

 IIT PALAKKAD	भारतीय प्रौद्योगिकी संस्थान पालक्काड Indian Institute of Technology Palakkad अहलिआ एकीकृत कैम्पस, कोज़िहपारा Ahalia Integrated Campus, Kozhipara पालक्काड- 678557 Palakkad – 678 557	दूरभाषसंख्या Phone no: 04923 – 226 590/586 वेबसाइट Website: iitpkd.ac.in
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Ref No: IITPKD/ADMN/064/2017

Date: 28.11.2017

Due date of the tender 13.12.2017 at 3.30 PM

TENDER FOR INVITING QUOTATIONS

Dear Sir/Madam,

- 1. Preparation of Bids:** - The tenders should be submitted **under two-bid system** (i.e.) Technical bid and Financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. No prices should be included in technical bid. Financial Bid should indicate item – wise prices for the items mentioned in the technical bid. The technical bid and the Financial should be put in separate cover and sealed. Both sealed covers should be put into a bigger cover. If it is single cover tender, the tender will be rejected.
2. Compliance sheet for the specification & OEM Brochure has to be attached along with Technical bid.
3. The Quotations should be valid for **sixty days** from the due date and the period of delivery required should also be clearly indicated.
4. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples if called for should be submitted free of charges, and collected back at the supplier's expenses.
5. Bidder should provide valid PAN no, TAN no, GST no and letter of Authorization.
6. Local Firms: Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
7. Firms outside Palakkad: Quotations should be for F.O.R. Palakkad. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
8. Goods shall not be supplied without an official supply order.
9. Payment: Every attempt will be made to make payment within 30 days (After Successful installation and configuration) from the date of receipt of bill / acceptance of goods, whichever is later.
- 10. Warranty: Three years onsite OEM warranty.** Warranty certificate must be enclosed at the time of submission of bills.

11. The quotation may be sent to the “**The Registrar, Indian Institute of Technology Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad -678 557**”. The quotation sent by fax and e-mail will not be accepted.
12. Late offer: The quotation received after due date will not be considered. Please ensure that your offer is sent well in advance to reach the Institute by the due date.
13. **Delay in Supply or Liquidate damages:** If the supplier fails to deliver the stores within the time specified in the purchase order, the purchaser will recover from the supplier as liquidated damages a sum of one- half of one percent (0.5%) of the P.o value of the undelivered stores for each calendar week of delay. The total liquidated damages shall not exceed five percent (5%) of the P.o price of the unit or units so delayed. Stores will be deemed to have been delivered only when all their component parts are also delivered. If certain components are not delivered in time, the stores will be considered as delayed until such time as the missing parts are delivered.
14. I.I.T. Palakkad has the right to accept the whole or any part of the Tender or portion of the quantity offered or rejects it in full without assigning any reason

Yours faithfully,

REGISTRAR, IIT PALAKKAD

TECHNICAL SPECIFICATIONS FOR DIGITAL MFD/PHOTOCOPIER - QTY : 3 Nos.

SL. NO.	DESCRIPTION	REQUIREMENT	Your spec
1	Engine Speed	25 CPM/PPM or higher	
2	Warm up time	Less than 30 seconds	
3	Paper Capacity	500 Sheets x 1 Tray; minimum 100-Sheet Bypass Tray	
4	Feeder	100 sheets Automatic Document Feeder / RADF	
5	Networking Type	Ethernet 10Base-T/100Base-TX/1000Base-T	
6	Control Panel	3 inch to 10 inch Colour Touch LCD panel	
7	Multi-tasking support	Required	
8	Power Consumption	Maximum 1500 to 1800 watts	
9	Power	AC 230 +/-10% Volts, 50/60 Hz	
10	Toner Capacity black	25,000-30,000 approx or above.	
11	Supported Protocol	TCP/IP (IPv4, IPv6), IPX/SPX (NetWare), EtherTalk (AppleTalk)	
12	Operating system	Windows Server 2003, Windows Server 2003 R2, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, Mac OS X 10.4, 10.5, 10.6, 10.7, Ubuntu	
12	Memory	Minimum 1 GB	
13	Paper size	A3/A4/A6	
14	Continuous Copy	1-999	
15	Sorter of finisher	Electronic sorting	
16	Zoom	25% to 400% in 1% Step	
17	Copying resolution	600 X 600 dpi to 1200 X 600 dpi	
18	Duplex Printing	Automatic	
19	First copy out time	Less than. 6.5 seconds	
20	Print resolution	Up to 1200X600 dpi minimum	

21	ID Card Copy	required	
22	Scan destinations	Scan to e-mail/desktop/FTP server/network folder (SMB)/USB memory	
23	Scan size	Max.A3	
24	Scan resolution	Max. 600 dpi	
25	Scan Method	Push and Pull Scan	
26	File formats	TIFF, PDF, PDF/A, encrypted PDF, JPEG, XPS	
27	Scan Method	Push and Pull Scan	
28	Scan software	Scan to PDF	
29	Body type	Rigid plastic or metal body	
30	Scan Speed	49 to 56 PM	
31	Department ID	required	
32	Warranty Support	Manufacturer Authorization letter required for 3 years	
33	Wi Fi Direct	required	
34	USB Printing & Scan to USB	Required (Print PDF JPEG Etc Vise versa for Scan)	
35	Fax	Optional	

Terms and Conditions:

1. Vendor has to provide OEM Letter.
2. 3 Years onsite OEM Warranty should be clearly mentioned (submit document towards it at the time of installation).
3. The product should meet all specifications mentioned above and should be mentioned clearly in the technical bid.
4. **Compliance sheet for the specification & OEM Brochure has to be attached along with Technical bid. Vendor has to fill the compliance sheet. Unfilled / partially filled sheets will lead to disqualification.**
5. All standard accessories to be supplied
6. The product has to be supplied within 2 weeks from the date of receipt of Purchase Order.
7. Vendors should have OEM authorised service centre at kerala or Tamil nadu and have to mention the service center address.
8. Those vendors who have supplied similar product to Government educational institutes will be preferred. Please submit proof (Purchase Order/Performance Certificate) towards such supply.
9. Replacement or standby machine should be installed within 24 hours after registration of faulty machine during the warranty period.
10. Vendor must provide the reason, if the machine does not require Stabilizer and Trolley. If the reason is not found to be satisfactorily, then the bid will be rejected.
11. The vendor should provide in writing acceptance of all the terms and conditions mentioned above.
12. Payment will be made only after successful installation & commissioning of the machine at user's institute.