

UNIVERSITY OF NORTH BENGAL
High Energy & Cosmic Ray Research Centre

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

Ref. No. 53/HE-23

dated: 24.05.2023

Sealed quotations from manufacturer/ authorized agents for supply and installation of one Photocopy machine as per the make and model specified below on Buy Back option.

Item	Make (preferable)	Model (preferable)	Printer resolution	Print speed	At a stretch copying	Network connectivity, WI-Fi	Paper size	Duplex copying & printing
Photocopier	Canon	iR 2425	1200 x 1200 dpi	25 A4 pages per minute	999 copies	Yes (LAN) USB port	Up to A3	Yes

Interested suppliers may submit quotations in closed envelope along with their GST, PAN details and company authorization to the office of the undersigned within 7 business days from the date of publication of this notice. The bids will be opened on the next business day at 1 p.m. Bidders may remain present at the time of opening of the bids. Quotations received after the expiry of the closing time shall not be entertained. Quotation should be based on the terms and conditions as mentioned in the tender document.

Yours sincerely,

Arunava Bhadra

(Director)

Terms and Conditions.

1. The vendor(s) should provide the self-attested copies of GST, PAN & Trade License, failing which the quotation would not be considered. Only manufacturer(s) or their authorized distributor/ agent are eligible to bid. Authorization letter from Original Equipment Manufacturer (OEM) in favor of authorized Agent to be furnished.
2. The item base price and GST should be mentioned separately. The net price will be inclusive of all taxes / duties and freight / handling charge. No extra charges will be paid.
3. Quotation should be valid for at least 3 months.
4. Delivery and installation should be made within 2 weeks after receiving the supply order from the undersigned.
5. The University authority reserves the right to accept or reject any/ all quotation(s) without assigning any reason, and shall not be bound to accept the lowest rate quotation.
6. The payment will be made as per the finance rules of the University of North Bengal after successful installation.
7. The Photocopier machine should be new and recent only.
8. The specification of the machine which will be supplied by the firm should match the specifications as mentioned in Tender document.
9. The photocopier machine may be purchased by the Centre from the successful tenderer with (or without) Buy Back option of existing photocopy machine (model IR2018N, serial number 12022, make Canon India Pvt. Ltd.) which was installed in March 2009.
 - i) The tenderer should clearly mention the purchase rate for the buyback machine.
 - ii) li) The inspection of the old machine will be available at the Centre during the period of tender and can be done with prior permission from the Director of the Centre.
 - iii) It will be the responsibility of the bidder to transport the old machine from the Centre. No extra charges will be paid by the Centre for transportation of the old machine.
10. Guarantee / warranty shall be covered by OEM and guarantee/warranty documents to be submitted/mentioned with invoice.
11. The presence of local service centre is essential.