



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No. : IIIT-A/ENQ/DR(S&P)/300/2016  
Date : 28<sup>th</sup> October 2016

## TENDER NOTICE

Sealed quotations are invited under **Two Bid Systems** (Technical & Financial) for the purchase of **Color Photocopier Machine** for the Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**.

The document may be obtained on payment of ₹200/- (Two Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site [www.iiita.ac.in](http://www.iiita.ac.in) and be submitted along with ₹200/- of tender processing fee in form of DD.

The "Technical and Commercial Bids" in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Deputy Registrar (S&P), IIIT-Allahabad **upto 11.11.2016 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **11.11.2016 at 03:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately,

(Dr. Seema Shah)  
Deputy Registrar (S&P)

### Copy to:

- Hon'ble Director for kind information.

**Annexure-I**

**Technical Bid**

**(On letter head of the Firm & in a separately sealed envelope)**

**PROFORMA FOR APPLICATION**

1. Name of the firm :- .....
  2. Address of the firm :-.....  
.....
  3. Phone Number (With Code):- .....
  4. Proprietor's name: - .....
  5. Address of Proprietor: - .....
  6. Proprietor's Phone No. :- .....
  7. Email ID :- .....
  8. Details of the firm:-
    - (a)Date from which the firm is operating: - .....
    - (b)Turnover of the firm during: - FY 2013-14 (₹).....  
FY 2014-15 (₹).....  
FY 2015-16 (₹).....
- (Please attach documentary evidence)**
- (c) PAN No. :- .....
  - (d) TIN No. :- .....

**9. Tender Processing Fee:** An amount of Rs.200/- (Two Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

**9. E.M.D. :** The tenders should be accompanied in a form of a Demand Draft/FDR/ Bank Guarantee in favour of **Indian Institute of Information Technology Allahabad payable at Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

**Amount of EMD as below:**

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	<b>Purchase of Color Laser Photocopier</b>	<b>6,000.00</b>	



**Technical Compliance**  
(To be attached with technical bid)

**COLOR LASER PHOTOCOPIER**

**TECHNICAL SPECIFICATION**

Sl. No.	Specification		Compliance	Deviation
1.	Function	Print, copy, digital send, scan to USB		
2.	Print technology	Laser		
3.	Paper type support	A4, A5, A6		
4.	Print speed (black)	40 ppm		
5.	Print speed (colour)	40 ppm		
6.	Print quality black (best)	1200 x 1200 dpi		
7.	Print quality colour (best)	1200 x 1200 dpi		
8.	Duplex printing	Automatic		
9.	Network printing	Yes		
10.	Recommended monthly page volume	15,000		
11.	Copy speed (black)	40 ppm		
12.	Copy speed (colour)	40 ppm		
13.	Copy resolution (black text)	Up to 600 x 600 dpi (Flatbed)		
14.	Copy resolution (color text and graphics)	Up to 600 x 600 dpi (Flatbed)		
15.	Digital sending features for scanner	Save-to-Network Folder, Save-to-USB drive		
16.	Scan resolution	Up to 600 dpi		
17.	Scan speed (B&W)	Up to 45 ppm (A4)		
18.	Scan speed (Colour)	Up to 40 ppm (A4)		
19.	Operating system support	Windows 7 and above		
20.	Warranty	a) Minimum 1 year b) Additional warranty upto total 5 years (optional) must be specified separately.		

Signature of the tenderer

Seal of the firm

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**Annexure-III**

**Terms and Conditions:**

1. F.O.R. destination at IIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to the firm, if Manufacture/Sole distributor.
3. Quoted rate should be valid at least for 60 days.
4. Turnover of the firm should be 7 lakh for the last two year
5. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.
6. Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier if, required.
7. Enquiry/tender must be quoted in prescribe format on the company/firm letter head.
8. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties, validity, transportation charges.
9. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
10. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
11. Payment will be made within fifteen days after delivery and verification from user end.
12. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051, 2217**.
13. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
14. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
15. The lowest rate will not be the basis of claim to get the order.
16. Supply within 5 weeks from the receipt of the Purchase order. If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
17. Conditional tenders will not be considered in any case. They will be summarily rejected.
18. All disputes are subject to jurisdiction of Courts at Allahabad.
19. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
20. Kindly mention enquiry reference number, subject, due date contact address etc on envelop. Incomplete quotation will not be accepted.

**(Dr. Seema Shah)**  
**Deputy Registrar (S&P)**

**Copy to:**

➤ Hon'ble Director for kind information.



Annexure-IV

**SUPPLY OF COLOR LASER PHOTOCOPIER MACHINE**  
**Financial Bid**

(To be quoted on the company letter head with the below prescribed proforma only)  
**(Sealed separate envelop)**

S. No.	Items Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	<b>COLOR LASER PHOTOCOPIER MACHINE</b> Function : Print, copy, digital send, scan to USB Print technology : Laser Paper type support : A4, A5, A6 Print speed (black) : 40 ppm Print speed (colour) : 40 ppm Print quality black (best) : 1200 x 1200 dpi Print quality colour (best) : 1200 x 1200 dpi Duplex printing : Automatic Network printing : Yes Recommended monthly page volume : 15,000 Copy speed (black) : 40 ppm Copy speed (colour) : 40 ppm Copy resolution (black text) : Up to 600 x 600 dpi (Flatbed) Copy resolution (color text and graphics) : Up to 600 x 600 dpi (Flatbed) Digital sending features for scanner : Save-to-Network Folder, Save-to-USB drive Scan resolution : Up to 600 dpi Scan speed (B&W) : Up to 45 ppm (A4) Scan speed (Colour) : Up to 40 ppm (A4) Operating system support : Windows 7 and above Warranty : a) Minimum 1 year b) Additional warranty upto total 5 years (optional) must be quoted separately	01		
	<b>Total Amount-</b>			
	Taxes (if any)-			
	<b>Grand Total-</b>			

**Note:** Financial Bid must be given in this format only.

Signature of the tenderer

Seal of the firm