

CHANAKYA NATIONAL LAW UNIVERSITY

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

NIQ No.- 43/2025-26

Date : 17.09.2025

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 Mono Laserjet Printer cum Copier cum Scanner
2	Participation Fee (Non-Refundable)		Rs. 750.00 (Rupees Seven Hundred Fifty) in the form of a Demand Draft (DD) issued by any scheduled bank , payable to Registrar, Chanakya National Law University, Patna)
3	Earnest Money Deposit		Rs. 9,000.00 (Rupees Nine Thousand) in the form of a Demand Draft (DD) issued by any scheduled bank , payable to Registrar, Chanakya National Law University, Patna)
4	Start Date		17.09.2025
5	Last Date & Time for submission of Quotation		22.09.2025 till 02:00 pm
6	Date & Time of Opening of Quotation		22.09.2025 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 Mono 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-III, brochure of the quoted product, and the financial quotation (as per Annexure-II) 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 22.09.2025. 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 Heavy duty A3 Multi-Function Mono Laserjet 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 three years** for both the Heavy duty A3 Multi-Function Mono Laserjet 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 Heavy duty A3 Multi-Function Mono Laserjet 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 Heavy duty A3 Multi-Function Mono Laserjet Printer cum Copier cum Scanner 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	<u>Availability of Service Support</u> Service support must be available on all working days of the University. Sundays and Holidays are excluded.
2	<u>Response Time for Faults</u> Minor Faults: To be resolved within two working hours (excluding holidays) from the time of complaint, preferably through immediate telephonic or online or offline support. Major Faults: 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	<u>Penalty for Non-Compliance</u> 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	<u>Mode of Complaint</u> 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 Heavy duty A3 Multi-Function Mono Laserjet 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.

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13. Performance Security :

- 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., Three (3) years**. No interest will be paid on the **performance security deposit**.
- ii. Performance security deposit will be deducted from the on-account running bills.
- iii. EMD shall be refunded after deduction of performance security.

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 Multi-Function Mono Laserjet Printer cum Copier cum Scanner:

<u>Sr. No.</u>	<u>Specification Parameter</u>	<u>Details</u>	<u>Whether specification matched with proposed make and model</u>
1	Functionality	Heavy duty A3 Multi-Function Mono Laserjet Printer cum Copier cum Scanner	
2	Print Technology	Monochrome Laser technology	
3	Processor	Quad Core (1.6GHz)	
4	Memory	6 GB RAM or better	
5	Internal Storage	500 GB HDD; supports AES-256 encryption; Secure Erase capabilities	
6	Print Speed (A4)	Up to 35 ppm	
7	Copy Speed (A4) & Resolution	Up to 35 cpm, Up to 600 × 600 dpi	
	Copier resize	25 to 400%	
8	Scan Type & ADF	Flatbed + 200-sheet Single-Pass Duplex ADF (SPDF))	
9	Scan Resolution & Scan File Format	Up to 600 × 600 dpi optical , JPEG, TIFF, MTIFF, PDF, PDF/A, Searchable PDF (OCR), XPS, High-Compression formats	
10	Scan Destinations	Email, Network Folder, USB, SharePoint, FTP/sFTP, OneDrive, SharePoint Online, Internet Fax, LAN Fax	
11	Monthly Duty Cycle	Up to 130,000 pages for A4 or better	
12	Recommended Monthly Volume	~20,000 pages	
13	Media Sizes Supported	A3, A4, Letter, Envelope etc.;	
14	Media Weight Supported	Tray 1: 60–176 g/m ² ; Trays 2/3: 60–220 g/m ² ; ADF: 45–199 g/m ²	
15	Connectivity	Gigabit Ethernet; USB 2.0 & USB 3.0; WiFi etc	

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16	Media Types Supported	Plain, Recycled, Glossy, Matte, Heavy, Labels, Letterhead, Envelopes, Transparencies, HP EcoEFICIENT, Pre-punched, Colored	
17	Display / Panel	10.1-inch Colour Graphic Touchscreen (WXGA)	
18	Power / Voltage	220-240V AC; standard for region; power consumption varies by mode	
19	Certificates / Compliances	BIS, RoHS,	
20	Paper handling	Input Capacities: Up to 1140 sheets (Tray1: up to 100 sheets; Tray2: up to 520 sheets; Tray3: up to 520 sheets) Standard; Up to 10 envelopes; Input Capacities, Max: Up to 3140 sheets; Output Capacities: Up to 500 sheets Standard; Up to 100 sheets; Duplex Options: Automatic; Envelope feeder: No; Standard paper trays: 3	
21	Mobile printing capability	Mobile printing capability Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing; NFC Touch-to-print (optional); PrinterOn Print	
22	Warranty	Three Years	

Proposed Make & Model of 3 KVA Voltage Stabilizer:

<u>Sr. No.</u>	<u>Specification Parameter</u>	<u>Details</u>	<u>Whether specification matched with proposed make and model</u>
1	Functionality	Automatic Voltage Stabilizer	
2	Capacity	3 KVA, 220V	
3	Warranty	Three Years	

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 & Model</u>	<u>Unit Rate with GST</u>	<u>Amount with GST</u>
1	Heavy duty A3 Multi-Function Mono Laserjet Printer cum Copier cum Scanner Warranty Three Years	2			
2	3 KVA Voltage Stabilizer with Warranty Three Years	2			
3	Wooden Trolley	2			
4	Black Cartridge	2			
Total Amount in Number					
Total Amount in Word					

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.
- iv. EMD shall Forfeited

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

Seal of the Quotationer

Place