**NALSAR UNIVERSITY OF LAW**

**Post Box No.1, Justice City, Shameerpet,**

**R.R Dist, HYDERABAD-500101. TELENGANA**

**Phone: 040-23498/104/113**

**Fax: 040-23498385/386.**

**Tender No. NALSAR/IT/02/2016** **Date: 09/12/2016**

**Sub: Supply of ‘ A3: Photocopier Machine(Mono)’**

**NALSAR University of law invites sealed quotations in two envelope system from Original Equipment manufacturers or from authorized distributors of OEM’s for Supply and installation of ‘ A3: Photocopier Machine(Mono)’ in one number as per Terms and Conditions mentioned in the Tender Document.**

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| --- | --- | --- |
| **Last date of submission of tender** | | **22/12/2016, 03.00 p.m.** |
| **Date of opening of technical bid** | | **22/12/2016, 04:30 p.m** |
| **Tender Document** | | **Rs.500** |
|  |  |  |
| **S.No.** | **Particulars** | **Annexure** |
| 1 | **Technical Compliancy Report form of ‘ A3: Photocopier Machine(Mono)’.** | **I** |
| **2** | **Price Bid** | **II** |



**METHOD OF SUBMISSION OF QUOTATIONS IN TWO ENVELOPE SYSTEM**

**FIRST ENVELOPE** - “Technical Bid” contents following:-



1. Subscribe on **FIRST ENVELOPE** – **Technical Compliancy Report form of ‘ A3: Photocopier Machine(Mono)’**for **“Tender No. NALSAR/IT/02/2016 Due Date** 22**/12/2016”** and write your Company Name & Address at the bottom of envelope foridentification.
2. **Tender document purchase bill of Rs. 500 in the form of Receipt/DD in favor of**  Registrar, NALSAR University of Law should be enclosed with the technical bid . If you are depositing **Cash then enclose** **Original Cash Receipt** in to this envelope and retain a photocopy of the Cash Receipt withyou

1. The **Technical Compliancy Report form of ‘ A3: Photocopier Machine(Mono)’** (Annexure I) is enclosed with this Enquiry. The form to be filled in indicating your Company profile and signed by your authorized representative and to be attached in the First Envelope – Technical Bid.
2. Please note that, Tax related concessional forms like 2B/C/3D/D will not be provided by us.

(e) Please attach photocopy of PAN Card.

1. Please confirm that the total amount mentioned in the Commercial Details include all the taxes.
2. **Please confirm that the quote / price for all the ITEMS have been mentioned in the “Price Bid.”**
3. **Please confirm that the amount mentioned, in the Price Bid (Kept in the “Envelope Two”) is unconditional in nature. Accordingly, it shall be treated as “Unconditional Offer”.**
4. **Please confirm that the price is not to be mentioned in the Technical Bid.**
5. **The format of Declaration/Acceptance undertaking** (Annexure I) is also enclosed with thisenquiry. The same should be signed by your authorized representative and attached with Technical Bid.

**Note:** As part of/along with your Technical Bid, please submit Registration Certificates, OEMAuthorization certificates (recent) OEM partnership Agreement’s, if any as applicable. NALSAR may visit the facility of Bidders to assess suitability as part of Technical Evaluation of bids.

**SECOND ENVELOPE–** “**Price Bid”** will have following:-

1. On the SECOND ENVELOPE – write “**Tender No. NALSAR/IT/02/2016 Due date 22-12-2016” and** also mention your Company’s Name & Address at the bottom of the envelope.
2. Please fill up enclosed Price Bid Form (Annexure II) and keep in the Second Envelope– Price Bid. The Price Bid must be signed by your authorized representative bearing Company Stamp.
3. **EMD (earnest Money Deposit) by Demand Draft/Pay Order or by Cash equivalent of 5 % of the total amount of the bidded amount must be enclosed with price bid. EMD paid by way of Cheque not acceptable.** Please enclose the **Receipt/DD** inoriginal favoring Registrar, NALSAR University of Law. If you are depositing **Cash then enclose** **Original Cash Receipt** in to this envelope and retain a photocopy of the Cash Receipt withyou.
4. **Alternatively** you can use your Company letter head for Price Bid but it has to be typed in themanner/format shown in our Price Bid Form.

**CORRECTIONS / OVERWRITINGS IN BIDS:** Bidder needs to sign at all these places

THE TWO SEPARATE SEALED ENVELOPES (i.e. ONE ENVELOPE FOR THE TECHNICAL DETAILS, AND SECOND ENVELOPE FOR THE PRICE DETAILS) MAY BE INSERTED IN A MASTER ENVELOPE SUPERSCRIBED WITH **“BID FOR TENDER ENQ. NO Tender No NALSAR/IT/02/2016 ” for the Supply of ‘A3: Photocopier Machine(Mono)’ OPENING ON 22-12-2016** and should be submitted at the following address up to 3.00 p.m. onor before 22-12-2016**.**

**The Registrar,**

**NALSAR University of Law, Justice city, Shameerpet, Hyderabad-500101.**

**The final authority to accept/reject/suspend the bid’s or bidding procedure is , The Registrar, NALSAR University of Law, Justice city, Shameerpet, Hyderabad-500101**

**Annexure One: Technical Bid in the form of Technical Compliancy Report of ‘ A3: Photocopier Machine(Mono)’.**

**Tender No. NALSAR/IT/02/2016**

**Sub: Supply of ‘ A3: Photocopier Machine(Mono)’.**

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| **Photocopier type** | | Desktop Printer / Copier / Scanner/ Network( All inclusive) | |
| **Copy Resolution** | **Scan** | Main: 600 dpi × Sub: 600 dpi | |
| **Print** | Main: 600 dpi × Sub: 600 dpi | |
| **Gradation** | | 256 | |
| **Memory Size** | | 128 MB (standard) | |
| **Original Type** | | Sheet, book, three-dimensional objects (max. 2 kg), ADF Mandatory. | |
| **Max. Original Size** | | A3 or 11" × 17" | |
| **Output Size** | | Main unit (Universal paper feed tray): Width: 90 mm to 297 mm (A3), Length: 139.5 mm (5.5") to 431.8 mm (17") Multi Bypass Tray (MB-505): Width: 90 mm to 297 mm (A3), Length: 139.5 mm (5.5") to 431.8 mm (17") Additional Tray (PF-507): Width: 182 mm (B5) to 297 mm (A3), Length: 182 mm (B5) to 431.8 mm (17") | |
| **Image Loss** | | 4 mm at each edge (top/bottom/right/left edge) | |
| **Warm-Up Time\*1 (23°C, std. voltage)** | | 15 sec. or less | |
| **First Copy Out Time\*2** | | 6.5 sec. or less | |
| **Copy Speed (A4/Letter Crosswise)** | **Simplex** | 22 ppm |  |
| **Duplex** | 15.8 ppm |  |
| **Copy magni cation** | **Fixed Ratio** | **Metric** | 0.25/0.50/0.70/0.81/1.00/1.15/1.41/2.00/4.00 | |
| **Inch** | 0.25/0.50/0.64/0.78/1.00/1.21/1.29/2.00/4.00 | |
| **Zoom Ratio Set by Up/Down Key** | 25% to 400%  Adjustable in 0.01 steps | |
| **Paper Capacity(64 g/m2)** | | Main unit (Universal paper feed tray): 250 sheets (up to A3) Multi Bypass Tray: 100 sheets (up to A3) Additional Tray (PF-507) : 250 sheets (up to A3) | |
| **Max. Paper Capacity (64 g/m2)** | | 1,350 sheets | |
| **Paper Weight** | **Main Unit/Multi Bypass Tray** | 64 g/m2 - 157 g/m2 | |
| **Additional Tray (PF-507)** | 64 g/m2 - 90 g/m2 | |
| **Multi Copy Setting** | | 1-999 pages | |
| **Max. Power Consumption** | | 1,300 W (127 V only: 1,350 W) | |
| **Dimensions [W] × [D] × [H]** | | 607 × 570 × 458 mm | |
| **Weight** | | Approx. 28.2 kg  (excluding TC/Developer) | |
| **Space Requirements [W] × [D]** | | Standard con guration: 570 × 570 mm With bypass tray extended: 928 × 570 mm Max. required space incl. maintenance space: 999 × 971 mm\* \* When Multi Bypass Tray extended    When Paper Feed Tray pulled out. (Slide length: 397 mm) | |
|  | |  | |

**Company Seal with Signature**

**Annexure Two: Price Bid Form**

**Tender No. NALSAR/IT/02/2016**

**Sub: Supply of ‘ A3: Photocopier Machine(Mono)’.**

|  |  |  |
| --- | --- | --- |
| **Sno** | **Work Description** | **Total Pricing(All Inclusive)** |
| **1** | **Supply of ‘ A3: Photocopier Machine(Mono)’: 1 Number** |  |

1. **Number of ‘ A3: Photocopier Machine(Mono)’ is one only.**
2. **Payment terms shall be 50% of the total pricing shall be on the day of delivering and successful installation of ‘ A3: Photocopier Machine(Mono)’and 50% after 15 days of first installment release.**
3. **The Registrar, NALSAR University reserves the right to himself, to accept or reject any one or all quotations either in part or full without stating any reason thereof.**

**Company Seal with Signature**