

Tender No
:HPNLU/TENDERS/2023-24/33

TENDER NOTICE
FOR
PURCHASE AND
INSTALLATION OF MULTI-
FUNCTION LASERJET
NETWORK PRINTERS



HIMACHAL PRADESH NATIONAL
LAW UNIVERSITY

Bid Reference No.: HPNLU/Tenders/2023-24/33

The Himachal Pradesh National Law University invited offline tender for Purchase and Installation of Multi-Function LaserJet Network Printers. The details of credentials are as follows: -

Name of work	Purchase and Installation of Multi-function LaserJet Network Printers
The Currency for payment	Indian Rupees (INR / Rs.)
Date of Issue/Publishing	16.09.2023 upto 10.00 PM
Document Download Start Date	16.09.2023 upto 12.00 PM
Document Download End Date and Time	29.09.2023 upto 2.00 PM
Last Date and Time for receipts/uploading of Bids	29.09.2023 upto 2.00 PM
Date and Time of Opening of Technical Bids	30.09.2023 upto 12.00 PM
Bid document Fee	Rs. 1000/- (Rupees One Thousand only)
Earnest Money Deposit	Rs.6,000/- (Six Thousand only) in favor of the Registrar, HPNLU, Shimla Scanned copy to be submitted by post/hand.
Performance Bank Guarantee (PBG)	10% of the total contract value is to be submitted within 15 days from the date of signing of the agreement in form of FDR/Bank guarantee.
Email Address	To: registrar@hpnlu.ac.in , itsection@hpnlu.ac.in

The tender document can be downloaded from www.hpnlu.ac.in.

Note: Tender fee is non-refundable in any of the case .

**Registrar
HPNLU, Shimla**

TENDER NOTICE

Sealed quotations are invited on behalf of the Registrar, HPNLU, Shimla for "Procurement of the Quantity Five (5) Multi-Function network laser jet printer as may be needed in the university. Specifications for the printer is given in **Annexure –1** and terms and conditions mentioned below:

- 1) Sealed quotations should be submitted either by post (or) person to Himachal Pradesh National Law University ,Shimla **on (or)** before **29.09.2023 by 14.00 hrs in favour of the Registrar, Himachal Pradesh National Law University** .
- 2) Quotations should be placed in sealed envelope super-scribing tender number and due date.
- 3) The amount of each item should be worked out and the requisite totals should be given.
- 4) The Tender Notice will be available only on the website of HPNLU, Shimla and tenderers may download from website: <https://www.hpnlul.ac.in/tender.aspx?page=43>
- 5) The validity of the quotation offer shall be for a minimum period of 90 days from the date of opening of the quotations.
- 6) The rate shall be inclusive of all taxes and other charges .
- 7) Authorization letter from OEM (Original Equipment & Manufacture) for product offered should be submitted.
- 8) ISO certification for the product should be submitted.
- 9) Annual Maintenance Contract (AMC) charges after post warranty for a period of three years (minimum) including the annual charges for each year beyond the period of **3 years** should be quoted in the price bid.
- 10) Delivery: Within 15 days from the receipt of the order. Delivery Installation and demonstration of the machines will be carried out Free of cost at a consignee's place.
- 11) Warranty/ Guarantee: The items under this quotation shall be guaranteed for satisfactory performance against manufacturing defects and faulty workmanship for a period of 24 months from the date of final acceptance. If the item becomes defective during this period, the contractor shall be responsible for making arrangement for repair/ replacement at his own cost.
- 12) Payment: 100% payment together with statutory levies shall be made within 25 days of receipt and final acceptance of the material ordered & on submission of satisfactory installation and commissioning certificate issued by the purchaser. Income Tax as applicable shall be deducted at source from the bill.
- 13) HPNLU, Shimla reserves the right to accept or reject any or all tenders invited, without assigning any reason.
- 14) Minimum turnover required is 20 lakhs every year for the last three years I.e 2019-20,2020-21,2021-22.
- 15) Experience certification (completion report) to govt department , govt university etc . mandatory to be given in last two years .
- 16) The present requirement in the faulty number of printer is given in **Annexure 1**.

TENDER CONDITIONS

1. Interested concern are requested to quote the rate of the above items inclusive of all related expenses such as transportation cost, taxes applicable etc. and warranty period for the same in their quotation.
2. Tender shall be submitted in two parts in the specified formats:
 - (i) Technical Bid
 - (ii) Financial Bid

The 'Technical Bid' form and 'Financial Bid' forms in the prescribed proforma, complete in all aspects, sealed separately mentioning "Technical Bid" on sealed envelope of Technical Bid & "Financial Bid" on sealed envelope of Financial Bid and kept in sealed cover together, super scribed as "TENDER FOR PURCHASE OF PRINTER" should be submitted to the Registrar Office of the Himachal Pradesh National Law University , Ghandal ,Shimla -171014.

3. Each page of the technical bid containing specification and financial bid shall be signed and stamped by the bidder or its authorized signatory.
4. **Price:** The Prices stipulated in this purchase order are for free & safe Delivery of the items to the consignee, but these prices do not include any GST. The purchaser will provide GST exemption certificate to the contractor for availing of GST exemption. The Rates shall be inclusive of GST / all other taxes; however, it should be shown separately.
 - **Validity of work order:** This Work Order shall be valid for a period of one year commencing from the date of completion of installation and commissioning of printer. The AMC shall be valid for initial 03 years on placement of work order. Work order for AMC shall be issued for extended period separately wherever needed.
5. **Consignee:** The Contractor shall arrange free and safe delivery of material to the Consignee as per Purchaser's requirement at Himachal Pradesh National Law University , Ghandal ,Shimla as per the list provided at the time of procurement.
6. **Installation & Commissioning:** It shall be the responsibility of the Contractor to install, commission, demonstrate and test the system / items covered by the Purchase Order at no extra cost to the Purchaser. On receipt of intimation from the Purchaser/Purchaser's user Department. The Contractor shall depute the installation team for the purpose. In order to comply with this condition, the Contractor shall get in touch with HPNLU Authorities.
7. **Packing:** The Contractor shall ensure that the items covered by this Purchase Order is properly and sufficiently packed for shipment so as to ensure their being free from any loss, damage or deterioration during transit.
8. **Warranty/ Guarantee:** The items under this Order shall be guaranteed for satisfactory performance against manufacturing defects and faulty workmanship for a period of 2 years onsite Comprehensive Warranty from the date of installation and final acceptance. If the item becomes defective during this period, the Contractor shall be responsible for making arrangement for repair/ replacement at his own cost.
9. If the allotted work is not completed by the successful bidder within the prescribed time limit an amount of the 10% of the bill amount will be deducted from the final payment to the success bidder as penalty.

10. HPNLU, reserves the right to accept or reject any or all quotations without assigning any reasons thereof. The tenders which are conditional/ incomplete/ belated/ without supporting documents in proof of the information furnished will not be entertained and shall be cancelled.
11. Notwithstanding anything contained above, this contract can be cancelled by the HPNLU without any notice for violation of any terms and condition of the contract.
12. The decision of Tenders Purchase Committee of HPNLU shall be final with regard to technical/ financial bid.

TECHNICAL BID DOCUMENT:

S. No.	Items of Description	Information & Details
1.	Name of the supplier	
2.	Address (with Telephone No. and Fax No.)	
3.	Contact person (s) with Designation (with Mobile No. & email ID)	
	Authorized person of the firm to sign the tender and documents	
4.	Details of entity Registration/ GST Registration (copies to be attached)	
5.	How many years you are in business and the major brands you deal with	
6.	Please specify the brand, specifications, warranty/ extended warranty and after sales commitments of the items you offer (if required separate annexure to be attached) along with brochure/catalogue	
7.	Supporting information with respect to the technical data, drawings or booklets of product. Any product manual brief, test certificates available may be enclosed.	
8.	Income Tax assessment particulars for the last three years. Ward/ circle and PAN/ TAN.	
9.	Turnover in the past three years along with audited balance sheet, if any i.e 2019-20,2020-21,2021-22.	
10.	Period of Warranty for the equipment & devices & AMC included	_____ Yes/ No
11.	Experience certificate i.e completion report mandatory to be submitted of the printers to the Govt Department .	

I hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

FIANCIAL BID DOCUMENT

S. No.	Items	Details
1.	Name of the Supplier	
2.	Authorized persons and firms' Address with Contact No	
3.	Rates quoted should be all inclusive and no separate claims will be entertained towards any cess, tax, delivery charges, testing charges, installation charges etc.	Yes/ No
4.	Period of Warranty of the Printer (please mention in years and months)	
5.	AMC (please mention the number of years)	
6.	Extended AMC (if any)	Yes/ No

Terms of Payment: 100% Payment for the purchase of Printers will be made only after delivery & installation of the same as per work order and no advance will be paid.

The applicant should submit their bids in separate sealed envelopes to the Registrar, office of the Himachal Pradesh National Law University , Ghandal ,Shimla -171014

Quoted Price Total for all times (both in words and figures) (All inclusive).

S. No.	Description	Specification (as in Annex.1)	Unit Price (Rs.)	No. of Units (Nos./ years)	Total Price	Remarks
1.	Printers cost including all accessories and installation charges					
2.	AMC (<i>cost per year</i>) #					
Total Cost						
Total Cost in Words						

#AMC is for minimum period of 03 years.

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

SPECIFICATIONS OF THE MULTIFUNCTIONAL COLOR PRINTER

SECTION 1 – BID SCHEDULE

<u>Automatic 2-sided Print, Scan, Copy Printer with Wired & Wireless Connectivity</u>		
PRINT FUNCTIONS		Compliance
Print Speed (A4/Letter)	30 to 40 ppm or better	
Print Resolution	1200 x 1200 dpi or better	
First Print Out Time (Ready)	Less than 7.2 secs or better	
Double-sided Feature	Automatic 2-sided Print / Scan / Copy	
COPY FUNCTIONS		
Copy Speed (A4/Letter)	40 ppm or better	
Copy Resolution	1200 x 600 dpi or better	
Reduction / Enlargement Ratio	Yes	
Multi Copy / Stack	Yes	
SCAN FUNCTIONS		
Scan Type	Monochrome / Colour - ADF + Flatbed	
Dual Scanner	Yes	
Resolution (Optical/Enhanced)	Up to 1200 x 1200 dpi / Up to 19,200 x 19,200 dpi	
Scan Functions	Scan to Email, Image, OCR, File, Email Server, FTP, SFTP, USB and Network	
Scanning Speed (Mono/Color) Multiple sheets	Up to 28/20 ipm*** or better	
PAPER HANDLING		
Input Tray (Standard)	250 Sheets	
	50 Sheets	
Multi-Purpose Tray / Manual Slot	60-200g/m2 (Paperweight)	
	76.2 to 215.9 mm (W) X 127 to 355.6 mm (L) (Paper size)	
Output Tray (Face Down)	150 Sheets	
Optional Paper Tray (Input)	250 sheets (LT-5500) or 520 sheets (LT-6500) x 2 pcs (Max. 1,040 sheets)	
Automatic Document Feeder (ADF)	70 Sheets	
Media Size (Standard Tray)	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal	
OTHERS		
Memory	1GB	
Processor Speed	Cortex-A9 (800MHz)	
Duty Cycle	50,000	
Display	3.7" TFT Colour LCD	
Windows® (Host-Based)	All Windows Supported	

Apple Mac®	Mac OS X v10.8.5, 10.9.x, 10.10.x (Download only)	
Universal Printer Driver	Yes	
Connectivity / Networking	Wired and wireless connectivity on the Network	

DECLARATION

I hereby certify and declare that the information furnished above is true and correct to the best of my/ our knowledge. The color printer and their related accessories are as given by the manufacturer and if any stage within the warranty period if faulty for manufacturing default will be replaced, without any additional cost. I understand that in case any deviation is found in the above statement at any stage, I/ We will be blacklisted and will not have any dealing with the Department in future.

During the post-warranty and the AMC period, provide assistance in the repair and maintenance of spares and parts which require placement, change as the device warrants such requirements at the rate of manufacturers or products as applicable.

Signature of Authorized Signatory with date