



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
ASSAM REGIONAL OFFICE  
GUWAHATI**

**QUOTATION FOR SUPPLY OF  
(1) 6 Nos. Network Laser Printer-A4 (2) 5 Nos.3 in 1 (Printing, Copy, Scan) A4 size  
Laser Printer and (3) 1 No. ADF Scanner on **buy back basis of 13 old  
Printers/MFDs****

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
(NABARD) Regional Office Assam invites sealed offers from established  
Vendors/Bidders for the supply, Installation, Testing commissioning of (1) 6 Nos.  
Network Laser Printer-A4 (2) 5 Nos. 3 in 1 (Printing, Copy, Scan) A4 size Laser  
Printer and (3) 1 No. ADF Scanner under **buy back basis of old 13 Printers/MFDs.**  
**The documents can be downloaded from NABARD's website ([www.nabard.org](http://www.nabard.org))**

**Proposal**

- 
- |   |                                 |
|---|---------------------------------|
| <b>a) Date of Tender</b>                    | <b>: 26.11.2018</b>             |
| <b>b) Time and last date for submission</b> | <b>: 1700 hrs on 14.12.2018</b> |
| <b>c) Bid Security Value/EMD</b>            | <b>: Rs.10,000/-</b>            |
-

## NOTICE INVITING QUOTATION

Ref. No.NB( Assam )/ 3703 / DIT/PRINTERS/2018-19 Date : 26 Nov. 2018

To  
As per List Enclosed.

Dear Sir,

**QUOTATION FOR SUPPLY OF (1) 6 Nos. Network Laser Printer-A4 (2) 5 Nos.3 in 1 (Printing, Copy, Scan) A4 size Laser Printer and (3) 1 No. ADF Scanner on buy back basis of 13 old Printers/MFDs**

1. National Bank for Agriculture and Rural Development [NABARD], a corporate body established under NABARD Act,1981 (hereinafter referred to as "NABARD") having its Regional Office at G.S.Road, Opposite Assam Secretariat, Dispur, Guwahati (Assam) invites sealed quotations for supply of (1) 6 Nos. Network Laser Printer-A4 (2) 5 Nos.3 in 1 (Printing, Copy, Scan) A4 size Laser Printer and (3) ADF Scanner **on buy back basis for old (non-functional) Printers/MFDs at NABARD, Dispur, Guwahati.** Quotation documents may be downloaded from NABARD's website:[www.nabard.org](http://www.nabard.org)

2. Vendors who fulfill the following eligibility criteria only should submit the tenders.
- i. Suppliers should be registered in India.
  - ii. Suppliers should have at least 3 (three) years of experience in the field of supply of computer and printer hardware and peripherals.
  - iii. The supplier should have Original Equipment Manufacturer (OEM) presence in India or channel partner's/ service providers, authorized distributors /dealers / retailers.
  - iv. The suppliers should have sufficient experience and proper infrastructure to provide requisite after sales service and support in the State of Assam. The purchased items are to be provided at NABARD Assam Regional Office, G.S.Road, Opposite Assam Secretariat, Dispur, Guwahati (Assam). On-site service should be provided during warranty period.
  - v. In case repair of a particular equipment/ system takes more than 2 working days, the suppliers should be able to provide an alternative arrangement to ensure that there is no interruption in official functioning of NABARD RO Assam.

vi. The supplier's clientele should include banks, Financial Institutions, Government undertakings and other reputed concerns, references of which should be made available in case the same is sought for by NABARD.

vii. The supplying agency should be a profit making entity for the last 3(three) years.

viii. The bidder should submit documentary evidence in support of fulfilling eligibility criteria mentioned above along with the information.

3. You are requested to submit your offer in a sealed envelope for the aforesaid work as per detailed specifications, terms and conditions and schedule of quantities as specified in the quotation document hereto on or before 1700 hrs on 14.12.2018

4. Quotations received late on account of any reason whatsoever as also telegraphic, e-mailed or Faxed Tenders shall not be entertained.

5. The Earnest Money Deposit of Rs. 10,000.00 [Rupees Ten Thousand Only] in the form of a Demand Draft / Bankers Cheque / Bank Guarantee drawn from any Scheduled Bank in favour of NABARD payable / executable at Guwahati and valid up to 45 days beyond the validity period of the tender should be submitted along with the offer.

6. Completion period of work mentioned in this tender shall be 3 weeks which shall be reckoned from the date of issue of the Purchase Order. The successful bidder will give demo in presence of NABARD Staff & families at the sites after installation of equipment.

7. The time will be essence of the contract and it is expected that the work is completed within stipulated time. Liquidated damages for delay shall be 1% [One percent] of the accepted cost of tender per week beyond the stipulated date of completion, up to a maximum of 5% [Five Percent only] of the contract amount.

8. Defect liability period shall be for specified warranty period after the certified date of Completion Certificate during which period the bidder shall maintain the system / equipment in normal working condition.

9. Validity period of the offer / tender submitted shall be 90 days from the date of last date of submission of the quotations.

10. NABARD reserves the right to select any one or reject all the quotations without assigning any reason thereof.

11. All the quotation envelops should be superscripted "Quotation for Printers/MFDs" and addressed to CGM, NABARD, at the address given in the letterhead

Yours faithfully



Bhaskar Manta)

Assistant General Manager

Enclosures :

Annexure I - Form of Quotation ( To be submitted on the letterhead of the vendor)

Annexure II - Terms and Conditions of the Contract ( To be accepted by the vendor)

Annexure III – Technical Specification & Schedule of quantities

Annexure IV- Format for submitting Price quotations as per Technical specifications

Annexure V – Format for price quotation of Buy Back printers / MFDs

**Annexure I**  
**Form of Quotation**  
**( on the letterhead of the vendor/ Bidder)**

Ref.No.

Date:

Chief General Manager  
National Bank For Agriculture And Rural Development  
ASSAM Regional Office,  
G S Road, Opp. Assam Secretariat,  
Dispur, Guwahati, Assam- 781005

Dear Sir,

1. Having examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance with the Technical specifications and Schedule of Quantities, Terms and Conditions, and in all other respects and in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

Description of works	<b>QUOTATION FOR SUPPLY OF (1) 6 Nos. Network Laser Printer-A4 (2) 5 Nos.3 in 1 (Printing, Copy, Scan) A4 size Laser Printer and (3) 1 No. ADF Scanner on buy back basis of 13 old Printers/MFDs at National Bank for Agriculture and Rural Development, Assam Regional Office, G.S Road, Guwahati (Assam) 781006</b>
Earnest Money Deposit	Rs. 10000.00 [Rupees Twenty Thousand Only].
Percentage, if any, to be deducted from Bills	5% as Retention Money or submission of Performance Bank Guarantee [PBG] of equivalent amount
Time allowed for completion of the works	<b>3 Weeks</b> from the date of issue of purchase order.

2. Should this quotation be accepted, I / We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable and in default thereof to forfeit and pay to NABARD, Assam Regional Office Guwahati the amount mentioned in the said conditions.

: 2 :

3. I / We have deposited a sum of Rs. 10000.00 [Rupees Ten Thousand Only] as Earnest Money with NABARD, Assam Regional Office, Guwahati, which is not to bear any interest.

4. Should I / We fail to execute the contract when called upon to do so, I / We do hereby agree that this sum shall be forfeited by me / us to NABARD, Assam Regional Office, Guwahati.

5. Our bankers are :                   (i)  
   (ii)  
   (iii)

6. Bank Details of the operating account-  
Name of the firm as on the bank account  
Account Type:  
Account Number:  
Bank and branch name:  
IFSC code of the bank branch:

6. We hereby declare that we are the authorized dealer/ retailer for the equipment for which we are submitting the quotation. Copy of the authorization letter issued by the concerned manufacturer is enclosed.

8. The names of partners of our firm are:

9. Name of the partner of the firm authorised to sign:

OR

Name of person having Power of Attorney to sign the contract. :

[Certified true copy of the Power of Attorney should be attached]

Yours faithfully,

[Signature of authorized representative  
of Vendor / Supplier with company  
seal]

## ANNEXURE- II

### Terms and Conditions of the Contract

#### **3.0 Scope of work:**

The successful bidder needs to provide the following elements -

##### **3.0.1 Supply:**

- a) License for all the Hardware, Software Components (wherever applicable).
- b) Manuals of the Hardware and Software (wherever applicable).
- c) Media in the form of CD, DVD etc. (wherever applicable).

##### **3.0.2 Installation:**

Installation, Commissioning, Configuration, Testing and Execution of the supplied equipment/Software 's at NABARD Regional office ,Guwahati, Assam.

##### **3.0.3 Warranty support:**

The successful bidder has to provide Comprehensive Post-installation warranty support for all the hardware, software, Installed & commissioned by him/her, for a period of **1 (One) year, on site**. In case where the bidder might have to source full or part of the components or services from the OEM, the bidder shall stay responsible for the entire solution.

#### **3.1 Conditions of the quotation:**

3.1.1 Specific authorization from the original manufacturer of the Hardware and Software (wherever applicable) would be required for this tender.

3.1.2 Complete specifications of all the products and services recommended in the proposal inclusive of make/manufacturer/ developer shall have to be provided along with the bid.

3.1.3 Submission of proposal in response to the quotation enquiry does not bind NABARD to award a purchase order for any service or product. NABARD would only deal with the successful bidder in matters related to Technical, Commercial and Legal aspects.

3.1.4 NABARD reserves the right to reject any particular bid or all the bids without assigning any reason whatsoever. Failure to select a bidder by NABARD shall not make NABARD liable to pay claim.

3.1.5 The bidder acknowledges the responsibility to respond promptly in contract with NABARD by submitting the proposal against this Tender enquiry. Failure to do so shall relieve NABARD of any contractual obligation to the bidder and NABARD reserves the right to select any other bidder for the awarded work.

3.1.6 Any additional/different terms & conditions proposed by the bidder shall be treated as rejected unless expressly assented in writing by NABARD.

3.1.7 The bidder explicitly acknowledges that they are experts and fully competent in executing the work involved in the provision of the tendered job and accepts the responsibilities for the performance of all provisions and terms and conditions of the tendered job.

3.1.8 Any response or Communications whatsoever from the bidder received after the last date/time shall be strictly treated as invalid unless called for by NABARD.

3.1.9 No expense incurred by the bidder in the preparation of the quotation against the present tender enquiry shall be borne by NABARD. The submitted bids once opened shall not be returned to the bidder.

3.1.10 The price quoted for all components/products/services in the proposed solution should be competitive (which includes buy back amount in respect of 12 Printers/ Multi-functional devices). NABARD reserves the right to verify the same independently and rejects bids not complying with this criterion.

3.1.11 The technical & functional specifications of all the items should comply with the criterion given under the relevant section of this tender. NABARD reserves the right to accept or reject any tender based on deviations (as per the discretion of NABARD), if any, from the technical specifications.

3.1.12 Any corruption in the software or media (wherever applicable) provided by the bidder shall be rectified during the full warranty period of the contract at no extra cost to NABARD.

3.1.13 The hardware, software and the overall system shall be supported by the successful bidder for the entire period of warranty. The bidder is required to submit an undertaking to this effect along with the technical offer. Absence of the undertaking shall make the offer liable for rejection.

3.1.14 The bidder shall be responsible for installation, commissioning & configurations of the hardware and software and related activities (unpacking, uncarting, inspection etc.). They shall ensure physical availability of all items as per the packing list.

3.1.15 The successful bidder shall provide Machine Installation Reports and Supply Completion Report after completion of work.



### **3.2 Eligibility Criterion:**

Offers are invited only from those Vendors/Bidders who fulfil the following eligibility criteria: -

3.2.1 The product offered should comply with the certifications indicated in detailed specifications of the hardware/software. The bidder should submit supporting documents along with the Technical Offer.

3.2.2 The bidder should be direct channel partner of the OEM, preferably highest level channel partner and should be the one-point contact for the entire project.

3.2.3 The bidder should provide proper authentication from the manufacturer/OEM as per the proforma given in Part I schedule 7 of the quotation. Offers without proper authentication from the manufacturer/OEM shall be treated as incomplete and shall be rejected.

3.2.4 The bidder should submit the valid Trade License Certificate along with the Technical Offer (if any).

3.2.5 The bidder should have a dedicated comprehensive support service centre at Assam.

3.2.6 The bidder should produce document in support of having experience in System Integration or similar kind of work.

3.2.7 The bidder shall submit legal documents pertaining to the status of the organization including Memorandum and Articles of Association.

3.2.8 The Vendor/Bidder should not have been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice. An Undertaking by the Authorized Signatory on the letter head of the Vendor/Bidder should be submitted as a part of Technical Offer.

3.2.9 The vendor/bidder should be a profit making entity for the past 3 (three) years and its Annual Turnover during the last 3 years should not be less than **30% of the estimated cost** of the tender **excluding taxes**. Details of the same are to be provided. This should be individual company's turn over and net profit and not that of group of companies. Supporting documents in this regard should be provided as a part of Technical offer.

3.2.10 The vendor/Bidder should have the installation/implementation experience as detailed under Para 2.3 of this document.

### **3.3 Installation / Implementation Experience:**

The Vendor/Bidder must have experience, in last three years, of installation, testing and commissioning of Hardware.

### **3.4 Validity period :**

a) The quotation shall remain open for acceptance by NABARD for a period of 2 months from the date of opening of Technical Offer. The period may be extended by mutual agreement and the Vendor/Bidder shall not cancel or withdraw the 'quotation' during this period.

b) The Vendor/Bidder must use only the formats prescribed in "Tender Document" to fill in the quotation.

c) The 'Quotation' must be filled in English and the amounts should be both in figures and words. If any of the documents is missing or unsigned, the 'Quotation' will be considered invalid and rejected by NABARD at its discretion.

d) All erasures and alterations made while filling the 'Quotation' must be attested by initials of the Vendor/Bidder. Overwriting of any kind is not permitted. Failure to comply with either of these conditions will render the 'Quotation' invalid at NABARD's discretion. No advice of any change in rate or conditions after the opening of the 'Quotation' will be entertained.

### **3.5 Signatory:**

Each page of the 'Quotation' document and Technical Offer should be signed by the person or persons submitting the Quotation in token of Vendor/Bidder having acquainted himself with the General Conditions of Contract, Specifications, etc., as laid down.

### **3.6 Earnest Money Deposit (EMD)**

The Vendor/Bidder shall furnish an EMD for an amount of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft drawn in favour of National Bank for Agriculture and Rural Development, payable at Guwahati.

The EMD should form part of the Quotation Document submitted by the Vendor/Bidder. Failure to comply with this condition viz., submission of Bid Security of Rs. 10,000/- (Rs. Ten Thousand only) shall result in summary rejection of the Quotation/Bid.

The EMD shall be forfeited:

- i. If a Vendor/Bidder withdraws his offer during the period of validity of the bid.
- ii. If the successful Vendor/Bidder fails to execute the project satisfactorily within the stipulated time schedule.

NABARD's decision in the above cases will be final.

### **3.7 Warranty period**

During the warranty period Vendor/Bidder shall provide on-site free maintenance services for trouble shooting of hardware and related software problems and replacement of parts free of charge. In addition to this, the Vendor/Bidder shall update/upgrade the Software and also provide any new versions released as part of warranty.

### **3.8 Performance**

#### **3.8.1 Response Time to errors**

The vendor undertakes and guarantees that all the Critical Errors will be resolved within twenty four hours of the NABARD intimating the same through e-mail, telephone or fax.

#### **3.8.1 Spare parts:**

The vendor will make the arrangement of spare parts for the Hardware and accessories available for a minimum period of three years (warranty period) from the time of acceptance of the system. If any of the peripherals/components are not available during the warranty period, the substitution shall be carried out with peripherals/ components of equivalent or higher capacity. A written confirmation from the Hardware OEM regarding the same should be attached.

### **3.9 Price Composition**

The price offered to NABARD must be in Indian Rupees, inclusive of all taxes and duties such as GST, etc. and packing forwarding, import and custom clearance, transportation, Insurance till delivery at NABARD, Regional Office, Assam, cost of installation commissioning and comprehensive on-site maintenance services under warranty. The final price quoted shall be net of **the buyback amount in respect of the 12 old printers/multi-functional devices. L1 vendor shall be decided on the aforesaid basis.**

From the date of placing the order till the delivery of the equipment, if any changes are brought in the tax structure by the Government resulting in reduction of the cost of the equipment's, the benefits arising out of such reduction shall be passed on to NABARD. Terms like "rates as applicable" will not be accepted and such bids are liable to be rejected without assigning any reason whatsoever. The Vendors/Bidders should quote prices strictly as per the price composition stated above failing which the offers are likely to be rejected.

### **3.10 No Price Variations**

The commercial offer shall be on a fixed price basis. No upward revision in the prices would be considered on account of subsequent increases in government taxes, duties, levies, etc. However, if there is any reduction on account of government taxes, duties, local levies, etc. during the offer validity period, the same shall be passed on to NABARD.

### **3.11 Import Obligations**

In the event of it being necessary to import any materials of foreign manufacture, the Vendor/Bidder should obtain the same against his own normal license quota and should not look to NABARD for any assistance whatsoever for their procurement.

### **3.12 Terms of Payment**

Payment will be made by NABARD according to the procedure and schedule mentioned below

#### **3.12.1 Supply of Hardware & Software Components**

### **3.13 Term of execution of work**

The overall time limit for satisfactory Supply, Installation, Testing and Commissioning of Hardware/Software shall be **three weeks** from the date of the work order. Time shall be the essence of the contract.

### **3.14 Timely completion and Liquidated Damages**

If the Vendor/Bidder fails to effect and complete the work within the time as stipulated under the Section: "Term of execution of work", the Vendor/Bidder shall be liable to pay NABARD liquidated damages and not by way of penalty, a sum of 1 % of the contract price for each completed week of delay in completion of work. The Vendor's/Bidder's such liability for the delay in completing the work shall not in any case exceed 5 % of the contract price.

### **3.15 Agreement**

The issue of letter of award of work by NABARD shall be construed as a binding contract.

### **3.16 Confidentiality**

The details of the proposed service shall be treated as confidential information between NABARD and Vendor/Bidder. Any such information shall not be passed on in part or in full to any third party without NABARD's prior written approval.

The Bidder/Vendor shall ensure that complete confidentiality is maintained by them and all its personnel, with regard to all information relating to NABARD. Unless required under law, Bidder/Vendor assures NABARD that neither Bidder/Vendor nor any of its personnel shall at any time divulge, disclose or make known to any third parties any business process or date, trust, accounts, matters or transactions whatsoever pertaining to NABARD.

### **3.17 Settlement of disputes by Arbitration**

a) The bid and any contract resulting there from shall be governed by and construed according to the Indian Laws.

b) All settlement of disputes or differences whatsoever, arising between NABARD and the Bidder out of or in connection to the construction, meaning and operation or effect of this bid or in the discharge of any obligation arising under this bid whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably between the NABARD's representative and the Bidder's representative.

c) In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then such unsettled dispute or difference shall be referred to arbitration by sole arbitrator mutually agreed in accordance with the Arbitration and Conciliation Act, 1996. If no agreement is arrived at within 30 days from the date of notice as to who shall be the sole arbitrator, NABARD shall send to the Bidder a panel of five names of persons who shall be presently unconnected with NABARD or the Bidder. The Bidder shall on receipt of the names as aforesaid, select any one of persons so named to be appointed as sole arbitrator and communicate his name to NABARD within 30 days of receipt of the names. NABARD shall there upon without delay appoint the said person as the sole arbitrator. If the Bidder fails to select the person as sole arbitrator within 30 days of receipt of the notice from panel and inform NABARD accordingly, NABARD shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to the Bidder. If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever; another person shall be appointed by NABARD from the above list of persons.

d) The venue of the arbitration shall be at Guwahati and the language of arbitration shall be English.

e) The award of Arbitration shall be final and binding on both the parties.

Work under the contract shall be continued by the Bidder during the arbitration Proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the contract, no payment due or payable by NABARD to the Bidder shall be withheld on account of the ongoing arbitration proceedings. If any, unless it is the subject matter, or one of the subject matters thereof.

### **3.18 Order cancellation**

NABARD reserves its right to cancel the entire/unexecuted part of the work contract at any time by assigning appropriate reasons in the event of one or more of the following conditions-

- a) Delay in delivery of the ordered equipment, etc., beyond four weeks from the date of acceptance/receipt of the work order (except with written permission from NABARD).
- b) Delay in installation and commissioning of the system beyond three weeks from the date of acceptance/receipt of the work order (except with written permission from NABARD).
- c) Any other appropriate reason in view of NABARD.

In addition to the cancellation of the work contract, NABARD reserves the right to foreclose the Bank guarantee given by the Vendor/Bidder towards performance of the contract to appropriate the damages.

### **3.19 Right to Accept or Reject the Quotation**

NABARD does not bind itself to accept the lowest bid or any or all Quotations and Reserves to itself the right to accept or reject any or all the 'Quotations', either in whole or in part without assigning any reasons for doing so.

If any conditions are stipulated at the time of submission of 'Quotations, they will be Liable to be summarily rejected.

### **3.20 Right to alter quantities**

NABARD reserves the right to alter quantities to be purchased on the same terms and conditions.

### **3.21 Force Majeure**

3.21.1 The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by Force Majeure.

3.21.2 For the purpose of this clause. "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.

3.21.3 In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

3.21.4 In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the parties shall hold consultations with each other in an endeavour to find a solution to the problem.

3.21.5 Notwithstanding above, the decision of NABARD shall be final and binding on the Bidder.

### **3.22 Evaluation Process**

Only Quotations received on or before the stipulated date and time for responding to the Tender will be considered for further evaluation. The evaluation process will include

- a) Evaluation of Tender response (this may include scrutiny of proposal to ensure that the Vendor/Bidder meets the eligibility criteria, compliance to functional & technical requirement, presentations, demonstrations etc.)
- b) The final decision regarding selection of Vendor/Bidder will be taken by NABARD after technical as well as commercial bid preferred by the bidders. The implementation of the project will commence upon successful negotiation of a contract between NABARD and the selected Vendor/Bidder. NABARD reserves the right to reject any or all proposals fully or partially.
- c) Similarly, NABARD reserves the right to include or not to include any Vendor/Bidder in the final short-list.
- d) Vendor/Bidder will submit a certificate as detailed in Part I Schedule 1, on the letterhead and duly signed by Authorized signatory for accepting all the terms and conditions. This certificate will also form part of Technical Offer.

## Annexure III

### Technical Specification

#### 1. Network Laser Printer (Type-A4 size print output)

Sr. No	Feature	Minimum Specifications
1	Resolution	1200x1200 dots per inch (dpi)
2	Print Speed	28 pages per minute or above
3	Duplex Printing	Automatic two sided printing
4	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100
5	Warranty	1 year Comprehensive onsite warranty from OEM

#### 2. 3 in 1 (Print, Copy & Scan) Laser Printer (Type-A4 size print output)

Sr.No	Feature	Minimum Specifications
1	Resolution	1200x1200 dots per inch (dpi)
2	Print Speed	28 pages per minute or above
3	Duplex Printing	Automatic two sided printing
4	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100
5	Warranty	1 year Comprehensive onsite warranty from OEM

#### 3. Automatic Document Feeder (ADF) Scanner

Sr.No	Feature	Minimum Specifications
1	Scan Type	Flatbed with ADF
2	Scan Size	A4,letter
3	Scan Resolution, Hardware	600 dpi/1200dpi
4	Scan Resolution, Optical	Up to 4800 dpi
5	Bit Depth	24 bit colour and above
6	Connectivity	Hi Speed USB 2.0 and Parallel Port (Optical)
7	Software	Photo & Imaging Software with integrated IRIS,OCR and other Windows PC & Mac Software
8	Required Features	Scan to PDF, Scan to email
9	Warranty	1 year Comprehensive onsite warranty from OEM

## Annexure IV

### Format for submitting Technical Specifications, Quantity and Price quotations

Name of the Agency : \_\_\_\_\_

**1. Network Laser Printer (Type-A4 size print output)**

**Brand :** \_\_\_\_\_

**Model No. and name :** \_\_\_\_\_

Sr. No	Feature	Minimum Specifications	Specification offered by vendor
1	Resolution	1200x1200 dots per inch (dpi)	
2	Print Speed	28 pages per minute or above	
3	Duplex Printing	Automatic two sided printing	
4	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100	
5	Warranty	1 year Comprehensive onsite warranty from OEM	

#### Price Quote

Sr. No	Product	Quantity	Unit Price	Total	GST and other Taxes	Total inclusive of all taxes
1	Network Laser Printer (Type-A4 size print output)/	6				



**2. 3 in 1 (Print, Copy & Scan) Laser Printer (Type-A4 size print output)****Brand :** \_\_\_\_\_**Model No. and name :** \_\_\_\_\_

Sr.No	Feature	Minimum Specifications	Specification offered by vendor
1	Resolution	1200x1200 dots per inch (dpi)	
2	Print Speed	28 pages per minute or above	
3	Duplex Printing	Automatic two sided printing	
4	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100	
5	Warranty	1 year Comprehensive onsite warranty from OEM	

<b>Price Quote</b>						
<b>Sr. No</b>	<b>Product</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	<b>GST and other Taxes</b>	<b>Total inclusive of all taxes</b>
1	3 in 1 (Print, Copy & Scan) Laser Printer(Type-A4 size print output)	5				

### 3. Automatic Document Feeder (ADF) Scanner

Brand : \_\_\_\_\_

Model No. and name : \_\_\_\_\_

Sr. No	Feature	Minimum Specifications	Specification offered by vendor
1	Scan Type	Flatbed with ADF	
2	Scan Size	A4,letter	
3	Scan Resolution, Hardware	600 dpi/1200dpi	
4	Scan Resolution, Optical	Up to 4800 dpi	
5	Bit Depth	24 bit colour and above	
6	Connectivity	Hi Speed USB 2.0 and Parallel Port (Optical)	
7	Software	Photo & Imaging Software with integrated IRIS,OCR and other Windows PC & Mac Software	
8	Required Features	Scan to PDF, Scan to email	
9	Warranty	1 year Comprehensive onsite warranty from OEM	

Price Quote						
Sr. No	Product	Quantity	Unit Price	Total	GST and other Taxes	Total inclusive of all taxes
1	ADF Scanner	1				

## Annexure V

### Price quote for Buy Back of old Printers / MFDs

Price Quote				
Sr. No	Product	Quantity	Unit Price	Total Price
1	Printers (A4 Laser) – Non Functional	9		
2	MFD (3 in 1 Laser Printer)- Non Functional	4		
	<b>Total</b>	<b>13</b>		

