



COTTON UNIVERSITY

Panbazar, Guwahati- 781001, Assam, India

Website: www.cottonuniversity.ac.in

File No. *CU/SYSTEM/2017/001/2075-78*

Date *06.03.18*

Sealed quotations from manufacturer/dealer/distributor/supplier are invited in two-bid system (technical and financial bid) for Supply and installation of Printers at Cotton University.

S.No.	NIQ No. & Date	Particulars
1	NIQ No.: <i>CU/2018/51</i> Dated: <i>7</i> March'18	"SUPPLY OF PRINTERS"

The detailed bid document may be collected from the Administrative Building, Cotton University, on payment of an application fee of Rs.500/- payable through ICICI Bank Challan available in Cotton University website www.cottonuniversity.ac.in. The sealed quotations are to be submitted during office hours. The last date of submission of sealed quotations to the undersigned is **13 March, 2018 until 12:00 Noon** and that the opening of the sealed quotations will be done that day itself at 3:00 PM. The participating bidders may be present during opening of the quotations as per the date and time mentioned above.

Registrar

Memo No. : *CU/SYSTEM/2017/2075-78*

dated *06.03.18*.

Copy to:-

1. PS to VC for kind information of Hon'ble Vice Chancellor.
2. Finance Officer.
- ✓ 3. System manager to upload in the University website.
4. Office File.
5. *Store office* y/c.

Tender No.:

Dated:

COTTON UNIVERSITY

Panbazar, Guwahati-781001

Tel: 0361-2733530 Fax: 0361-2733530

Web site: www.cottonuniversity.ac.in

**Notice Inviting Quotation
FOR
SUPPLY OF PRINTERS**

Scope :

1. Supply and installation of printers.

Date of Issue :

Last Date & Time of Submission : 13 March, 2018; 12:00 noon

Time of Opening : 13 March, 2018; 03:00 P.M

Signature of Bidder with Company Seal

6/3/18

TECHNICAL SPECIFICATION

	Parameter	Specification
Printing	Print speed	18 ppm- 20ppm (A4)
	First Page out	Black: As fast as 8.5 sec
	Print resolution	Upto 600 x 600 x 2dpi (1200 dpi) Fast Res 600, FastRes 1200
	Processor	Min 266 MHz or higher
	Memory	2MB or higher
	Duty Cycle (monthly, A4)	Upto 5000 pages
Paper	Input	150-sheet /tray
	Duplex printing	Minimum manual driver supported
	Types supported	(Laser, plain, photo, rough, vellum), envelope labels, cardstock, transparencies, postcards
Connectivity	Interfaces	Minimum USB 2.0 port
	OS support	Microsoft Windows 7, XP, Vista, Linux
	Power Consumption	Active: Less than 360 watts, Standby: 1.4 watts
Toner type	Composite	

Signature & Seal of the Bidder



PRICE BID

Sl. No	Item Description & Model	Brand offered	Base Rate	Taxes	Total Price

Signature & Seal of the Bidder

A handwritten signature in blue ink, possibly reading 'S', is written above the date '6/3/18'.



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Panbazar, Guwahati – 781001, Assam, India

www.cottonuniversity.ac.in :: +91-361-2733530 :: registrar@ccsu.ac.in

Notice Inviting Quotation

Sealed quotations are invited from experienced service providers which fulfil the eligibility criteria provided below for **supply of printer**.

1. General Terms and Conditions:

- 1.1. The detailed bid document may be obtained from university website (www.cottonuniversity.ac.in) and **NO APPLICATION FEE is required.**
- 1.2. Party must have **experience** of similar works, at least two of which must be **within last two years**, each with value not less than **1 Lac**. Experience certificate/satisfactory certificate must be enclosed along with the technical bid.
- 1.3. **Detailed Specifications (if any)** should be submitted along with the technical bid.
- 1.4. **NO EMD OR SECURITY DEPOSIT .**
- 1.5. The bid documents must be submitted in **two separate sealed envelopes** titled:
 - (i) **'Technical Bid'**, containing all relevant documents in support of technical credentials; and
 - (ii) **'Financial Bid'**, containing the duly filled-in relevant columns concerning total involvement .
- 1.6. The above **two sealed envelopes mentioned in clause 1.6 pertaining to Technical Bid and Financial Bid** should be put together in **one big sealed envelope** (with soft copy in excel format on CD/DVD) clearly super-scribed on the top of the big envelope as **"SUPPLY OF PRINTERS"** and submitted to **Registrar, Cotton University, Panbazar, Guwahati-781001 until 12:00 Noon. of 13th March, 2018.**
- 1.7. The quoted values should be **inclusive of all taxes and duties and FOR destination. Delivery, installation and commissioning** of the items will be at the **Cotton University.**
- 1.8. **Financial Bid will be considered only after qualification in the Technical Bid evaluation.**
- 1.9. **Non-conformity** to any of the terms and conditions along with non-submission of any of the documents/testimonials and/or requisite fees mentioned above **will disqualify** the applicant and their **Financial Bid will not be considered.**
- 1.10. Cotton University reserves the right to accept, consider or reject any or all of the applications without assigning any reason thereof. The decision of Cotton University in respect of scrutiny, evaluation and selection of parties will be intimated by the office and shall be final. All disputes in this connection shall be settled in **Kamrup Metropolitan district jurisdiction** only.

6/3/18



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2. Enclosures:

2.1. Documents/testimonials which must be submitted **along with the Technical Bid** are:-

- i) Copy of detailed bid document duly signed by the authorised signatory
- ii) Copy of OEM authorisation certificate, if applicable
- iii) Copy of GST registration certificate
- iv) Copy of valid trade licence/registration certificate applicable to Kamrup Metropolitan
- v) Copy of IT Returns acknowledgement document(s) for last year
- vi) Copy of PAN card
- vii) Copy of documents in support of **previous work experience** of similar nature as per 1.2 of T&C.

2.2. Document(s) which must be submitted **along with the Financial Bid** are:-

- i) Hard copy duly filled-in as per the prescribed format of Cost Involvement with seal and signed.

6/2/24