

NALSAR University of Law
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Tender No. NALSAR/IT/03A/2018

Date: 09/07/2018

Sub: Supply and Installation of A3 Photocopier Machine (One Number)

Sealed quotations in the form of single bid document format are invited for the supply of active and passive components stated in the Technical Compliancy report form , Bidders of the Active Component's should be authorized dealers of the OEMs , There are two submissions for this work bidding

1. Technical Compliancy Report form, where each item's compliancy status along with reference catalogues or technical white papers should be enclosed with the tender submission.
2. Price bid form, where consolidated pricing of the all the items both active and passive components should be stated with all tax inclusive.

Being single bid process, both Technical Compliancy report and price bid form should be enclosed in the same envelope, Last date for receiving sealed tender document shall be on 17 Sept,2018, before 3.00 pm and opening shall be after 4:30 PM on the same day.

Warranty for all components shall be for 7 years.

1. Technical Compliancy Report form

Sno	Equipment name	No	Yes
1.	<p><i>Xerox Alta Link B8055 Monochrome Multifunctional Printer</i></p> <p><i>Features :</i></p> <ul style="list-style-type: none"> • <i>Speed: 55 copies / prints per min.</i> • <i>Size : A4 & A3</i> • <i>Features : Copier , Network Printer & Network Scanner</i> • <i>Hard Disk : 250 GB</i> • <i>Memory : 4 GB</i> • <i>Duplex Automatic Feeder – 100 sheets capacity</i> • <i>Trays : 4 trays</i> • <i>Bypass Tray – 100 sheets</i> • <i>Monthly Duty Cycle: Up to 200,000 pages</i> 		

Scope of the work:

Supply and Installation of the photocopier machine at Shamirpet Campus, Nalsar University of Law

2. Price Bid Form

Sno	Work Description	Total Pricing(All Inclusive)
1	Supply and Installation of A3 Photocopier Machine.	
2.	AMC(Annual Maintenance Contract) Per Click changes :for A4/A3	

Terms and Conditions.

- 1. Cost of Tender document is Rs. 1000/- to be paid in the form of DD in favor of 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 with you.
- 2. EMD (earnest Money Deposit) of Rs.5000/- is to be paid by Demand Draft/pay order and must be enclosed with the tender document.** Please enclose the **DD/pay order** in original 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 with you.
3. Rates quoted should be valid for period of two months, which includes delivery, installation and commissioning along with two years of warranty.
4. Successful bidder should complete the work within 2 weeks from the date of work order issued.
5. Particulars of Make /OEM of each active component should be enclosed along with Technical compliancy report.
6. Payment terms shall be 50% of the total pricing shall be on the day of delivering of all the components and rest 50% shall be after work completion.
7. The Following details should be furnished along with price bid form in bidders letter pad with duly signed by the authorized signatory.
 1. Company Name
 2. Company Registration No
 3. Authorization letter for OEMS
 4. Sales Tax registration number
 5. Income Tax Number
 6. PAN Card Number
 7. Employee availability status.
8. 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.
9. Accepting the terms and conditions stated above and signing below by the supplier / installation partner.

Authorized Signature

Office Seal

