

UNIVERSITY OF KALYANI



Department of Business Administration

NOTICE INVITING TENDER

Tender Ref. No. NIT/MBA/IT/2017-18/02

Date: 08/11/2017

(2nd Call of KU/NIET/IT/2017-18/02 dated 21/09/2017)

Sealed tenders are invited for **supply and installation of Multifunctional Printers** to the Department of Business Administration, University of Kalyani from reputed vendors having valid up to date **Trade Licence, I.T., GST and Professional Tax Registration Certificate** with updated return filing status and experience for at least last two years for supplying similar type of items. Interested bidder must submit the tender with all relevant documents addressing the undersigned on all working days (except holidays) during 12:00 Noon to 4: 30 PM .

**Last date of receiving tender document either by hand or by post: 17/11//2017
(up to 4:30 P.M.)**

- For specifications of the above items please refer **Annexure-A** of the Tender Documents.
- For furnishing basic information about the bidder, please refer **Annexure- B** of the Tender Document
- For submission of Quotation, Bidder must follow the Price Bid Format vide **Annexure – C** of the Tender Document.
- Bidders must comply the Terms and Conditions as mentioned in the **Annexure-D** of the Tender Document.
- Bidder must submit Undertaking form as mentioned in the **Annexure-E** of the Tender Document.

Head
Department of Business Administration
University of Kalyani, Kalyani -741235

UNIVERSITY OF KALYANI
Department of Business Administration

Annexure – A

➤ **Specifications of Multifunctional Printer: 02 Nos.**

01	Print	
	Printing Method	Monochrome Laser Beam Printing
	Print Speed (A4)	23 PPM or above
	Print Resolution	600 x 600dpi or Above
	Warm-Up Time (From Power On)	14 sec or less
	First Page Out Time (FPOT)	7 sec or less
	Monthly Duty Cycle	15000 pages or higher
	Bundled Toner Capacity	Toner must be supplied with printer having page yield of at least 1700 pages
02	Copy	
	Copy Speed (A4)	23 PPM or above
	Copy Resolution	23 PPM or above
	Maximum Number of Copies	Up to 999 Copies
	Reduce / Enlargement	25 - 400%
	Copy Features	Memory Sort, 2 on 1, 4 on 1, ID Card Copy
03	Scan	
	ADF	Yes
	Resolution	Optical : 600 X 600 dpi Driver Enhanced : 9600 X 9600 dpi
	Scan Speed	Platten Glass : Approx 3 Sec Per sheet (Mono), Approx 4 Sec per sheet (Colour) ADF (A4) : 20/15 ipm (Mono/Colour)
	Colour Depth	At least 24bit
	Pull Scan Push Scan	Yes, USB and Network Yes, USB and Network
	Scan Driver Compatibility	TWAIN, WIA, ICA
04	FAX	
	Modem Speed	Up to 33.6 Kbps
	Fax Resolution	Up to 200 x 400dpi
	Memory Capacity	Up to 256 pages
	Coded Dials	Upto 100 dials
	Receive Mode	Fax Only, Manual, Answering Machine, Fax / Tel Auto Switch

05	Paper Handling	
	Auto Document Feeder (ADF)	35 sheets (80g/m ²)
	Available Paper Size for ADF	A4, B5, A5, B6, Letter, Legal
	Paper Input	Standard Cassette : 250 sheets Multi-Purpose Tray : 1 sheets
	Paper Output (68g/m ²)	100 sheets
	Paper Size	Upto A4
	Paper Weight	60 to 160g/m ²
06	Connectivity & Software	
	Standard Interface	High-Speed USB 2.0 10 / 100 Base-T Ethernet Wi-Fi 802.11b/g/n
	Network Interface	Print : LPD, RAW, IPP / IPPS, WSD-Print (IPv4, IPv6) Scan : WSD-Scan (IPv4, IPv6) TCP / IP Application Services: DHCP, BOOTP, RARP, Auto IP (IPv4) Management : SNMPv1/v3 (IPv4, IPv6), HTTP / HTTPS, SNTTP
	Mobile Printing Capability	Yes
	Compatible Operating Systems	Microsoft Windows 7, 8.1, 10 (32/64bit), Mac OS X
07	General	
	Device Memory	256MB
	Operational Panel	LCD Touch Screen
	Warranty	1 Year onsite warranty by OEM

BASIC INFORMATION ABOUT THE BIDDER

1.	Name of the Bidder	
2.	Address with telephone/ Mobile No.	
3.	Type of the Organisation (whether sole Proprietorship/ Partnership/ Private Limited for Cooperative body/ Welfare Trust etc.) (attach proof)	
4.	Name, Address & Phone Number of the Proprietor/ Partners/ Directors of the Agency with whom communication (if required) shall be made	
5.	PAN Number (a copy of PAN Card must be enclosed)	
6.	GST Registration Number (a copy of GST Registration certificate must be enclosed):	
10.	Trade License number (a copy of supportive document must be enclosed)	
11.	Experience a. Total number of years in the similar type of business. b. User list with annual volume of work.	
12	Average Annual Turnover for last 3 years(Please enclose Audited P/L Account for 2013-14,2014-15 & 2015- 16)	2013-14: Rs. 2014-15: Rs. 2015-16 : Rs.

Declaration

I solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender/ terminate the contract.

Further, I undertake that I must follow the terms and conditions as per Annexure- D thoroughly and in case of any non-observance, I shall be bound to accept the decision of the University of Kalyani.

**Signature of the Bidder
(With Seal)**

Annexure-C

PRICE BID FORMAT (To be prepared in Letter Head/Official Pad of the bidder)

Sl. No	Item Description	Name of the manufacturing Company	Brand Name (if any)	Basic Cost (Rs.)	GST (if any) to be charged (Rs.)	Other Charges & duty(Rs.) (if any)	Discount offered(if any) (Rs.)	Total quoted price (Rs.)

Signature of the Bidder (With Seal)

TERMS AND CONDITIONS

1. Bid Price:
 - a) **The contract shall be made for all the items or item wise as per Annexure-A.** Corrections, if any, shall be made by crossing out accompanied with initial of the bidder. Partial Quotation will not be entertained by the University and in that case tender will be liable for cancellation.
 - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
 - c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
2. **Bid should be submitted to the said department within sealed envelope, mentioning the Tender Ref. No. and Date for the quoted items on the face of the envelope.**
3. **Bidder must mention the make and model distinctly along with relevant documents in support of the technical specification of the item quoted.**
4. Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive.
5. Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.
6. Average turnover per year for the last three years (2013-14, 2014-15 and 2015-16) of the manufacturer should be at least Rs. 50 Lakh.
7. The bidder should have experience of supplying similar kind of items during last three years ending 2015-16. Documents in support thereto must also be submitted.
8. The company must have full fledged office and service center in five metro cities in India.
9. Vendor/Manufacturer must have local service center in Kalyani/Kolkata for warranty service support offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.
10. Bidder must provide adequate warranty service under 1/1/1 form.
11. Bidder must mention Model, Make and Brand furnishing product catalogue for quoted items.
12. User training regarding the operation of the equipments shall be arranged by the supplier/vendor at no extra cost.
13. Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.

14. Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, Professional Tax and GST.
15. Time Schedule: The supply and installation work must be completed within 15 days from the date of receipt of the purchase order.
16. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
17. Place of delivery: Department of Business Administration, University of Kalyani, Kalyani - 741235, West Bengal.
18. **Payment will be made after successful delivery and installation of the items.**
19. The quotation documents shall be addressed and submitted to: **The Head, Department of Business Administration, University of Kalyani, Kalyani -741235, West Bengal.**
20. **Last date of receiving quotations: 17/11/2017.**
21. No Tender Document will be received by the department after the above date irrespective of the mode of submission of tender document.
22. Bidder must sign on every pages of the tender document along with the seal.
23. Quotation must be submitted through official pad of the bidder duly signed with seal and contact numbers of the respective person of the bidder concern.
24. Quantity as stated herein above may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
25. In case of any dispute, University decision be taken as granted and all disputes are subject to Kolkata Jurisdiction only.
26. University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
27. University also possesses the right to take decision on relaxation of any clause as stated above in case of need for selecting suitable and responsive vender without compromising the quality of the items as mentioned above.
28. **Bidder must submit Undertaking as per Annexure- E in support of observance the Terms & Conditions as stated hereinabove.**

UNDERTAKING FOR OBSERVING TERMS & CONDITIONS REGARDING CAR HIRE CONTRACT (to be submitted by the bidder in their official pad/letter head duly signed with seal)

I/We, the undersigned, agree with the following Terms and Conditions:

1. That Bid will be valid at least for 3 months from the last date of submission of this tender.
2. That I/We will follow the guidelines framed by the University of Kalyani for Technical and Financial Bid Evaluation as well as the process of selection of vender.
3. That having examined the pre-qualification & other documents published in the N.I.A, I /we hereby submit all the necessary information and relevant documents for evaluation and in case of non-submission of any document, the decision taken by the University of Kalyani will be considered as Final.
4. That I have not ever been convicted of any offence making myself liable to be disqualified for entering into an Contract of similar trade for which such tender was invited for which to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
5. That no case is pending against me or against my firm in any criminal court of law in connection with any activity concerned with similar trade or contracts in relation thereto to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
6. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by neither RBI nor it has been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
7. That I/We declare that all the information and documents as we furnished and submitted are true and proper to the best of my knowledge and belief. I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
8. That after completion of all sorts of evaluation of this tendering process, If my concern is selected, I will agree to enter into a contract with the University for the period as to be determined by the University at the time of awarding contract to my/our organisation.
9. That I agree with all terms & conditions that have been mentioned in the NIT.

Signature of the Bidder with seal (if any)