



4/2006-CSG03

Short Tender Notification No. 4/2006

COMPUTER SUPPORT GROUP

Item No. CSG03: A4 LASER PRINTER (18 ppm)

INSTRUCTIONS FOR BIDDERS

1. This document set contains the following:

- | | | |
|--|---|-------------|
| a) Checklist to be filled in by the bidder | - | Page 2 |
| b) NITT's check list copy | - | Page 3 |
| c) Terms and conditions of the Tender | - | Pages 4 & 5 |
| d) Technical compliance & Quotation form | - | Pages 6 & 7 |
| e) Details of the Firm offering this quote | - | Page 8 |
| f) Foreign firms details | - | Page 9 |

BIDDER'S COPY

"Master Cover"

2. The bidder's copy is for your future records. Please fill in and return only NITT'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 through the list of specifications that we have enclosed.

4. Fill in the "Technical Compliance & Quotation form" making sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise

EMD (irrespective of any number of options) Rs.2,000/-.

5. **Do not use** ambiguous terms like "yes", "complied" or "available". Specifically mention what is 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

6. Next fill in both the Firm's details questionnaire.

You are now ready to fill in the checklist for the documents that are duly completed and signed. Once you have filled this, along with the signed "Terms & Conditions Form", NITT copy of the "Check List", "Details of the Firm offering this quote" and "Foreign firms details" in one big Cover (Master Cover) which has been enclosed herewith.

7. Please send the tenders in a sealed envelope (Master Cover) superscribed as "QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: 4/2006 Item No. CSG03: "A4 LASER PRINTER (18 ppm)" so as to reach "The Registrar (i/c), National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **March 10, 2006 at 1.00 p.m.**

8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Registrar, National Institute of Technology, Tiruchirappalli - 620 015"

9. DO NOT VISIT US WITHOUT OUR CONCURRENCE.

Please retain this page with you for your future reference.

BIDDER'S COPY



Short Tender Notification No. 4/2006

COMPUTER SUPPORT GROUP

Item No. CSG03: A4 LASER PRINTER (18 PPM)

Last Date for receipt of tender at NITT

: March 10, 2006 at 1.00 PM

Opening Date for Master Cover

: March 10, 2006 at 3.00 PM

CHECKLIST TO BE FILLED IN BY BIDDER

List of documents to be enclosed	This document should be kept in the following cover	Completed & Signed
1. Terms and Conditions form	"Master Cover"	YES / NO
2. NITT's Technical Compliance & Quotation form	"Master Cover"	YES / NO
3. Details of the firm offering this quote	"Master Cover"	YES / NO
4. Foreign firms details	"Master Cover"	YES / NO
5. Other technical specifications & pamphlets	"Master Cover"	YES / NO
6. EMD (irrespective of any number of options) Rs.2,000/- (refundable)	"Master Cover"	YES / NO

Note: 1. "Master Cover" should contain the following:

- a. "DD for EMD".
 - b. Form of "**Acceptance of Terms and Conditions**".
 - c. Form of "**Details of the firm offering this quote**".
 - d. Form of "**Foreign Firms details**".
 - e. Pamphlets, if any.
2. "**Technical Compliance & Quotation form**".
 3. Offers not complying with the above will be summarily rejected.
 4. **The offer accepted only if DD for Rs.2,000/- is enclosed. In case of more than one option, EMD should be enclosed in Master cover of Option-1.**
 5. The Demand Draft on any Nationalized Bank should be drawn in favour of "The Director, National Institute of Technology, Tiruchirappalli 620015" payable at Tiruchirappalli

Please retain this page with you for your future reference.

BIDDER'S COPY



Short Tender Notification No. 4/2006

COMPUTER SUPPORT GROUP

Item No. CSG03: A4 LASER PRINTER (18 PPM)

NITT'S COPY (To be filled in and submitted)

Last Date for receipt of tender at NITT : March 10, 2006 at 1.00 PM
Opening Date : March 10, 2006 at 3.00 PM

CHECKLIST TO BE FILLED IN BY BIDDER (Please make sure that these pages are filled and send duly signed)		
List of documents to be enclosed	This document should be kept in the following cover	Completed & Signed
1. Terms and Conditions form	"Master Cover"	YES / NO
2. NITT's Technical Compliance & Quotation form	"Master Cover"	YES / NO
3. Firms details	"Master Cover"	YES / NO
4. Foreign firms details	"Master Cover"	YES / NO
5. Other technical specifications & pamphlets	"Master Cover"	YES / NO
6. EMD (irrespective of any number of options) Rs.2,000/- (refundable)	"Master Cover"	YES / NO

SEAL OF THE BIDDER

SIGNATURE

FOR NITT USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. NITT's Technical Compliance & Quotation form filled & signed	YES / NO
3. Firms details filled & signed	YES / NO
4. Foreign firms details filled & signed	YES / NO
5. Other technical specifications & pamphlets	YES / NO
6. EMD (irrespective of any number of options) Rs.2,000/-	YES / NO
7. No. of enclosures	
8. Status of tender	Accepted for evaluation / Rejected
	REGISTRAR

Please put this document in "MASTER COVER"



“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 Registrar (i/c), National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope (Master Cover provided) superscribed “**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO.:4/2006Item No. CSG03: A4 LASER PRINTER (18 PPM)**” so as to reach us **on or before 01.00 p.m. on March 10, 2006.**
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 “**Master Cover**” will be opened on March 10, 2006 at 3:00 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. This institution is eligible for C.S.T. concessions against form ‘D’ and shall pay 5% Basic Customs Duty, if the goods are imported. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NITT is exempted from paying the 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 and 2% Educational Cess on Basic Customs Duty.
7. 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. NITT shall pay Customs duty if any.
8. If the price quoted is in foreign currency, then 100% payment will be made through Letter of Credit (LC) if the order value is more than US\$10,000 or through Telegraphic Transfer (TT) if the order value is less than US\$10,000 through Nationalised banks. The bank charges outside India should be borne by the Beneficiary. If the price quoted is in Indian Rupees, then the 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
9. No revision of the price bid will be allowed once the price bids are opened.
10. No increase in price will be allowed after our firm orders are placed.
11. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
12. 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.
13. The delivery period and other terms should be clearly mentioned.

Continued in the next page...

SEAL OF THE BIDDER

SIGNATURE

Please put this document in “**MASTER COVER**”



Continued from the previous page...

14. Complete user, technical and service documentation and spare parts catalogue are to be provided along with the supply of the item.
15. The Registrar (i/c) reserves the right to modify or alter the specifications after short listing of tenderers.
16. The Demand Draft for Rs.2,000/- on any Nationalized Bank should be drawn in favour of "The Director, National Institute of Technology, Tiruchirappalli 620015" payable at Tiruchirappalli.
17. 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 unauthorized 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.
18. Delay / loss in postal transit or due to other reasons will not be NITT's responsibility.
19. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time appointed for opening.
20. The tender should be made only on the "Technical compliance & Quotation form" provided with the original tender documents, otherwise it shall lead to rejection. The technical compliance form should be duly filled up and should clearly mention the features offered by the bidder against each specification.
21. Authorized signatory should sign in all the pages. Bids without authorized signatory's signatures will be rejected.
22. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
23. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms and conditions.**
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 NITT's specification / requirements would be opened.
26. The Registrar (i/c) reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
27. The Registrar (i/c) reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

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ACCEPTANCE

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

NAME OF THE VENDOR:
ADDRESS :

SIGNATURE

DATE :

SEAL OF THE FIRM



Short Tender Notification No. 4/2006

COMPUTER SUPPORT GROUP

Item No. CSG03: A4 LASER PRINTER (18 PPM)

“TECHNICAL COMPLIANCE & QUOTATION FORM”

Item No.	N.I.T.T'S SPECIFICATION	FIRM'S OFFER
1.	Make	
2.	Model	
3.	Mono Laser Printer	
4.	Speed: 18 ppm	
5.	Resolution 1200 X 1200 dpi	
6.	RAM: 8MB	
7.	Processor: 266 MHz	
8.	First page out, 8 seconds or less	
9.	Media size supported A4, A5, letter, legal 76 x 127 mm to 216 x 356 mm	
10.	Media types: Plain paper, envelopes, transparencies, card stock, postcards, and labels	
11.	Media Weight, should support from 60 g/m ² to 160 g/m ²	
12.	Input Tray 1: up to 250 sheets (main tray), Input Tray 2: up to 10 sheets (priority feed slot); Output tray - up to 150 sheets	
13.	Interface: USB 2.0 port	
14.	OS supported: Microsoft Windows 2000/XP and Mac OS v10.2	
15.	Print languages: HP PCL 5e	
16.	Number of pages per Cartridge with 5% coverage	
17.	Software: Toolbox for diagnostic status and configuration, help, documentation	
18.	Minimum 3 Year Warranty required	
19.	Cables: USB Interface Cable should be supplied	
20.	Duty cycle 8,000 pages per month	



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Item No.	N.I.T.'S SPECIFICATION	FIRM'S OFFER
21.	Weight in Kg and Dimension in mm of the Printer	
22.	Operating temperature in °C	
23.	Operating relative humidity 10 to 80° RH	
24.	Power consumption during printing in watts and when in standby in watts	
25.	Price for additional Toner Cartridge	
26.	Unit Price	
27.	Taxes if any	
28.	Packaging & forwarding Cost	

Please provide following Details:

- If the Prices are in foreign currency, it should be C.I.F. Chennai Airport basis, specify:
- Currency quoted:
- The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis.
- Enclose the Distributor / Reseller / Retailer certificate with the validity date. The offers received without the certificate will be rejected.
- Laser printers should be supplied as per our indent as per our actual requirement within the contract period.
- Price protection: If the market price is lower than the quoted price, the market price should be applicable. If there is any hike in market price, the quoted price should be applicable.
- Selected Vendor should sign a stamp paper agreement with regard to supply of the cartridges.
- Payment of Bills will be after the acceptance of the printers and after the receipt of the bills / invoices along with advance stamped receipt.
- The rate should be valid for April 2006 to March 2007 (on one year rate contract basis).**
- The offer should be authorised by the Manufacturer.

Seal of the Bidder

Signature of the Bidder with date

Please put this document in "MASTER COVER"



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“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. Number of years of incorporation?
3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:
4. Companies' number of years in this line of activity.

No. of years in this line of activity
5. Quantity of sales in the last three years for the Laser Printers (same model that you have quoted)?

2003-2004	2004-2005	2004-2005
6. Turn over in the last 5 years (Figures should be in Indian Rupees in Lakhs)?

2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.
8. Number of service engineers in the above location trained on the product quoted along with their educational qualification, certification and designation?
9. Assured response time for service calls in hours:-
10. What would be the delivery period in days from the date we place an official purchase order.
11. Enclose the list of educational / other customers to whom you have supplied Laser Printers (same model that you have quoted) with full postal address and name of the contact person with phone & FAX numbers & email id.
12. Are you the manufacturer or authorized dealer or distributor or reseller for the product quoted?

SEAL OF THE BIDDER

SIGNATURE

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“FOREIGN FIRMS DETAILS”

(Please fill-up the following only if your quote is in foreign currency)

Full Postal address of the beneficiary:

Email:

Phone:

Fax:

Contact Person:

Country of Origin :

Mode of Dispatch :

Delivery Period :

Inco Terms :

Account No :

SORT CODE :

Account Name :

Foreign Bank Name & address:

Routing No. :

Place :

Date :

Full Postal address of the Indian company giving the quote:

Email:

Phone:

Fax:

Contact Person:

SEAL OF THE BIDDER

SIGNATURE

Please put this document in **“MASTER COVER”**