



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI
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INVITATION LETTER

Package Code: TEQIP-III/2020/iiit/133/007
Package Name: IIITG/Printers-II

Current Date: 13-Feb-2020
Method: Shopping Goods

To,
_____ All Interested Vendors _____

Sub: invitation letter for Purchase of Printers.

Dear Sir,

1. You are invited to submit your most competitive quotation for the following Printers with item wise detailed specifications given at Annexure I,

Sr. No	Item Name	Quantity	Place of Delivery	Delivery Period	Installation Requirement (if any)
1	Printer (Type-I)	1	IIIT Guwahati, Bongora, Guwahati 781015	30 Days	Yes
2	Printer (Type-II)	3			
3	Printer (Type-III)	3			

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the Technical Education Quality Improvement Programme [TEQIP]-Phase III Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. Quotation
 - 3.1 The contract shall be for the full quantity as described above.
 - 3.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
 - 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
 - 3.4 Applicable taxes shall be quoted separately for all items.
 - 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - 3.6 The Prices should be quoted in Indian Rupees (₹) only.
4. Each bidder shall submit only one quotation.
5. Quotation shall remain valid for a period not less than 90days after the last date of quotation submission.
6. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
 - 6.1 are properly signed; and
 - 6.2 Confirm to the terms and conditions, and specifications.

- 6.3 You are also requested to submit the following documents:-
- Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
 - Dealership/authorisation certificate from the OEM (Original Equipment Manufacturer).
 - Copy of PAN, GSTIN
 - Details of the after sales service facilities available at Guwahati, Assam responsible for maintaining the computers during the entire period of warranty.
- 6.4 In addition to above, bidders intending to offer bids in response to advertisement published in the official website of the Institute (i.e. www.iiitg.ac.in) should submit the following :-
- Details of the similar items ordered by Government/ Autonomous Institute(s) during last three years as per Annexure-II.
 - Copies of the Purchase order(s) of similar items from Government/ Autonomous Institute(s) during last three years.
7. The Quotations would be evaluated for all items together.
8. Award of contract The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Contract.
- 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
9. Payment shall be made in Indian Rupees as follows:
Satisfactory Delivery , Installation & Satisfactory Acceptance - 100% of total cost
10. All supplied items are under comprehensive onsite warranty of 36 months from the date of successful acceptance of items .
11. You are requested to provide your offer latest by 16:00 hours on 27-Feb-2020.
12. Detailed specifications of the items are at Annexure I.
13. Testing/Installation Clause (if any) :- yes
14. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
15. Sealed quotation to be submitted/ delivered at the address mentioned below,
**The Director ,Indian Institute of Information Technology Guwahati
Bongora, Guwahati, Pin-781015**
- Note:- The quotation must be enclosed in a sealed envelope superscribed with –“IQ no:- TEQIP-III/2020/iiit/133 , due date: 27.02.2020 and time 1600 Hrs”**
16. We look forward to receiving your quotation and thank you for your interest in this project.

Sd/-
(Authorized Signatory)
Name & Designation
Gautam Barua, Director

Annexure –I

TECHNICAL SPECIFICATION FOR PRINTER-(Type I)

1	Type	Multifunction (Print, Copy, Scan)
2	Print Technology	Laser
3	Media handling	Input: Tray 1: 100 sheets or more, Tray 2: 550 sheets or more Automatic document feeder:150 sheets or more. Media sizes supported: Supported (metric): Feeder 1: A4, A5, A6, RA4, B5 (JIS), B6 (JIS), 10 x 15 cm, Officio (216 x 340 mm), 16K, envelopes (C5, B5, C6, DL ISO), postcard (JIS single and double) or more; Feeder 2: A4, A5, A5-R, B5 (JIS), 16K, ADF: Oficio; executive; statement; 16K; A4; RA4; A5; A6; B5; B6 (JIS); Postcard (JIS); DPostcard (JIS); 68 x 147 mm to 215.9 x 863.6 mm or more.
4	Printer driver support	Compatible Operating System Support (32 and 64 bit): Windows 8, Windows 10, Ubuntu, Fedora, Android, Debain, macOS, Unix. Compatible Network Operating Systems (32 and 64 bit): Citrix Xenserver, Novell Open Enterprise Server 2 for Linux, Windows Server Standard/ Essential/Datacenter (Cluster & Terminal Services).
5	Connectivity	Standard: 1 or more Hi-Speed USB 2.0 or better, 1 Gigabit Ethernet 10/100/1000T network.
6	Memory	Standard: 1.5 GB or more for Printer. 1.5 GB or more for Scanner.
7	Processor speed	1.2GHz or better
8	Hard Disk	Standard-Minimum 500 GB High-Performance Secure Hard Disk (AES 256 hardware encryption or greater).
9	Control-panel display	8" inch (20.3 cm) or more Color Graphics Display (CGD) with touchscreen and rotating display.
10	Print Support	Duplex print options: Automatic (standard). Print speed: 52 ppm or more in simplex mode and 43 ppm or more in duplex mode. First page out: Black (A4, ready): As fast as 5.4 sec or less; Black (A4, sleep): As fast as 7.9 sec or less; Print Resolution(best): 1200 x 1200 dpi or more Monthly duty cycle(A4): Must be between 5000 to 30,000
11	Copy Support	Copy speed(A4): 52 cpm or more. Copy resolution:600 x 600 dpi or more (flatbed). Copier Specifications: Two-sided copying, scalability, image adjustments. Maximum number of copies: 9,999 copies or more. Reduce/Enlarge Copy Size: Must be between 25 to 400%.
12	Scan Support	Scanner type: Flatbed, ADF. Scan technology: Charge Coupled Device (CCD). Duplex ADF scanning: Should Support. Scan size maximum (flatbed): Not less than 216 x 356 mm.

		<p>Scan file format: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A, TEXT (OCR), Unicode TEXT (OCR), RTF (OCR) or more.</p> <p>Scan resolution(optical): 600 dpi or more.</p> <p>Scan speed: Normal (A4):83 ppm or more (black and white),83 ppm or more (colour).</p> <p>Duplex (A4):167 ipm or more (black and white),167 ipm or more (colour).</p> <p>Monthly Scan Volume: Must be between 26,750 to 44,500 pages</p>
13	Security management	<p>Identity management: Kerberos authentication, LDAP authentication,1000 user PIN codes, Network: IPsec/firewall with Certificate; Pre-Shared Key, and Kerberos authentication; Supports WJA-10 IPsec configuration Plug-in,802.1X authentication (EAP-PEAP; EAP-TLS), SNMPv3, HTTPS; Certificates; Access Control List, Data: Storage Encryption, Encrypted Credentials; Device: Security lock slot; USB port disablement; Hardware integration pocket for security solutions; Intrusion Detection with Red Balloon Security Technology - Constant in-device monitoring for attacks; Sure Start Secure Boot.</p>
14	Operating environment	<p>Temperature: Not less than 15°C and not more than 32.5°C;</p> <p>Humidity: Not less than 30% RH and not more than 70% RH</p>
15	Power and Operating	<p>Requirement Power: Must be between AC 220 - 240V, 50/60Hz nominal (+/- 3Hz), 6 A.</p> <p>Consumption: 740 or less watts while (printing/copying), 29.0 or less watts while (ready) and 3.3 or less watts in sleep mode.</p> <p>Power supply type: Built in 220V Power Supply.</p>
16	Certifications	<p>CISPR 22:2008/EN 55022:2010 (Class A), EN 61000-3-2:2006 +A1:2009 + A2:2009; EN 61000-3-3:2008; EN 55024:2010; EMC Directive 2004/108/EC.</p> <p>ENERGY STAR® qualified; CECP; EPEAT® Silver.</p>
17	Accessories	<p>Should include Black Original LaserJet Toner Cartridge (11,000 yield); CD with software drivers and documentation, Power cord,USB Cable for management.</p>
18	Dimensions and weight	<p>Printer dimensions (W x D x H)-Not less than 512 x 558 x 640 mm and not more than 1030 x 808 x 865 mm.</p> <p>Printer weight(kg)-Not more than 34</p>
19	Warranty	<p>03 years or more on-site comprehensive warranty.</p>

TECHNICAL SPECIFICATION FOR PRINTER-(Type II)

1	Type	Multifunction (Print, Copy, Scan)
2	Print Technology	Laser
3	Media handling	Input: Tray: 150 sheets or more, Media sizes supported: A4; A5; B5,16K; postcards (Standard #10, JIS single and double) or more.
4	Printer Driver support	Compatible Operating System Support (32 and 64 bit): Windows7,Windows8,Windows10,MacOS,Linux(ubuntu,Centos,Fedora).
5	Connectivity	Standard: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100Base-TX network port; built-in Wi-Fi 802.11b/g/n
6	Memory	Standard: 128 MB RAM or more
7	Processor speed	600MHz or more.
8	Control-panel display	2-line LCD (text) or better.
9	Print Support	Print speed: 20 ppm or more. First page out: Not less than 9.5 sec. Print Resolution(best): 600 x 600 dpi or more Monthly duty cycle(A4): 8000 pages or more.
10	Copy Support	Copy speed(A4): 20 cpm or more. Copy resolution: Not less than 400 x 600 dpi. Copier Settings: Optimize (draft, text, mixed, picture), Lighter/Darker adjustment. Maximum number of copies: Not less than 99 sheets. Reduce/Enlarge Copy Size: 25 to 400%.
11	Scan Support	Scanner type: Flatbed. Scan technology: Contact Image Sensor (CIS) or better. Scan size maximum (flatbed): Not more than 216 x 297 mm Scan file format: JPG, RAW (BMP), PDF, TIFF, PNG, JPEG-2000, PDF-Searchable, RTF, TXT or more. Scan resolution(optical): 1200 x 1200 dpi or more. Scan speed: Normal (A4):7 ppm or more (black and white),5 ppm or more (colour);
12	Security management	Password-protected network embedded Web server; 802.11: WEP, WPA, WPA2; SNMPv1 community password change
13	Operating environment	Operating humidity range: Must be between 10 to 80% RH Non-operating humidity range: Must be between 10 to 90% RH Recommended operating humidity range: Must be between 30 to 70% RH Operating temperature range: Must be between 15 to 32.50 C (59 to 90.50 F) Recommended operating temperature range: Must be between 17.5 to 250 C (63.5 to 770 F) Storage temperature range: Must be between -4 to 1400 F (-20 to 600 C)
14	Power and Operating	Power supply type: Built-in power supply Power supply required: Input voltage should be between: 220 to 240 VAC (+/- 12%), 50/60 Hz (+/- 3 Hz) Power consumption: Not more than 465 watts (Printing),110 watts (Copying), 2.2 watts (Ready), 0.7 watts (Sleep/Auto-Off)

15	Safety approvals and requirements	IEC 60950-1:2005 +A1 (International),
16	Accessories	Should include Black Original LaserJet Toner Cartridge(~1,500 yield),CD with software drivers and documentation, Power cord, USB cable.
17	Dimensions and weight	Printer dimensions (W x D x H)- Not more than 420 x 365 x 254 mm Printer weight(kg)-Not more than 8
18	Warranty	03 years or more on-site comprehensive warranty

TECHNICAL SPECIFICATION FOR PRINTER-(Type III)

1	Type	Multifunction (Print, Copy, Scan)
2	Print Technology	Laser
3	Media handling	<p>Input: Tray 1: 100 sheets or more, Tray 2: 250 sheets or more Automatic document feeder:50 sheets or more. Media sizes supported: Tray 1: Letter; Legal; Executive; Oficio (8.5 x 13 in); A4; A5; A6; B5 (JIS); Oficio (216 x 340 mm); 16K (195 x 270 mm); 16K (184 x 260 mm); 16K (197 x 273 mm); Envelope B5; Envelope C5; Envelope DL, A5-R; 4 x 6 in; 5 x 8 in; B6 (JIS); 10 x 15 in; statement or more Tray 2: Letter; Legal; Executive; Oficio (8.5 x 13 in); A4; A5; A6; B5 (JIS); Oficio (216 x 340 mm); 16K (195 x 270 mm); 16K (184 x 260 mm); 16K (197 x 273 mm); Custom Size; A5-R; 5 x 8 in; B6 (JIS); statement or more.</p>
4	Printer driver support	Compatible Operating System Support (32 and 64 bit): Windows 8, Windows 10, Ubuntu, Fedora, Android, Debain, macOS, Unix,Redhat Enterprise Linux, iOS.
5	Connectivity	<p>Standard: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network. Wireless Capability: Yes, built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; encryption via AES or TKIP; WPS; Wi-Fi Direct. [Operates as both an AP (with Wi-Fi Direct) and STA]. Mobile Printing Capability: Wireless Direct Printing; Cloud Print 2.0; Mobile Apps</p>
6	Memory	Standard: 256 MB or more.
7	Processor speed	1.2GHz or better
8	Control-panel display	7.5 cm(3inch) or more Color Graphic Display.(CGD)
9	Print Support	<p>Duplex print options: Automatic (standard) Print speed: 38 ppm or more in simplex mode and 30 ipm or more in duplex mode. First page out: Not more than 5.6 sec Print Resolution(best): 1200 x 1200 dpi or more Monthly duty cycle(A4):750 to 4,000 pages or more.</p>
10	Copy Support	<p>Copy speed Normal (A4): 38 cpm or more. Copy speed Duplex (A4): 30 cpm or more. First copy out: Black (A4): Not more than 7.2 sec in ready mode and not more than 9.7 sec in sleep mode. Copy resolution:600 x 600 or more dpi. Copier Specifications: Two-sided copying, ID Copy, Optimize, Light/Darker. Maximum number of copies: 99 copies or more. Reduce/Enlarge Copy Size: Must be between 25 to 400%.</p>
11	Scan Support	<p>Scanner type: Flatbed, ADF. Scan technology: Contact Image Sensor (CIS).</p>

		<p>Scan size maximum:(flatbed) Not more than 297 x 216mm(11.7x8.5in) and (ADF):216 x 355.6mm (8.5x14 in).</p> <p>Scan file format: JPG, RAW(BMP), PDF, TIFF, PNG, RTF, RTF, TXT or more.</p> <p>Scan resolution(optical): 1200 x 1200 dpi or more</p> <p>Scan speed (Normal, A4): 26 ppm or more in (b&w), 21ppm or more in Colour.</p>
12	Security management	<p>Embedded Web Server: password-protection, secure browsing via SSL/TLS;</p> <p>Network: enable/disable network ports and features,SNMPv1 & SNMPv2 community password change.HTTPS with certificate validation,HTTP Basic Access Authentication,SASL authentication;LDAP authentication and authorization; Firewall and ACL;SNMPv3,802.1X,Secure Boot</p>
13	Operating environment	<p>Temperature: Not less than 15°C and not more than 32.5°C;</p> <p>Humidity: Not less than 10%RH and not more than 80% RH</p>
14	Power and Operating	<p>Requirement Power: Must be between AC 220 - 240V, 50/60Hz nominal (+/- 3Hz), 6 A.</p> <p>Consumption: 583 or less watts while (printing/copying), 9.1 or less watts while (ready) and 2.7 or less watts in sleep mode.</p> <p>Power supply type: Internal (Built-in) 220V Power Supply.</p>
15	Safety approvals and requirements.	<p>IEC 60950-1:2005 +A1:2009+A2:2013/EN 60950-1:2006+A11:2009 +A1:2010+A12:2011+A2:2013;IEC 60825-1:2007/EN 60825-1:2007 (Class 1 Laser/LED Product);IEC62479:2010/EN 62479:2010; GB4943-2011</p>
16	Accessories	<p>Should include Black Original LaserJet Toner Cartridge (3000 yield pages),CD with software drivers and documentation, Power cord,USB cable.</p>
17	Dimensions and weight	<p>Printer dimensions (W x D x H)- Not more than 420 x 390 x 323 mm (16.54 x 15.35 x 12.72 in)</p> <p>Printer weight(kg)-Not more than 12.86.</p>
18	Warranty	<p>03 years or more on-site comprehensive warranty</p>

Annexure-II

Details of the similar equipment ordered by Government/ Autonomous Institute(s) during last three years

Sl No	Date of Order	Institute's Name	Name of Equipment ordered	Quantity	Order value in ₹	Whether successfully completed the Order (Yes/No)

Signature of Supplier

Name: _____

Address: _____

Contact No: _____

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To:

Sl. No.	Description of Printers (with full Specifications)	Qty.	Unit	Quoted Unit rate in ₹ (Including Ex-Factory price, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	GST and other taxes payable (₹)	
						In %	In figures (B)
1	Printer (Type-I)	1					
2	Printer (Type-II)	3					
3	Printer (Type-III)	3					
Total Cost							

Gross Total Cost (A+B): ₹ _____

We agree to supply the above Printers in accordance with the technical specifications for a total contract price of ₹ _____ (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No: _____