INSTRUCTIONS TO BIDDERS

1. This document set contains the following:
   a) Terms and conditions of the Tender - Pages 2 & 3
   b) Details of the Firm offering this Quote - Page 4
   c) Quotation form (Price Bid) - Page 5 to 9
   d) NIT-T’s check list copy - Page 10

2. The bidder’s copy is for your future records. Please fill in and return only NIT-T’s copy.

3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully the list of specifications that we have enclosed.

4. Fill in the questionnaire regarding the Firm.

5. The downloaded documents ‘Technical Compliance Form’ and ‘Quotation Form (Price Bid)’ should be type written using capital letters only. At the time of filling the “Quotation Form (Price Bid)” make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify “NOT QUOTING”.

6. Do not use ambiguous terms like “yes”, “complied” or “available”. In particular mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.

7. Please send the tenders in a sealed envelope superscribed as “QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: July/2010 Item No. CSG07 : Laser Printers & Scanners” so as to reach “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India” on or before July 28, 2010 at 2.30 p.m.

8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015”.

9. DO NOT VISIT US WITHOUT OUR CONCURRENCE.

Last Date for receipt of tender at NIT-T : July 28, 2010 at 2.30 PM
Opening Date for Tender : July 28, 2010 at 3.30 PM

CHECKLIST TO BE FILLED IN BY BIDDER

<table>
<thead>
<tr>
<th>List of documents to be enclosed</th>
<th>Completed &amp; Signed</th>
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<tr>
<td>1. Terms and Conditions form</td>
<td>YES / NO</td>
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<tr>
<td>2. Details of the Firm offering this Quote</td>
<td>YES / NO</td>
</tr>
<tr>
<td>3. NIT-T’s Quotation form (Technical &amp; Price Bid)</td>
<td>YES / NO</td>
</tr>
<tr>
<td>4. Other technical specifications &amp; pamphlets</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

Note: 1. “Cover” should contain the following:
   a. Form of “Acceptance of Terms and Conditions”.
   b. Form of “Foreign Firms details”
   c. Pamphlets, if any.
   2. Quotation Form (Technical & Price Bid)
“TERMS AND CONDITIONS FORM”

IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. The offers should be addressed to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed “QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: July/2010 Item No. CSG07 : Laser Printers & Scanners” so as to reach us on or before 2.30 p.m. on July 28, 2010.

2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.

3. The tenders will be opened on July 28, 2010 at 3:30 p.m. in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.

4. Full technical specifications and pamphlets should be sent along with the tenders. Offers without proper technical specifications will be rejected.

5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.

6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.

7. The Institute is not authorized to issue C and D forms of Sales tax certificate.

8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NIT-T shall pay Customs duty if any.

9. If the price quoted is in foreign currency and if the order value is more than US$12,000 then 100% payment will be made through Letter of Credit (LC) at sight on acceptance. If the order value is less than US$12,000, then 100% payment will be through a Telegraphic Transfer (TT). The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed. If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. No advance payment will be made.

10. No revision of the price bid will be allowed once the price bids are opened.

11. No increase in price will be allowed after our firm orders are placed.

12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.

13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.

14. The delivery period and other terms should be clearly mentioned.

15. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.

SIGNATURE WITH DATE

SEAL OF THE FIRM
Item No. CSG 07: Laser Printers & Scanners

16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.

17. Delay / loss in postal transit or due to other reasons will not be NIT-T’s responsibility.

18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.

19. The tender should be made only on the “Technical compliance form” & “Quotation form” which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the features offered by the bidder against each specification.

20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.

21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.

22. The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, Toner & Consumables and service support by OEM for minimum 7 years, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value (equipments) in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.

23. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contract.

24. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

25. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T’s Technical specification / requirements would be compared.

26. The rate contract period is for August 2010 to July 2011 for new requirements / expansion as and when it arises. The quoted prices should be valid for the entire rate contract period.

27. NIT-T reserves the right to modify or alter the specifications in the next quarter or after short listing of tenderers.

28. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

29. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

30. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

******

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR: 
ADDRESS:

SIGNATURE WITH DATE

SEAL OF THE FIRM
Short Tender Notification No. July/2010

COMPUTER SUPPORT GROUP

Item No. CSG 07: Laser Printers & Scanners

“DETAILS OF THE FIRM OFFERING THIS QUOTE”

(Write or print or type in block letters and please answer all the questions)

1. Name of the firm? ____________________________

2. Date of incorporation? ____________________________

3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:

4. Specify the number of years in this line of activity by the Company: ____________________________

5. Quantity of sales in the last three years for the “Laser Printers” (same model that you have quoted)?

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</table>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs) duly supported by the audited annual accounts reports of respective years:

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</table>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

8. A) Number of service engineers in the above location trained on the product quoted along with their educational qualification, certification and designation and B) Assured response time for service calls in hours:

A) ____________________________

B) ____________________________

9. What would be the delivery period in days from the date we place an official purchase order: ____________________________

10. Enclose the list of customers to whom you have supplied “Laser Printers” during the last 3 years ending 31/03/2010 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “Personal Computers” from the minimum three end users should be furnished.

11. Are you the authorized dealer or distributor or reseller for the products quoted: ____________________________

12. Have you supplied “Laser Printers” to National Institute of Technology, Tiruchirappalli is the last 3 years? If yes, specify the quantity supplied in the last 3 years ____________________________ and last PO reference ____________________________

13. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

14. On Manufacturer’s Side to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller:

Contact Person Name: ____________________________
Address: ____________________________
E-mail ID: ____________________________
Telephone / Cell Phone: ____________________________

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015
## TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

**FIRM’S NAME & ADDRESS:**  

**FIRM’S REF:**

**DATE**

<table>
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<tr>
<th>Item No.</th>
<th>N.I.T.T’S SPECIFICATION</th>
<th>Make, Model &amp; Specification</th>
<th>Price with 1 Year Warranty</th>
<th>Price with 3 Years Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type-1: Mid-Range A4 Mono Laser Printer (22 PPM)</strong></td>
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</tbody>
</table>
| 1. | **HP LaserJet P1566** or equivalent,  
22 ppm, 600 X 600 dpi, HP PCL 5e,  
8MB RAM, 266 MHz, USB 2.0, Media  
size 76 x 127 to 216 x 356 mm,  
10 sheets priority tray,  
Should work with Windows XP/Vista/7  
Windows Server 2003/2008 / Mac OS,  
with on-site comprehensive warranty | | | |
| **Type-2: High-End A4 Mono Laser Printer (30 PPM)** | | | | |
| 2. | **HP LaserJet P2035** or equivalent,  
30 ppm, 1200 x 1200 dpi, 266 MHz,  
16MB RAM, 76 x 127 to 216 x 356 mm,  
60 to 160 g/m², HP PCL 5e, USB 2.0,  
IEEE 1284-B compliant parallel port,  
6 LED lights, 50 sheets multipurpose  
tray, Should work with Windows  
XP/Vista/7 Windows Server 2008 / Mac OS,  
with on-site comprehensive warranty | | | |
| **Type-3: High-End A4 Duplex Mono Laser Printer (33 PPM)** | | | | |
| 3. | **HP LaserJet P2055d** or equivalent  
33 ppm, 1200 x 1200 dpi, USB 2.0,  
Ethernet, 64MB RAM, Automatic two- 
side printing, Duplex printing, 600MHz,  
HP PCL 5e, HP PCL 6, HP Postscript  
level 3, Media Size 76 x 127 to 216 x  
356 mm, 60 to 160 g/m², 50 sheets  
multipurpose tray, 2 input tray, Should  
work with Windows XP/Vista/7  
Windows Server 2008 / Mac OS with  
on-site comprehensive warranty | | | |

**SIGNATURE WITH DATE**

**SEAL OF THE FIRM**
## TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

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<tbody>
<tr>
<td>Type-4:</td>
<td>High-Speed A4 Mono Network Laser Printer (60 PPM)</td>
<td>HP LaserJet 4515X or equivalent 60 ppm, 1200x1200 dpi, 4-Line LCD display, 3 LED indicators, 128MB RAM, Automatic two-side printing, Duplex printing, 540 MHz, HP PCL 6, HP PCL 5e, HP Postscript level 3 emulation, direct PDF, 3 paper trays (100-sheet multipurpose tray, 2 numbers of 500-sheet tray), Media Size 76 x 127 to 216 x 356 mm, Media Weight 60 to 200 g/m², Should work with Windows XP/Vista/7, Windows Server 2003/2008, Mac OS, RHEL, SuSE Linux, Solaris, USB 2.0 port, Gigabit Ethernet, with on-site comprehensive warranty.</td>
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<td>Type-5:</td>
<td>Mid-Range A3 Mono Network Laser Printer (35 PPM)</td>
<td>HP LaserJet 5200 DTN or equivalent 35 ppm, 1200 dpi, 128MB RAM, 460 MHz, Automatic two-side printing, Duplex printing, A3 Size, 3 paper trays (100-sheet multipurpose tray, 250-sheet &amp; 500-sheet input tray), USB 2.0, 76.2 x 127 mm to 312 x 470 mm, 60 to 199 g/m², HP PCL 6, HP PCL 5e, HP Postscript Level 3 emulation, IEEE-1284 parallel port, Fast Ethernet, Should work with Windows XP / Vista / 7 / Windows 2008 Server, Mac with on-site comprehensive warranty.</td>
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<td>Type-6:</td>
<td>High-End A3 Mono Network Laser Printer (50 PPM)</td>
<td>HP LaserJet 9050DN or equivalent 50 ppm, 1200 dpi, 533 MHz, 128MB RAM, 98 x 191 to 312 x 470 mm, 64 to 216 g/m², 3 paper trays totally (100-sheet multipurpose tray, and 2 numbers of 500-sheet multipurpose tray) Automatic two-side printing (Duplex printing), A3 Size, IEEE-1284 parallel port, Fast Ethernet, HP PCL 6, HP PCL 5e, HP Postscript Level 3 emulation, PDF v 1.3 emulation, HP PJL, PML, Should work with Windows XP / Vista / 7, Mac with on-site comprehensive warranty.</td>
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<tr>
<td>TYPE-7: Mid-Range A4 COLOR Laser Printer (8 PPM)</td>
<td>HP CLJ CP1515N or equivalent 8 ppm (color), 12ppm (black), 600 X 600 dpi, 96MB RAM, 450 MHz, two paper trays, Media Size 76 x 127 to 216 x 356 mm, HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, USB 2.0, Fast Ethernet wired networking, Should work with Windows XP/Vista/7 Windows Server 2008 / Mac OS, with on-site comprehensive warranty</td>
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<tr>
<td>TYPE-8: Mid-Range A4 COLOR Laser Printer (20 PPM)</td>
<td>HP CLJ CP 2025dn or equivalent 20 ppm (color), 600 X 600 dpi, 128MB RAM, 540 MHz, two paper trays, Media Size 76 x 127 to 216 x 356 mm, 60 to 163 g/m², HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, USB 2.0, Fast Ethernet wired networking, Should work with Windows XP/Vista/7 Windows Server 2008 / Mac OS, with on-site comprehensive warranty</td>
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<td>TYPE-9: High-End A3 COLOR Laser Printer (27 PPM)</td>
<td>HP CLJ 5550 DN or equivalent 27 ppm (color), 600 X 600 dpi, 160MB RAM, USB 2.0, Automatic two-side printing (Duplex printing) Fast Ethernet wired networking, with on-site comprehensive warranty</td>
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<tr>
<td>TYPE-10: Entry-Level A4 Multi-Function ALL-IN-ONE (Print/Scan/Copy/FAX) 18 PPM</td>
<td>HP LaserJet M1319 or equivalent Print: 18 ppm print, copy, 32 MB RAM, 240 MHz, 1200 X 1200 dpi, 10-sheet priority slot, 30-sheet ADF, Scan: Speed: 4PPM, Sheet feed, flatbed, 24-bit, 600DPI, Scan Size: 216 x 381 mm, Copy: 18CPM, 25 to 400%, 99 copies, 600 DPI, FAX: Speed: 3 sec/page, 300DPI, 500 pages memory, Media Size 105 x 148 to 216 x 381mm, Media Weight 60 to 163 g/m², Should work with Windows XP/Vista/7 Windows Server 2003/2008 / Mac OS USB 2.0, with on-site comprehensive warranty</td>
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# TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

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<tr>
<td>TYPE-11: High-End A4 Multi-Function ALL-IN-ONE (Print/Scan/Copy/FAX) 23 PPM</td>
<td>HP LJ M1522nf MFP or equivalent Print: 23 ppm, 64 MB RAM, 450 MHz, 600 DPI, Media Size 127 x 127 to 216 x 381 mm, 60 to 163 g/m², FAX, Scan, 10/100 wired Ethernet, USB 2.0, HP PCL 6, HP PCL 5, HP postscript level 3 emulation, <strong>SCAN</strong>: 3 PPM, Flatbed, ADF, 24-bit, 1200 x 1200 dpi, 216 x 381 mm, <strong>Copy</strong>: 23PPM, 25 to 400%, 99 copies, <strong>FAX</strong>: 3 sec, 300 pages, USB, 10/100 Base-T ethernet, Should work with Windows XP/Vista/7 Windows Server 2008/Mac OS/ SuSE Linux/Red Hat Linux/NetWare / Solaris with on-site comprehensive warranty</td>
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<tr>
<td>TYPE-12: Mid-Range Scanner</td>
<td>HP Scanjet G4050 or equivalent Flatbed, 4800 dpi, 216x311mm, True 96-bit, USB 2.0, built-in slide &amp; negative adapter, Scan speed in preview mode 8.5 sec, Scan file format PDF, TIFF, JPG, BMP, GIF, RTF, TXT, HTML, PNG, 4 front-panel buttons (Scan, Scan film, Copy, Scan to PDF), Power consumption should be less than 25 watts, Should work with Windows XP/Vista/7/Mac OS with on-site comprehensive warranty</td>
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<tr>
<td>TYPE-13: High-End Scanner</td>
<td>HP Scanjet N8420 or equivalent Flatbed, 600 dpi, 216 x 356 mm, True 48-bit, with 100 sheets Automatic document feeder (ADF), ADF Color Scan speed up to 20ppm and 40ipm, USB 2.0, OCR software, Scan file format BMP, JPG, TIFF, PDF, RTF, TXT, HTM, DOC, XML, XLS, XPS, PNG. 4 front-panel buttons (Scan to, Copy, Tools utility, Cancel), Power consumption should be less than 80 watts, Should work with Windows XP/Vista/7 with on-site comprehensive warranty</td>
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<td>14.</td>
<td>HP N9120 scanner A3 Size Scanner</td>
<td>Flatbed, 600 dpi, Flatbed: 297 x 430 mm, ADF: 300 x 864 mm, True 48-bit, Scan speed ADF up to 50 ppm/100 ipm, Preview scan speed with in 4 sec, ADF 200 sheets input, USB 2.0, Scan file format PDF, TIFF, JPG, BMP, PNG, DOC, RTF, TXT, HTM, XML, XPS, Power consumption should be less than 115 watts, Should work with Windows XP/Vista /7/ with on-site comprehensive warranty</td>
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S# | BUY BACK OF OLD HP LASER PRINTERS | BUY BACK VALUE PER UNIT

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<tr>
<td>15</td>
<td>HP 9000DN Laser Printer</td>
<td></td>
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<tr>
<td>16</td>
<td>HP 4350DTN Laser Printer</td>
<td></td>
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<tr>
<td>17</td>
<td>HP 4P</td>
<td></td>
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<tr>
<td>18</td>
<td>HP 6P</td>
<td></td>
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<tr>
<td>19</td>
<td>HP 1100A</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>HP 8150</td>
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</table>

ITEMWISE TERMS & CONDITIONS:

a) The order will be based on the actual requirement at the time of ordering.
b) Incase if any specific make or model is specified by NIT-T then in that case quote should be for the same.
c) One sample product with the same specification as quoted should be supplied for testing and benchmarking, if requested at your cost.
d) If the Prices are in foreign currency, it should be C&F Chennai Airport and the Insurance coverage should be upto “National Institute of Technology, Tiruchirappalli” basis, specify:
e) The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis.
f) Enclose the Distributor / Reseller / Retailer certificate with the validity date. The offers received without the certificate will be rejected.
g) Laser printers should be supplied as and when the demand arises.
h) Toner & Consumables and service support by OEM for minimum 7 years.
f) Payment of Bills will be after the acceptance of the printers and after the receipt of the bills / invoices along with advance stamped receipt.
g) The rate should be valid for August 2010 to July 2011.
h) The offer should be authorised by the Manufacturer.
i) Delivery should be within 4 working days from the date of the indent.

Note: All the Printers / AIO / Scanners quoted should come with Drivers for Windows XP / Windows Vista / Windows 7 / Windows 2003 R2 Server / Windows 2008 R2 Server, both 32 bit and 64 bit.
Short Tender Notification No. July/2010

COMPUTER SUPPORT GROUP

Item No. CSG 07 : Laser Printers & Scanners

NIT-T’S COPY (To be filled in and submitted by the bidder)

Last Date for receipt of tender at NIT-T : July 28, 2009 at 2.30 PM
Opening Date : July 28, 2009 at 3.30 PM

CHECKLIST TO BE FILLED IN BY BIDDER

(Please make sure that these pages are filled and send duly signed)

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</tr>
<tr>
<td>4. Other technical specifications &amp; pamphlets</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

FOR NIT-T USE ONLY

Name of the Vendor Address (Location):

| 1. Terms and Conditions form duly signed              | YES / NO           |
| 2. Details of the Firm offering this Quote            | YES / NO           |
| 3. NIT-T’s quotation form (Technical & Price Bid)     | YES / NO           |
| 4. Other technical specifications & pamphlets         | YES / NO           |
| 5. No. of enclosures                                 |                    |
| 6. Status of tender                                  | Accepted for evaluation / Rejected |

SIGNATURE WITH DATE

SEAL OF THE BIDDER

SIGNATURE WITH DATE

SEAL OF THE FIRM