



National Law University Odisha

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(established by Odisha Act IV of 2008)

Accredited with grade 'A' by NAAC

QUOTATION CALL NOTICE

No. NLUO/ACAD/18572/2023

Dt. 12/01/2023

The Registrar, National Law University Odisha, Cuttack invites sealed item rate quotations for the following work.

Name of the Work: "Enquiry of quotation for supply, install and commissioning of printer(A4) at NLUO, Cuttack."

Paper Cost	₹.500.00
EMD	₹.3,000.00
Last date & time of receipt of Quotation	..24..../..01../2023 at 14.30 PM
Date & time of opening of Quotation	..24../..01../2023 at 15.00 PM

Quotation documents containing Eligibility Criteria, Terms and Condition can be obtained from the Office of The Registrar, National Law University Odisha, Cuttack on all working days from 10.00 AM to 05.00 PM by the payment of Paper Cost (Non-refundable) in the shape of Demand Draft from any scheduled Bank in favour of *REGISTRAR, National Law University Odisha* payable at *Cuttack* or can be downloaded from Institute website www.nluo.ac.in up to schedule date and time.

Intending eligible bidders must enclose PRE QALIFICATION documents i.e. self-attested true copies of original documents, (i) GST Registration,(ii) PAN along- with paper cost(for documents downloaded from website) & EMD from any scheduled Bank in favour of REGISTRAR, NLUO payable at Cuttack in a sealed ENVELOPE and must be super-scribed with Name of the Work: "**Enquiry of quotation for supply, install and commissioning of Printer(A4) at NLUO, Cuttack.**" and to be addressed to "The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack – 753015". The Sealed quotation should be dropped at bid box kept at *Reception area of Administrative Block* or can be sent through Speed Post/Registered Post only on or before scheduled date & time. The quotation received beyond scheduled date & time because of any reason will not be acceptable at any circumstances. NLUO will not be responsible for any delay. Correction/overwriting must be avoided.

In the absence of Pre Qualification documents duly stamped & signed by the bidder /paper cost/EMD/copy of quotation call notice duly stamped & signed by the bidder in each & every page/contact no. & address of bidder on the envelope/incomplete price bid will be rejected.

The institute reserves the right to reject any/all prospective application at any time without assigning any reason thereof.

THE QUOTATIONS SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS:

1. The rate quoted should be valid till three month. If the rate is valid for any specific period the same may be mentioned.
2. Rate should be quoted for delivery and onsite support during the Guarantee and Warranty period 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, 04 weeks of supply order.
4. Complete quotation with specifications (Make/Model) of the articles rate, quantity, amount etc. should given in the quotation.
5. Price once quoted are final, Inquires regarding rate will not be entertained.
6. There should be no cutting, overwriting etc. in the rates in the quotations. Quotations with overwriting, cutting etc are liable to be rejected.
7. Comprehensive Original Equipment Manufacturers(OEM's) onsite after sales warranty and support shall be applicable to the supplied goods for a period of **five years** from the date of acceptance.
8. 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 - IV, with a commitment from OEM to provide after sales warranty and support.
9. In case the partner failed to resolve the technical issue of the system, OEM should be responsible and resolve the issue.
10. Preference will be given to the brand whose OEM's office / Service centre is in Cuttack or Bhubaneswar.
11. Compliance chart should be clearly attached along with the bid. Supply the Technical datasheet also. Compliance chart must match with the Technical Datasheet (ANNEXURE - III).
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. In view of the wide publicity the details are also available in our website (www.nluo.ac.in), may be seen.
15. Security deposit - 3% of the tender/contract value will be deducted from the bill and will be kept till the completion of warranty period plus one additional month. The supplier may opt to furnish Bank Guarantee of FDR equal to the sum in lieu of it.
16. Payment will be made after satisfactory completion of supply, testing and receipt of bill in triplicate.
17. Preference will be given to the firm, if Manufacture/ Sole distributor/Channel partner.
18. May feel free to contact on Ph. +91 671 2338005, E-mail: itsupport@nluo.ac.in.
19. The Vice – Chancellor, NLUO, Cuttack reserves to herself/himself the right to accept or reject any or all the quotations either in part or in full without assigning any reason thereof.
20. All disputes including Court Proceedings shall be settled within the Cuttack Jurisdiction only.

Sd/-
Registrar

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address for Communication	:
Name of Proprietor/Partner/Managing Director/Director	:
Phone Number	:
Mobile Number	:
E-Mail ID	:
Name and address of Office in/around Cuttack/Bhubaneswar (Enclose address proof)	:
Whether the firm is a registered Firm (Yes/No. Attach Copy of Certificate)	:
PAN Number. (enclose the attested copy of PAN Card)	:
GST Number (enclose the attested copy of GSTN Certificate)	:
Whether the firm has deposited Earnest Money Deposit (EMD).	:
Details of paper cost	÷
Details of EMD	÷
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)

PRICE - SCHEDULE

Name of the work: "Enquiry of quotation for supply, install and commissioning of Printer at NLUO, Cuttack."

Sl. No.	Item Description	Make and Model	Unit Price	QTY	Total Price
01	Printer(A4) Laser Jet Tank MFP Preferred Make: HP/Canon/Epson Supply, installation and commissioning as per direction of the Engineer in-charge. Detail technical specification is in Annexure-III			04	
02	Black Original LaserJet Tank Toner Reload Kit			08	
03	Miscellaneous charge if any				

Grand Total (in word)

*In case of ambiguity in rate quoted & amount mentioned, lowest among them will only be considered.

No. of Corrections :

No. of Over writings:

NOTE:-Bidders are required to quote against each item legibly and arrive at the total cost of work. All pages should be duly signed by the bidder failing which the bid may be rejected.

SIGNATURE OF BIDDER WITH STAMP

Technical Specifications

Laser Jet Tank Multi-Function Printer Technical Compliance			
S. No	Printer Details	Specification	Compliance Yes/No
1	Technology	Laser	
2	Functions	Print, Copy, Scan,	
3	Print speed black (ISO, A4)	22 ppm & Above	
4	Duty cycle (monthly, A4)	25,000 pages & Above	
5	Duplex	14 PPM	
6	Print quality black (best)	Fine Lines (600 x 600 dpi)	
7	Print languages	PCLmS; URF; PWG	
8	Processor speed	500 MHz & Above	
9	Display	LCD	
10	Connectivity, standard	1 Hi-Speed USB 2.0; Ethernet LAN 10/100, Wireless dual band	
11	Memory	64 MB & Above	
12	Input capacity	Up to 250 sheets	
13	Output capacity	Up to 100 sheets	
14	ADF	up to 40 sheet and Above	
15	Paper trays, standard	1	
16	Scan resolution, optical	Up to 600 x 600 dpi	
17	Copy speed (black, normal quality, A4)	Up to 22 cpm	
18	Toner Capacity	5000 Yield or higher	
19	Cartridge Technology	Separate Drum and Toner (Mono Component)	
20	Life of Drum in terms of number of Prints (Number of Prints)	48000 or higher	
21	Warranty	5 Year Onsite Support & Services	

MANUFACTURERS' AUTHORIZATION FORM

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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
_____ (addr
ess 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 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)