

# CHANAKYA NATIONAL LAW UNIVERSITY

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

NIQ No.- 23/2025-26

Date : 12.08.2025

## Short Tender Notice

Chanakya National Law University invites quotations in single bid systems from the reputed dealers / retailers / OEM itself.			
1	Name of the Work		Supply & Installation of Heavy duty A3 Multi-Function Colour Laserjet Printer cum Copier cum Scanner
2	Participation Fee (Non-Refundable)		Rs. 500.00 (Rupees Five Hundred) <b>in the form of a Demand Draft (DD) issued by any scheduled bank</b> , payable to Registrar, Chanakya National Law University, Patna )
3	Earnest Money Deposit		Rs. 5,000.00 (Rupees Five Thousand) <b>in the form of a Demand Draft (DD) issued by any scheduled bank</b> , payable to Registrar, Chanakya National Law University, Patna )
4	Start Date		12.08.2025
5	Last Date & Time for submission of Quotation		26.08.2025 till 02:00 pm
6	Date & Time of Opening of Quotation		26.08.2025 at 03:00 pm
7	Place of Opening of Quotation		Registrar's Chamber
8	Periods of Financial Quotation Validity		30 days
9	Officer inviting Quotation		The Registrar, CNLU, Patna.

### Scope of the work

- The scope includes the Supply & installation of Heavy duty A3 Multi-Function Colour Laserjet Printer cum Copier cum Scanner for GRC of CNLU.

**Eligibility Criteria :** Interested dealers/retailers/OEMs possessing below mentioned documents are eligible to participate in this NIQ.

- An OEM authorization letter for participation in this NIQ,
- A valid PAN & GST number,
- A certificate duly signed by a competent authority from the OEM, clearly mentioning their name, designation, email ID, and mobile number, confirming that the quoted make and model complies with the specifications listed in Annexure I

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- At least one work order or agreement of ₹2,00,000.00 (Rupees Two Lakhs) or more for the supply and installation of an MF Printer-cum-Copier-cum-Scanner in reputed educational institutions/universities in Bihar, or with any State/Central Government department or PSU during the financial year 2024–25,

## Terms & Conditions

1. All duly signed and stamped documents, including the Affidavit related to litigation history as per Annexure-II, brochure of the quoted product, and the financial quotation on the quotationer's official letterhead, must be submitted either by hand or sent by post to the following address: "Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001," so as to reach the University Office on or before 02:00 PM on 26.08.2025. The envelope should be properly sealed and clearly marked with the subject of the quotation. Late submissions will not be accepted under any circumstances.
2. Quotationer or their authorised representative will remain present during the opening of quotation.
3. Work will be completed within Twenty (20) days from the date of issuance of purchase order. If the work is not completed within the stipulated completion period liquidated damages @ 0.5% of contract value without GST per week of delay will be levied (subject to maximum of 10%). If the liquidated damages reach the level of 10% the contract is liable to be rescinded.
4. The price will remain firm and fixed during the pendency of the contract. It will not vary on any account whatsoever.
5. Incomplete quotation and quotation without **genuine documents** are liable for rejection.
6. **Chanakya National Law University reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.**
7. **Goods Inspection:**
  - i. A certificate for the Multi-function Printer-cum-Copier-cum-Scanner, duly signed by a competent authority from the Original Equipment Manufacturer (OEM), must be provided to the University. This report shall include comprehensive details such as the model number, warranty details, serial number, manufacturing date and specifications.
  - ii. In addition, the warranty certificate for the stabilizer shall be submitted by the supplier on their official letterhead.
  - iii. All the above-mentioned documents must be furnished to the purchaser at the time of delivery along with the supplied items.
8. **Acceptance Testing:**
  - a. It is required that all equipment operate uninterrupted and without issues for a duration of **two (2)** working days at the University. No additional charges shall be paid to the supplier for conducting these acceptance tests.
  - b. It is crucial that there are no malfunctions, partial or complete hardware failures, or any other issues, including deformities, during the testing period.
  - c. **Rectification Grace Period:** If the supplied items fail to meet the acceptance testing criteria, the supplier must immediately replace the supplied items and ensure successful completion of the acceptance testing. Failure to do so, the decision of the higher authority of CNLU in this regard will be final.
9. **Acceptance Certificates:**
  - i. Upon the successful completion of the acceptability test, the receipt of deliverables, and the purchaser's satisfaction with the system's performance, an acceptance certificate will be issued. This certificate shall be signed by the supplier, the competent authority of the department where the equipment is installed, and the concerned committee or cell of the CNLU. The date on which

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this certificate is signed shall be considered the official date of successful completion of all works.

## 10. Warranty:

- I. The supplier shall provide a **total warranty period of one year** for both the **Printer-cum-Copier-cum-Scanner** and the **Stabilizer**, commencing from the date of issuance of the **Acceptance Certificate**.
- II. The supplier shall bear sole and full responsibility for the warranty of the items.
- III. For the **Printer-cum-Copier-cum-Scanner**, all parts shall be covered under warranty **except consumable items** such as the **Toner Cartridge, Drum Unit, Fuser Kit**, and any **physically damaged parts**.
- IV. For the **Stabilizer**, **all parts are covered under warranty, except for physically damaged components**.
- V. Faulty parts of MF printer cum copier and Stabilizer must be repaired or replaced at no cost to CNLU during warranty period.
- VI. The Wooden Trolley is not covered under any warranty.

## 11. Service Level Agreement(SLA): During the warranty period, the following Service Level Agreement (SLA) shall be applicable and binding upon the supplier:

<u>Sr. No.</u>	<u>Description</u>
1	<b><u>Availability of Service Support</u></b>  Service support must be available on all working days of the University. Sundays and Holidays are excluded.
2	<b><u>Response Time for Faults</u></b>  <b>Minor Faults:</b> To be resolved within two working hours (excluding holidays) from the time of complaint, preferably through immediate telephonic or online or offline support.  <b>Major Faults:</b> To be attended within one working hour of reporting. However, depending on the nature and condition of the fault, the timeline may be mutually decided, subject to prior approval by the competent authority of CNLU.
3	<b><u>Penalty for Non-Compliance</u></b>  If the vendor fails to service or resolve the issues within the stipulated time, a penalty of 0.5% of the quoted price without GST of the product shall be levied.
4	<b><u>Mode of Complaint</u></b> Complaints will be registered through email by the competent authority of the department where the Multi-Function Printer cum Copier will be installed.

## 12. Please note: During the warranty period, the **competent authority of the department** where the Multi-Function Printer-cum-Copier-cum Scanner will be installed shall act as the **primary point of contact** for all service-related matters. The **supplier shall coordinate directly** with this authority for scheduling, reporting, and resolution of any service or maintenance requirements.

## 13. Performance Security :

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- i. **Performance security** shall be **5% (Five Percent)** of the total quoted amount without tax. The **performance security deposit** will be refunded **60 days after the successful completion of the defect liability period i.e., one (1) year**. No interest will be paid on the **performance security deposit**.
- ii. Performance security deposit will be deducted from the on-account running bills.

**14. Payment Terms :** Payment for above mentioned product shall be remitted in Indian Rupees, as outlined below:

- i. **Payment:** Payment shall be made after the release of the acceptance certificate.
- ii. **Deductions :** Statutory deduction as applicable.

**15. Settlement of Disputes:**

- i. In the event of any dispute, controversy, or claim, it shall be subject to the exclusive jurisdiction of the courts in Patna.

**16. Order Acceptance:** The supplier shall submit a formal acceptance of this order on its official letterhead.

Sd/-

Registrar, CNLU, Patna

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Annexure-I

## Proposed Make & Model of Heavy Duty A3 MF Printer cum Copier cum Scanner:

<u>Sr. No.</u>	<u>Features</u>	<u>Required Specification</u>	<u>Whether specification matched with proposed make and model</u>
1	Functions	Heavy Duty A3 MF Printer cum Copier cum Scanner,	
2	Print technology	Laser	
3	Print speeds A4	A4 Black: 23 ppm A4 Color: 23 ppm	
4	Print speeds A3	A3 Black : 12 ppm A3 Color: 12 ppm	
5	Print resolution	Black (best) Up to 1200 x 1200 dpi reduced speed; Black (normal) Up to 600 x 600 dpi; Black (fine lines) Up to 1200 x 1200 dpi; Color (best): Up to 1200 x 1200 dpi reduced speed; Color (normal): Up to 600 x 600 dpi; Color (fine lines): Up to 1200 x 1200 dpi or better	
6	Print Language	PCL 5c, PCL 6, Postscript level 3 emulation, PDF (v 1.7), AirPrint™ compatible or higher	
7	Scan technology	Contact Image Sensor (CIS) or higher	
8	Scanner Type	ADF; Flatbed or higher	
9	Color Scanning	Yes	
10	Scan speed	Normal : B&W: Up to 60 ppm/120 ipm or higher Color: Up To 60 ppm/120 ipm or higher	
11	Scan resolution	Hardware: 600 x 600 dpi or higher Optical: Up to 600 x 600 dpi or higher	
12	Scan Size	Flatbed: 297 x 432 mm or higher ADF(maximum): 297 x 420 mm or higher	
13	Scan file format	PDF, Hi-Compression PDF, PDF/A, JPEG, TIFF, MTIFF, XPS or more	
14	Digital Sending features	Scan to E-mail; Send to FTP; Send to SMB; Local Address Book; SMTP over SSL/TLS or higher	
15	Copy Speed	A4 Black: Normal: 23 cpm or higher A4 Color: Normal: 23 cpm or higher	
16	Copy Settings	Auto-fit; Booklet; Collation; Content orientation; Edge Erase; Image adjustment; Job build; N or Z-ordering; N-up; Optimize; Two-sided copy; Watermark; reduce/enlarge; Scan mode (book, 2-sided ID);	

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		Stamps; Image overlay; Image shift; Image preview; Paper selection; Blank page suppression; Scan to job storage	
17	No of copies supported	9999 copies or better	
18	Copier resize	25 to 400%	
19	Connectivity	USB 2.0 / 3.0 port	
		1 Ethernet 10/100/1000 Base T or better	
22	Memory	6 GB or higher	
23	Processor speed	1.4 GHz(Dual Core) or higher	
24	Duty cycle (monthly)	Up to 60,000 pages pages per months or higher Recommended monthly page volume : 16000 or higher	
25	Paper handling Input	Tray 1: 100 sheet or higher	
		Tray 2: 520 sheet or higher	
26	Paper handling Output	Output Tray: Up to 500 Sheets or higher	
27	Media types	Plain, Light (60–74g), Bond, Recycled, Mid-Weight (96–110g), Heavy (111–130g), Mid-Wt Glossy (96–110g), Heavy Glossy (111–130g), Extra Heavy (131–175g), X-Heavy Glossy (131–175g), Cardstock (176–220g), Light Paperboard (221–255g), Paperboard (256–300g), Mono Transparency, Labels, Letterhead, Envelope, Preprinted, Pre-punched, Colored, or more	
28	Compatible Operating Systems	Windows 11; Windows 10; Windows 7; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey	
29	Control panel / Display	8.0-in Color Graphics Display (CGD) with touchscreen; rotating (adjustable angle) display ; or better	
30	Warranty	One Year Onsite Comprehensive warranty	
		OEM must have dedicated toll free support phone no. Email ID's	

## Proposed Make & Model of 3 KVA Voltage Stabilizer:

Yours Sincerely

Authorised Signatory and Seal of the Quotationer,

Place and Date

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Annexure-II

To,  
The Registrar  
Chanakya National Law University  
Nyaya Nagar, Mithapur, Patna-800001

Subject : Quotation for MF Printer cum Copier cum Scanner with other items

Dear Sir,  
Please find our rates:

<u>Sr. No.</u>	<u>Name of Equipment</u>	<u>Quantity</u>	<u>Make &amp; Model</u>	<u>Unit Rate with GST</u>	<u>Amount with GST</u>
1	Heavy duty A3 Multi-Function Colour Laserjet Printer cum Copier cum Scanner Warranty One Year	1			
2	3 KVA Voltage Stabilizer with Warranty One Year	1			
3	Wooden Trolley	1			
4	Black Cartridge	1			
5	Colour Cartridge Cyan	1			
6	Colour Cartridge Magenta	1			
7	Colour Cartridge Yellow	1			
Total Amount in Number					
Total Amount in Word					

Cost of Additional two years warranty for A3 Multi-Function Colour Laserjet Printer cum Copier cum Scanner is Rs..... and Additional two years warranty for 3 KVA Voltage Stabilizer is Rs.....

Yours Sincerely

Authorised Signatory and Seal of the Quotationer,

Place and Date

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Annexure-III

Affidavit on Rs. 100/- Non Judicial Stamp Paper

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.

that

I / We examined the tender document and have no reservations and I / We agreed with all the terms & conditions of NIQ  
no.- ..... dated ..... 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 canceled 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