

Administration of
Dadra & Nagar Haveli
Department of Information Technology
Silvassa – 396230

Date: 24/10/2019

Quotation Notice

Member Secretary (DNHeGS) invites Quotations for procurement of copier printer machine for Information Technology from reputed IT Dealers, so as to reach to this office of the undersigned on or before 15 **November, 2019** up to 1500 hours in the office of the undersigned.

The Quotation document along with terms and conditions can be downloaded from official website of Dadra & Nagar Haveli i.e. www.dnh.gov.in

Quotation Name	Procurement of copier printer machine (MFD : Printer cum scanner) for I.T. Department
Last date of submission	<u>15</u> -11-2019 at 1500 hours at Department of IT, Secretariat, Silvassa

The Quotation should be properly super scribed "Procurement of one copier printer machine (MFD: Printer cum scanner) for Dadra Nagar Haveli e-Governance Society in Dadra & Nagar Haveli".

The Quotation Form along with terms & conditions is also available on the official website of Dadra & Nagar Haveli administration www.dnh.gov.in and can be downloaded for submission of the Quotation, but such Quotation should also reach the undersigned in the manner indicated as above.

Right to accept or reject any or all Quotations without assigning any reason thereof is reserved with the Quotation inviting authority.

Signature valid

Digitally signed by
KRISHNAKUMAR P.K
Date: 2019.10.24 10:55:08 IST
Reason: Approved

Assistant Director (IT),
Dadra & Nagar Haveli Silvassa

The following shall be the terms and Conditions / Instructions to Bidders:

Terms & Conditions:-

1. The rates should be quoted in Indian Rupees inclusive of all taxes/levies/surcharges etc.
2. The rates should be quoted only as per the specification of the Quotation mentioned in **Annexure A**.
3. The Rates should be F.O.R. Delivery upto office at IT Department, The Secretariat including packing, forwarding charges, VAT/CST Charges, Transportation Charges, installation, testing commissioning etc.
4. Rejected/Inferior Quality materials shall be returned at supplier risk and cost within 15 days on receipt of materials. The materials/items supplied should be of standard quality and confirming to the specifications given in the schedule/supply order. The quantity of rejected material has to be replaced by the bidder at his own cost.
5. The vendor shall submit copy of PAN. The TDS shall be deducted by the Authority, if applicable.
6. The qualified vendor / supplier shall have to provide the printers (MFD) within 15 days from the date of the order.
7. The Quotation received after due date and time will not be taken into consideration.
8. Right to accept or reject any of all Quotations is reserved with the Local Purchase Committee.

Conditions of Contract:

1. Orders once placed should be delivered within 10 days and item should be door delivered.
2. No extra charge for packing, forwarding and insurance, installation/ commissioning at site etc. will be paid on the rates quoted.
3. Procurement and Delivery of the items will be done as per the requirement of the Department.

4. The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make/manufacture.
5. Rates quoted for items other than the required specification/make/ manufacture will not be considered.
6. The rates should be quoted inclusive of all taxes. Rate must be quoted in figures and words. In case of dispute, rates in words will be considered as final & decision of the Quotation opening authority will be final in this regards.
7. The supply of printer of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken condition will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials etc will be sent to the supplier within 10 day from the date of receipt and the same will be returned to the supplier at his own cost and risk. However, if no response is received within 15 days from the date of such communication, the Local Purchase Committee will not be responsible for any damages, loss etc. of such rejected material.
8. In case of failure to replace the supplied/ delivered but rejected materials from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the suppliers payment due of any bill(s) to the extent required.

Assistant Director (IT),
Dadra & Nagar Haveli
Silvassa

The above terms and conditions are accepted and are binding to me/us.

Place:

Signature of Supplier

Dated:

Name of Supplier with seal of the firm

To,
Assistant Director (IT),
Dept. of IT, DNH
Silvassa

Sir,

I/We the, undersigned _____ of

M/s. _____ hereby offer my/our rates as under. I/We

agree with the terms and conditions attached with this Quotation and promise to

supply "1 copier printer machine (MFD : Printer cum scanner)" as per specification

given below.

(Signature of Supplier with Rubber Stamp)

Annexure A
SCHEDULE OF RATE

Schedule showing the rates to be offered for Procurement of 1 copier printer machine (MFD: Printer cum scanner)

Sr.No	Specifications	Qty	Rate	Amount
A.	<p>Multi-Functional Printer</p> <p>Core Functions: Print, Copy, Scan</p> <p>Network Interface(Ethernet 10/100/1000), Bypass Facility, , Wifi Feature</p> <p>a. Copy</p> <p>i. Copy Speed 15 (A4/LTR/A3) or better</p> <p>ii. Copy Resolution(Black text) : Minimum 600x400 dpi</p> <p>iii. Copy Speed: 20ppm(A4), 15ppm(A3)</p> <p>iv. Copy reduce/enlarge setting 25 to 400%</p> <p>v. Copy Size : Up to A3/A4/Legal</p> <p>vi. Scan size (flatbed), maximum 216x297 mm</p> <p>vii. Copy at a time: maximum upto 99 pages</p> <p>b. Print</p> <p>i. Printer Type (laser, Color)</p> <p>ii. Print Speed 20 (A4/Legal)</p> <p>iii. First Pages out less than 10 Sec</p> <p>iv. Print Resolution Minimum 600x600 dpi, 1200(equivalent)x600 dpi</p> <p>v. Cartridge Technology: Separate Drum and Toner</p> <p>vi. Number of Trays(Minimum 2)</p>	1		

	c. Scan			
	i. Scan Type: Duplexing Feature, DADF/RADF			
	ii. Scan Resolution Optical minimum 300*300 dpi			
	iii. Scan to Email, scan to file			
	iv Output File Format: JPEG,PDF			
B.	Buy Back of Ricoh MPC2003 Copier Machine	1		
	Total(A-B)			

Note:

- a. Above rates quoted are inclusive of all the taxes.
- b. The rates are inclusive of the transportation charges & delivery on locations indicated by the Department at DNH
- c. Delivery period Maximum two weeks after receiving purchase order

Signature of Supplier
With rubber stamp.