



Notice Inviting Quotations (quotations)

Dear Sir,

Please quote Technical and Financial bid (in two separate envelopes) for the supply of **9 Printers** to the Department of Geography, Panjab University, Chandigarh as per specifications **Annexure A**.

The payment shall be made within seven days after the supply of material. The quotations must reach in a sealed cover by 25.01.2017 at 5.00 pm along with your other terms and conditions of supply, if any.

LAST DATE OF RECEIPT OF QUOTATIONS WEDNESDAY, 25.01.2017 AT 5.00 PM
OPENING OF QUOTATIONS: 27.01.2017 AT 11.00 AM

Note:

1. The quotations (addressed to the **Chairperson, Dept. of Geography, Panjab University, Chandigarh**) placed in an outer sealed cover marked as "Quotation" for supply of Printers must reach by Registered Post or Speed Post on or before **25.01.2017 at 5.00 p.m.** This outer cover should be containing two separate sealed covers as below:
 - i) First sealed cover marked as "**Technical bid for supply of Printers**"
 - ii) Second sealed cover marked as "**Financial Bid for supply of Printers**"
Only technically qualifying bids will be considered for financial bidding.
2. Panjab University does not take any responsibility for any postal delay in delivery by Registered/ Speed Post or lost in transit of quotation. No quotations will be entertained by hand/courier/ordinary post.
3. Rate should be quoted both in words and figures in financial bid only.
4. Conditional and unsigned quotation will not be accepted.
5. The supply be commenced/made within 7 days of the issue of supply order.
6. All quoted rates should be FOR Panjab University and firm should quote the rate of all taxes.
7. No payment will be made on the Performa Invoice.
8. The quotation shall not contain corrections, erasers and overwriting.
9. Please mention Name of work and due date on the Envelope.
10. The undersigned reserves right to accept or reject any quotation without assigning any reason.
11. Quote the discount rate of MRP of each item. No communication on discount shall be entertained at a later date.
12. Full specifications and quality/trademarks of the article/s be indicated. Leaflet from the manufacturer, if any, be also attached.
13. **Please supply the certificates to the effect that (i) Rates quoted by you are reasonable, and (ii) you have not supplied the same material to any other govt. organization at a lower rate.**
14. The Tender bid should accompany an EMD of minimum 2% of total value. The EMD should be made by means of an A/c payee DD in favour of the Chairperson, Dept. of Geography, Panjab University, Chandigarh-160014 payable at Chandigarh. No interest is payable on EMD.
15. Quotations will be opened on 27.01.2017 at 11.00 a.m. and you may depute your representative at the time of opening of quotations.

Chairperson

Annexure A

Sr. No.	Features	Requirements (LASER PRINTER)
		Quantity (9)
1	Major Features	WiFi Direct Printing, Apple AirPrint, Mobile Apps, Google Cloud Print, ePrint,USB Port
2	MFP (Print, Scan, Copy) with WIFI	YES
3	COLOR	Mono
4	Print Speed - Black	20ppm or Better
6	Print Resolution	600X600 DPI or Better
7	Copy Resolution	600X600 DPI or Better
8	Scan Speed	12ppm or Better
9	Scan Resolution	600X600 DPI or Better
10	Scan Features	Scan to - (Email;Folder;USB Drive), Front Panel Scan
11	Network	YES
12	Memory	256 MB or Above
13	DADF/RADF	25 Sheets or above Automatic Document Feeder
14	Automatic Duplex Printing	YES
15	Duty Cycle	20000 or Better
17	Paper Size	A4, B5, A5, B6, Letter, Legal
20	Warranty	Min 1 year