



National Law University Odisha

(Established by Odisha Act 4 of 2008)

सत्ये विद्यतो धर्मः

Dr. Dolly Jabbal

Registrar (I/C),

Lt No: NLUO/ACAD/0264/17

Dated: 28/01/2017

Sub: Enquiry of quotation for supply and installation of Paper Shredder Machine

Dear Supplier,

Sealed quotations are invited for supply of the articles, detailed in the Table-A below. Quotation must be submitted in tabular format as in Table-A. Quotations in company's pad will also be acceptable. The quotations should reach this office by not later than **12.30 hrs.** on **03/02/2017**. Sealed quotations submitted by the vendors will be opened on 03/02/2017 at 14:00 hrs. The envelope containing the quotation shall be superscribed as "Quotation for supply and installation of Paper Shredder Machine" and quotation received without this superscription will have the risk of not being considered. Quotations received after the specified time and date will not be considered.

Sl. No.	Item Description	Make and Model	Unit Price	Qty	Total Price	VAT/Service Tax	Total
01	Single desk shredder machine (Type-I) <i>Detail specification as per attached datasheet (ANNEXURE - 1). Preferred Make: Antiva/Kobra/Pitney bowes</i>			01			
02	<u>Heavy duty shredder machine (Type-II)</u> <i>Detail specification as per attached datasheet (ANNEXURE - 1). Preferred Make: Antiva/Kobra/Pitney bowes</i>			01			
03	Miscellaneous item (If any)						
Grand Total							
Amount Payable: (In words)							In digits

Table-A

THE QUOTATIONS SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS:

1. The rate quoted should be valid till 45 days. If the rate is valid for any specific period the same may be mentioned.
2. Rate should be quoted for delivery F.O.R./destination, i.e. National Law University, Odisha, CDA, SEC-13, Cuttack-753015 (Odisha).

3. Supplier/vendor should be able to supply and Install the articles in Table-A, within 4 weeks of supply order.
4. Complete quotation with specifications (Make/Model) of the articles rate, quantity, amount etc. should given in the quotation.
5.
 - a) If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actual/percentage of such taxes duties of charge should be separately and clearly indicated.
 - b) Sales Tax Registration no. and date, Income tax account number shall be quoted.
6. Price once quoted are final, Inquires regarding rate will not be entertained.
7. There should be no cutting, overwriting etc. in the rates in the quotations. Quotations with overwriting, cutting etc are liable to be rejected.
8. Comprehensive Original Equipment Manufacturers(OEM's) one year onsite after sales warranty and support shall be applicable to the supplied item from the date of acceptance.
9. The bidder has to submit ink-signed Original Equipment Manufacturers(OEM's) authorization (in OEM's letter head) along with the bid in the format attached in ANNEXURE - 2, with a commitment from OEM to provide after sales warranty and support.
10. In case the partner failed to resolve the technical issue, OEM should be responsible and resolve the issue.
11. Compliance chart should be clearly attached along with the bid. Supply the Technical datasheet also. Compliance chart must match with the Technical Datasheet.
12. Quantity may vary as per actual requirement at the time of order/Installation.
13. Quotations not complying with the above conditions are liable to be rejected. The authority reserves the right to impose any other condition as deemed necessary in dealing the subject.
14. Payment will be made by cheque after satisfactory completion of supply, testing and receipt of bill in triplicate.
15. Preference will be given to the firm, if Manufacture/ Sole distributor/Channel partner.
16. May feel free to contact on Ph. +91 671 2338005, E-mail: itsupport@nluo.ac.in.
17. The Vice – Chancellor, NLUO, Cuttack reserves to himself the right to accept or reject any or all the quotations either in part or in full without assigning any reason thereof.
18. All disputes including Court Proceedings shall be settled within the Cuttack Jurisdiction only.

Registrar (I/C) 

Registrar
National Law University, Odisha

TECHNICAL SPECIFICATION FOR PAPER SHREDDER

1. Technical Specifications for single desk shredder machine (Type-D):

Product Specifications

Shred size	: 3,5x40mm cross cut
Paper capacity	: 8-9 A4 70gr sheets 7-8 A4/80gr sheets
Shreddable Material Film	: Paper, Credit Cards, with chip,
Speed	: 0,035 m/s
Noise level (idle/shredding)	: 52/55dba
Voltage	: 230 Volt 50/60Hz, 170 watt
Waste bin volume	: 18 litres
Standard	: An International Safety Standard 950.

Shredder machine shall have following features;

- Automatic Start & Stop (Forward / Stop / Reverse switch)
- Capable to work continuously / 24 hours (Motor should capable to run continuously without duty cycle or cool down periods)
- Low noise induction motor: suitable for small office
- Convenient & wide opening for easy feeding of paper and credit cards
- Transparent bin window to display shredded material level
- Safety stop, automatic safety stop to empty the waste bin
- Zero power consumption in stand-by mode
- Environmentally friendly, does not need plastic bags

2. Technical Specifications for heavy duty shredder machine (Type-II):

Product Specifications

Throat size	: 230 mm
Shred size	: 3.8mm Straight Cut
Paper capacity	: 18-19 A4/70gr Sheets 17-18 A4/80gr Sheets
Shreddable Material Staples & CD/DVD	: Paper, Credit Cards, Paper Clips,
Speed	: 0.025 m/sec
Noise level (idle/shredding)	: 52/55dba
Voltage	: 230 Volt 50/60Hz, 250 watt
Waste bin volume (Plastics)	: 38.5 litres (Papers), 1.5 Litres
Standard 950	: An International Safety Standard

Shredder machine shall have following features;

- Automatic Start & Stop (Forward / Stop / Reverse switch)
- Capable to work continuously / 24 hours (Motor should capable to run continuously without duty cycle or cool down periods)
- Low noise induction motor: suitable for small office
- Convenient & wide opening for easy feeding of paper and credit cards
- Transparent bin window to display shredded material level
- Safety stop, automatic safety stop to empty the waste bin
- Zero power consumption in stand-by mode
- Environmentally friendly, does not need plastic bags

MANUFACTURERS' AUTHORIZATION FORM

To,
Registrar (I/C),
National Law University Odisha
SEC-13, CDA,
Cuttack – 753015.

Date:

Dear Sir,

With reference to Bid(Lt. No./Ref. No.):

We _____ who are
established _____ and _____ reputable _____ manufacturers
of _____
_____(name and descriptions of goods offered) having Corporate office at
_____(address of office) do hereby authorize M/s
_____(Name and address of Agent)
to submit a bid, and sign the contract with you for the goods manufactured by
us against the above Bid.

We hereby extend our full guarantee and warranty as per Clause 8, 9 and 10 of
the Terms and Conditions of quotation enquiry for the goods and services
offered for supply by the above firm against this bid.

Yours faithfully,
(Signature, Name & Business address with contact details)