

**Tender No.: HBNI/ PUR/ 2019/ 04**

# **TENDER DOCUMENT FOR PURCHASE AND INSTALLATION OF COLOR PRINTER FOR HBNI**



**होमी भाभा राष्ट्रीय संस्थान**

**प्रशिक्षण विद्यालय परिसर, अणुशक्ति नगर, मूम्बई – ४०० ०९४. भारत**

**HOMI BHABHA NATIONAL INSTITUTE**

*(a Deemed to be University u/s 3 of UGC Act 1956 and Grant-In-Aid Institute of the Department of Atomic Energy, the Government of India)*

2<sup>nd</sup> Floor, BARC Training School Complex, Anushaktinagar,  
Mumbai – 400 094, India  
[www.hbni.ac.in](http://www.hbni.ac.in)

## TENDER NOTICE

Sealed quotations are invited on behalf of the Vice Chancellor, HBNI for “Procurement of Color Printer, Scanner and Copier” for printing of Degree Certificates and such other documents as may be needed in the Institute. Specifications for the color printer is given in **Annexure –1** and terms and conditions mentioned below:

- 1) Sealed quotations should be submitted either by post (or) person to HBNI Central Office, 2<sup>nd</sup> Floor, Training School Complex, Anushaktinagar, Mumbai 400 094, HBNI on (or) before **May 17, 2019 by 15.00 hrs.**
- 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 given.
- 4) The Tender Notice will be available only on the website of HBNI, and tenderers may download from website: **www.hbni.ac.in**
- 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.
- 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 12 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) HBNI reserves the right to accept or reject any or all tenders invited, without assigning any reason.
- 14) The present requirement in the faulty number of printer is given in **Annexure 1**. The quantity may increase depending on the requirement and vendor shall provide at the rates quoted in financial bid.

## SCOPE OF THE WORK

1. Supply of Color Printer and other peripheral:

The vendor has to supply LaserJet Color Printer and related peripherals at HBNI Mumbai Office (along with one spare cartridge).

2. Installation of Color Printer & other peripherals:

The vendor has to deliver the Laser Color Printer and other peripherals as given in the Specifications (Annexure -1) and ensure installation of the same along with drivers as needed for the printer and ensure it functions as per printing requirements.

3. Ensure Working Conditions :

The vendor must ensure that the installed color printer must be in proper working condition as per the specifications and outputs defined. Where needed, vendor may provide additional s/w kit (pre-installed / post-installed) for increased output printing performance as specified by the original manufacturing company.

4. Annual Maintenance of Color Printer:

The vendor shall provide annual maintenance of the installed printer along with peripherals as also specified in tender conditions.

The vendor during its AMC period shall provide technical support in replacement if & when for repair of spares, color toners/ cartridges as may be needed and regular replacement of spares as recommended by the original equipment manufacturers. All the technical support shall be extended within the stipulated period of 24-72 hours as per the problems occurrence.

The vendor shall ensure rectification of such faulty spares (or) providing replacement for the same as uptime requirements as the demand warrants by HBNI.

## 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 Administrative Officer –III, 2<sup>nd</sup> floor, Training School Complex, Anushaktinagar, Mumbai 400094.

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. **Paying Authority:** Bills in triplicate should be submitted to the Assistant Accounts Officer, Homi Bhabha National Institute, Training School Complex, Anushaktinagar, Mumbai – 400 094.
6. **Consignee:** The Contractor shall arrange free and safe delivery of material to the Consignee as per Purchaser's requirement at HBNI, Training School Complex, Anushaktinagar, Mumbai as per the list provided at the time of procurement.
7. **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 HBNI Authorities.

It would be the responsibility of the Contractor to arrange Police Verification Certificate for his workmen/ Technicians/ Engineers to enable carrying out installation/ Erection/ Commissioning of the Instrument/ Equipment/ Plant inside the Purchaser's premises.

8. **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.
9. **Warranty/ Guarantee:** The items under this Order shall be guaranteed for satisfactory performance against manufacturing defects and faulty workmanship for a period of 3 (three) 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.
10. 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.
11. The Vice Chancellor, HBNI 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.
12. Notwithstanding anything contained above, this contract can be cancelled by the HBNI without any notice for violation of any terms and condition of the contract.
13. The decision of Tenders Purchase Committee of HBNI 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/ VAT 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)	
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.	
10.	Period of Warranty for the equipment & devices & AMC included	_____ Yes/ No
11.	Any other(s) (please attach separate sheet)	

## **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 be 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 Color 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 Color 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  
Administrative Officer – III,  
2<sup>nd</sup> Floor, Training School Complex,  
Anushaktinagar,  
Mumbai 400094.



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.	Color Laser Printers					
2.	Printer Accessory					
3.	AMC ( <i>cost per year</i> ) #					
<b>Total Cost</b>						
<b>Total Cost in Words</b>						

#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

S. No.	Specifications	Quantity (if any)
1.	<b>MAIN UNIT</b>	<b>Please confirm to the specifications given (Y/N)</b>
	<p><b>Type</b> Color Laser Multifunctional</p> <p><b>Core Function</b> Print, Copy, Scan Send, Store</p> <p><b>Processor</b> Canon Dual Custom Processor (Shared)</p> <p><b>Control Panel</b> Standard : 10.1inch TFT LCD WSVGA Color Touch Panel</p> <p><b>Memory</b> Standard: 3.0GB RAM</p> <p><b>Hard Disk Drive</b> Standard : 250GB</p> <p><b>Interface Connection</b>  <b>Network</b> Standard : 1000Base-T/100Base-TX/10Base-T,  Wireless LAN (IEEE 802.11 b/g/n)  Standard : USB 2.0 x 1 (Host), USB 3.0 x 1 (Host),  USB 2.0 x 1 (Device)  Optional : Serial Interface, Copy Control Interface</p> <p><b>Paper Capacity (A4, 80gsm)</b> Standard: 1,200 Sheets</p> <p><b>Paper Sources ( A4,80gsm)</b> Standard : Two 550-sheet paper Cassettes  100-sheet Multi-purpose Tray</p>	
2.	<b>Print Specifications</b>	
	<p><b>Print Method</b> Colour laser beam printing</p> <p><b>Print Speed/ Copy Speed</b> 20/20 ppm (A4) 15/15 ppm (A3)</p>	

	<p><b>Print Resolution</b> Up to 1,200 dpi × 1,200 dpi</p> <p><b>Double Sided Printing</b> Automatic (Standard)</p> <p><b>Direct Print</b> Direct printing available from USB memory key, Advanced box, Remote UI and web Access* Supported File Types : PDF, TIFF, JPEG, XPS *only PDF print from websites supported.</p> <p><b>Operating System</b> UFR II: Windows Vista/ Server 2008/ Windows 7/ Server 2008 R2/ Windows 8/ Server 2012/ Windows 8.1/ Server 2012 R2/ Windows 10/ Server 2016 MAC OS X (10.7 or later) PCL: Windows Vista/ Server 2008/ Windows 7/ Server 2008 R2/ Windows 8/ Server 2012/ Windows 8.1/ Server 2012 R2/ Windows 10/ Server 2016 PS: Windows Vista/ Server 2008/ Windows 7/ Server 2008 R2/ Windows 8/ Server 2012/ Windows 8.1/ Server 2012 R2/ Windows 10/ Server 2016 PPD: MAC OS 9.1 or later, MAC OS X (10.3.9 or later) Windows Vista/ Windows 7/ Windows 8/ Windows 8.1/ Windows 10</p>	
3.	<p><b>Copy Specifications</b></p>	
	<p><b>Copy Resolution</b> Reading : 600 dpi × 600 dpi Printing : Up to 2400dpi equivalent × 600dpi</p> <p><b>Multiple Copies</b> Up to 999 copies</p> <p><b>Magnification</b> 25%-400%(1% Increments)</p>	

4.	<p><b>Scan Specifications</b></p> <p><b>Type</b> Single-pass Duplexing Automatic Document Feeder or Duplexing Automatic Document Feeder</p> <p><b>Document Feeder Paper Capacity</b> SINGLE PASS (SP) DADF-A1: 150 Sheets (80 gsm) Duplexing Automatic Document Feeder</p> <p><b>Document Feeder Supported Media Sizes</b> SP DADF-A1: A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R</p> <p><b>Scan Resolution</b> 100 × 100 dpi, 150 × 150dpi, 200 × 100dpi, 200 × 200dpi, 200 × 400 dpi, 300× 300 dpi, 400 × dpi, 600× 600 dpi</p>	
5.	<p><b>Send Specifications</b></p> <p><b>Optional/ standard</b> Standard on all models</p> <p><b>Destination</b> E-mail/Internet Fax (SMTP), SMB, FTP WebDAV, Mail Box Simple, Super G3 FAX Simple, Super G3 FAX(Optional), IP Fax (Optional)</p> <p><b>Color Mode</b> Automatic-Color Select (Full Color/ Grayscale) Automatic-Color Select (Full Color/ Black-and -white), Full color, Grayscale, and Black-and –white</p>	

**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 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