



**Notice Inviting Quotation
for purchase of one Photocopy Machine with Buy Back Option**

NIQ No. : GBP/ 8.2.2 /2018-19/3995 dated 08.3.2019

**Guwahati Biotech Park
Technology Complex
IIT Guwahati, Guwahati-781039
Tel: 0361-2690228
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Guwahati Biotech Park

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Guwahati- 781 039

Phone: + 91-361-2690228/229, Fax : 0361- 2690227

GBP/8.2.2/2018-19/3995

Date: 08.03.2019

SECTION I

Name of the Work	Notice Inviting Quotation for Purchase of one Photocopy Machine with Buy Back Option
Issue of NIQ Document/Downloads	From 08.03.2019 to 22.03.2019
Receipt of Quotation	22.03.2019 at 12 pm
Opening of Bids	22.03.2019 at 1 pm



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NOTICE INVITING QUOTATION

1. Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039 invites sealed quotations from supplier/ manufacturer/ authorized agents for supply of one Photocopy machine on Buy Back Option.
2. Quotation in sealed cover superscribed as “**Notice inviting quotation for purchase of Photocopy machine on Buy Back Option**” shall be addressed to the Chief Executive Officer, Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati- 781039
3. The last date of submission of filled in quotations is 22.03.2019 up to 12 PM.
4. Bids will be opened on the same day at 1 p.m. in presence of the bidders.
5. Quotations received after the last date i.e. after the expiry of the closing time shall not be entertained
6. Quotation should be based on the terms and conditions as mentioned in the tender document.

Sd/-
Chief Executive Officer
Guwahati Biotech Park

SECTION II

TERMS AND CONDITIONS

1. The Photocopier machine should be new only. The specification of the machine which will be supplied by the firm should match the specifications as mentioned in Tender document. The photocopier machine will be purchased by Guwahati Biotech Park from the successful tenderer only with Buy Back option of existing photocopy machine (TOSHIBA E-STUDIO 207) which is approximately 8 years old machine. The rate should be quoted by the tenderer should be clearly mentioned for the buyback machine.
2. The inspection of the old machine Toshiba E-Studio 207 will be available at Guwahati Biotech Park during the period of tender i.e. from 08.03.2019 to 21.03.2019 and can be done with prior permission from the Administrative Officer of Guwahati Biotech Park.
3. It will be the responsibility of the bidder to transport the old machine from Guwahati Biotech Park Campus. No extra charges will be paid by Guwahati Biotech Park for transportation of the old machine.
4. Bidder should have at least three years of experience in the sales of Photocopier machines. Only manufacturer(s) or their sole authorized distributor/ agent are eligible to bid. Authorization letter from Original Equipment Manufacturer (OEM) in favor of authorized Agent to be enclosed.
5. Bidder must be an Indian entity and registered in India as partnership/proprietorship/Company under the Companies Act 2013. Documentary proof to be enclosed.
6. Bidder should be GST registered.
7. The quoted price should be inclusive of GST, transportation, installation and commissioning charges.

8. Delivery and installation period: Maximum Two (2) weeks from the date of purchase order. The installation report should be signed by the firm engineer jointly with Administrative Officer of Guwahati Biotech Park. The Photocopier machines are to be delivered and installed at office of Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039.
9. Successful bidder will have to adhere to the delivery schedule strictly.
10. Payment terms: 100 % Payment shall be released on successful installation of photocopier machines by the way of the bank transfer within 1/2 weeks of receipt of the installation report and invoices in triplicate.
11. Guwahati Biotech Park reserves the right to accept or reject any offer in part or full without assigning any reason there of, and to amend the terms and conditions before award of the contract.

SECTION III

TECHNICAL SPECIFICATIONS

Sl. No.	Description	Requirement
General specification		
1.	ITEM : Xerox B1025 DADF	
2.	Speed	Up to 25 ppm
3.	Duty Cycle	Up to 50,000 pages/month
4.	Processor	1 GHz
5.	Memory	1.5 GB
6.	Connectivity	Ethernet 10/100Base-T, High-speed USB 2.0, Wi-Fi® 802.11 b/g/n (optional), Wi-Fi Direct® with optional Wi-Fi Kit
7.	Resolution	Copy: Up to 600 x 600 dpi; Print: Up to 1200 dpi (enhanced)
8.	First-copy-out Time	As fast as 7.6 seconds
9.	First-print-out Time	As fast as 8.9 seconds
10.	Print Features	Bi-directional Real-time Status, Booklet Creation (B1025 only), Draft Mode, Personal Print, Print from USB, Sample Set, Saved Job, Delay Print, Secure Print, Job Notification, Watermark, Two-sided Printing, Job ID on Banner, Rotate Image, Xerox® Earth Smart Driver Setting
11.	Scan	Black and white and colour scanning up to 600 x 600 dpi; Destinations: Scan to USB, Scan to Email, Scan to Network (FTP or Browse SMB); File Formats: JPG, TIFF (single and multi-page), PDF (single and multi-page)
12.	Paper Input	Platen or Duplex Automatic Document Feeder: 100 sheets; Custom Sizes: up to 11.69

		x 17 in./297 x 432 mm Bypass Tray: 100 sheets; Custom sizes: 4.92 x 4 in. to 11.69 x 17 in./125 x 102 mm to 297 x 432 mm Tray 1: 250 sheets; Custom sizes: 5.83 x 7.17 in. to 11.69 x 17 in./148 x 182 mm to 297 x 432 mm	
13.	Paper Output	250 sheets	
14	Print Cartridge	Black	
Accessories, Spares & Maintenance			
17.	Accessories		
18.	Confirmation of availability of Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine	
19.	Maintenance kit	It shall be provided by the Manufacturer, recommended Maintenance Kit for Copier.	

Date:

Seal

Name and signature of the authorized person

SECTION IV

PROFORMA OF PRICE SCHEDULE

SL. No.	Particulars	Amount in Rs. (Inclusive of all taxes)
1.	Cost of the Photocopy machine as per the technical specification Brand : XEROX Model : B1025 DADF	
2.	Cost for the Buy-back option of the existing photocopy machine (Toshiba E-Studio 207)	
3.	Total Amount Payable Inclusive of all taxes (Actual cost of the machine - Cost for the buyback option of existing photocopy machine Toshiba E-Studio 207) SL.No.1 - SL. No.2	
4.	Total Amount Payable by Guwahati Biotech Park in words Rupees _____	

It is hereby certified that I/we have understood all the terms and conditions specified in the NIQ document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions. I/We hereby offer to carry out the job and supply the goods/items detailed above as per the NIQ terms and conditions.

Date:

Seal

Name and signature of the authorized person

SECTION V

INFORMATION ABOUT THE BIDDER

1.	Name of the Firm/Company:	
2.	Registered Office Address:	
3.	Name of the Contact Person, Signing authority :	
	Contact Details: Telephone No. & Fax No. Email Address: Website:	
4.	Bank Details of the Firm:	
5.	GST Registration Number	
6.	Firm Registration Details	

Date:

Seal

Name and signature of the authorized person