duly signed authorising letter from competent authority / authorities of OEM of quoted printer for participating in this NIQ	

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 of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-III

Sr. No.	Tentative Specifications	Compliance with specification (put yes or no)	Quoted make & model	Quantity
1	Multi Function Heavy Duty Black & White Printer with below mentioned specifications:			1
	SPEED	30 PPM B&W		
	PAPER	A3		
	Hard Drive (Optional)	HDD / SSD		
	PROCESSOR	1 GHz Dual Core or Better		
	PAPER INPUT	SPDADF		
	MEMORY	2 GB or Better		
	TRAY	SINGLE TRAY HAVING 250 OR ABOVE SHEET CAPACITY		
	CONNECTIVITY	HI-SPEED USB 2.0 /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,		
	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, DADF 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 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			
DISPLAY	7 INCH COLOUR TOUCH SCREEN OR BETTER			
WARRANTY	Five YEAR			
2.	TROLLEY	AS REQUIRED FOR ITEM NO.-1		1
3.	Multi Function Black & White Printer with below mentioned specifications:			1
	SPEED	27 PPM B&W		
	PAPER & Monthly Cycle	A4, 3000 pages per month		
	Hard Drive (Optional)	HDD / SSD		
	PAPER INPUT	SPDADF		

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	TRAY	SINGLE TRAY HAVING 250 OR ABOVE SHEET CAPACITY		
	CONNECTIVITY	HI-SPEED USB 2.0 /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,		
	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, DADF 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 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		
	DISPLAY	COLOUR TOUCH SCREEN OR BETTER		
	WARRANTY	Five YEAR		
4.	STABILIZER	3 KV MAGNO or EQUIVALENT BRAND		1

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-IV

(To be printed on the Letter Head of Quotationer)

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

Subject : Quotation for NIQ No.- 21/2022-23, dated 07/11/2022

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 & Model</u>	<u>Quantity</u>	<u>Unit Rate with Freight</u>	<u>GST</u>	<u>Amount with Freight inclusive of GST</u>
1.	Supply, installation & commissioning of Heavy Duty A3 Multi Function Black & White Printer with Trolley, Five Year warranty on Printer		1			
2.	Supply, installation & commissioning of A4 Multi Function Black & White Printer with Five Year warranty		1			
3.	Stabilizer-3 KVA with One Year warranty		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 Heavy Duty A3 Multi Function Black & White Printer		1			
2.	Tonner Yield of Heavy Duty A3 Multi Function Black & White Printer		1			
3.	Drum Yield of A4 Multi Function Black & White Printer		1			
4.	Tonner Yield of A4 Multi Function Black & White Printer		1			
Buy Back Cost						
1.	Buy back of CANON 2420L Multi Function Black & White Printer at Examination Section of CNLU		1			

Yours Sincerely

Authorised Signatory of the Quotationer

Seal of the Quotationer

Place
Date