

**Invitation of quotation**  
**for**  
**Supply & Installation of Colour Multifunctional**  
**Machine (Print, Copy, Fax & Scan)**  
**At**  
**All India Institute of Medical Sciences, Jodhpur**

Inquiry No.: : Admin/Gen/30-12/2017-AIIMS.JDH

Inquiry Issue Date : 30<sup>th</sup> November, 2017

Last Date of Submission : 06<sup>th</sup> December, 2017 at 05:00 PM.



**All India Institute of Medical Sciences, Jodhpur**

Basni Phase - II, Jodhpur – 342005, Rajasthan

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**Invitation of quotation for Supply & Installation of Colour Multifunctional Machine (Print, Copy, Fax & Scan) at AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Supply & Installation of Colour Multifunctional Machine (Print, Copy, Fax & Scan) for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 06.12.2017 05.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR SUPPLY & INSTALLATION OF COLOUR MULTIFUNCTIONAL MACHINE (PRINT, COPY, FAX & SCAN) AGAINST INQUIRY NO. ADMN/GEN/30-12/2017-AIIMS.JDH” DUE ON 06.12.2017 05.00 PM”**

**1. Terms & Conditions:**

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in “**Quotation Box**” located in Administration Block of AIIMS, Jodhpur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
  - Firm shall be registered with the Government of Rajasthan / Central

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Government.

- The firm shall have valid GSTIN and IT PAN.
- **The firm should not be black listed by any Govt. Agency/Dept.**

- J) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- K) **Delivery Period** –within30 days from Purchase order.
- L) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- M) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Jodhpur.
- N) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Jodhpur whose decision will be final and binding upon the contractor.
- O) AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, Jodhpur will be final in this regard.
- P) AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Jodhpur will be final in this regard.

**2. Special Terms &Conditions:**

- A) **Bidder must quote the product as per specification provided in Annexure 1.**
- B) **The Bidder must submit the sample of quoted make for technical evaluation at Administrative Office, Medical College, Second Floor, AIIMS Jodhpur at the time of submission of their quotation. Failure to submit the sample at the time of submission of their quotation/offer will be summarily rejected.**
- C) **Catalog must be attached with quotation for technical evaluation.**

**Administrative Officer**

Encl.: Annexure 1 (Specification)  
Annexure 2 (Format of price bid)

**Annexure 1**  
**Specification**

**Functions** Print, copy, scan, fax

**Print**

Duplex print options: Automatic (standard)

Print speed: Black (normal, A4): 18 ppm black; Black (normal, letter): 19 ppm black; Colour (normal, A4): 18 ppm black; Colour (normal, letter): 19 ppm black (**or Higher**)

First page out: Black (A4, ready): 11.5 sec or faster; Colour (A4, ready):13 sec or faster

Print technology: Laser

**Scan**

Scan type/technology: Type: Flatbed, ADF; Technology: Contact Image Sensor (CIS)

Scan speed: Normal, A4: 21 ppm (b&w), 14 ppm (colour) (**or Faster**)

Scan resolution: Enhanced: Up to 300 x 300 dpi (ADF); up to 1200 x 1200 dpi (Flatbed);

Hardware/Optical:Up to 300 x 300 dpi (colour and mono ADF); up to 300 x 300 dpi, 600 x 600 dpi, 1200 x 1200 dpi (Flatbed) (**or Higher**)

Scan input modes: Front-panel scan, copy, e-mail, fax, or file buttons;

Scan file format: PDF, searchable PDF, JPG, RTF, TXT, BMP, PNG, TIFF

**Copy**

Copy speed: Black (normal, A4): 18 cpm black;Black (normal, letter): Up to 19 cpm black;  
Colour (normal, A4): 18 cpm black;Colour (normal, letter): Up to 19 cpm black (**or Faster**)

First copy out: Black (A4, ready):As fast as 13.5 sec; Colour (A4, ready):As fast as 16 sec

Copy resolution: Black (text & graphics):Up to 300 x 420 dpi; Colour (text & graphics):300 x 420 dpi (Flatbed),300 x 360 dpi (ADF) (**or Higher**)

Copier resize: 25 to 400%

Copier settings: Number of copies; Reduce/Enlarge; Lighter/Darker; Optimize; Paper; Multi-page copy; Collation; Tray Select; Two-Sided;Draft Mode; Image Adjustment; Set as New Defaults; Restore Defaults

**Fax**

**Fax speed:** 33.6 kbps (or faster), 14.4 kbps (or more); 3 sec per page (letter)

**Fax resolution:** Black (best):Up to 300 x 3000 dpi; Black (standard):203 x 96 dpi; Black & White (fine):203 x 192 dpi; Black & White (superfine):300 x 300 dpi (**or Higher**)

Fax memory (A4/letter) 400 pages or more

**Connectivity**

**Standard connectivity:** Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port; Host USB

**Mobile print capability:** ePrint, WiFi Direct Printing, Apple AirPrint™, Mopria-certified, Mobile Apps

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**Network ready:** Standard built-in Ethernet 802.11 b/g/n. WiFi operates as both an AP (with Wi-Fi Direct) and STA

**Network capabilities:** Via built-in 10/100/1000 Base-TX Ethernet; Auto-crossover Ethernet; Authentication via 802.11x

**Wireless capability:** Built-in 802.11 b/g/n; Authentication via WEP, WPA/WPA2, or 802.11x; Encryption via AES or TKIP; WPS; Wi-Fi Direct; NFC

### **Other Important Features**

Duty cycle (monthly, A4)	Up to 30,000 pages
Duty cycle (monthly, letter)	Up to 30,000 pages
Recommended monthly page volume	250 to 2500
Mac compatible	Yes
Processor speed	800 MHz
Display	3.0-in touchscreen, LCD (color graphics)
Multitasking supported	Yes
Cable included	Yes, 1 USB
Warranty	3 Year Limited Warranty (Return to Manufacturer/Dealer - Unit Exchange)

**[On the letterhead of firm]**

**ANNEXURE "2"**  
**PRICE BIDFORM**

To,

Administrative Officer,  
AIIMS, Jodhpur.

Dear Sir,

1. I/We ..... Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY & INSTALLATION OF COLOUR MULTIFUNCTIONAL MACHINE (PRINT, COPY, FAX & SCAN) AT AIIMS AGAINST THE INQUIRYNO. Admn/Gen/30-12/2017-AIIMS.JDH" DUE ON 06.12.2017 05.00 PM for Supply & Installation of Colour Multifunctional Machine (Print, Copy, Fax & Scan) at AIIMS Jodhpur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No	Name	Qty (A)	Quoted Make	Quoted Model No.	Rate in Rs. (for per unit) (B)	GST/ Other Taxes (C)	Amount D = (B+C)
1	Colour Multifunctional Machine (Print, Copy, Fax & Scan)	03 Nos.					
<b>Total Amount In Figure</b> (Inclusive of all Taxes and Other Charges) $E=A*D$							
<b>Total Amount In Word</b> (Inclusive of all Taxes and Other Charges) $E=A*D$							

**Note:**

1. Bidder must quote the product as per specification provided in Annexure 1.
2. The Bidder must submit the sample of quoted make for technical evaluation at Administrative Office, Medical College, Second Floor, AIIMS Jodhpur at the time of submission of their quotation. Failure to submit the sample at the time of submission of their quotation/offer will be summarily rejected.
3. Catalog must be attached for quoted make & model with quotation for technical evaluation.

**Date**\_\_\_\_\_

**Place**\_\_\_\_\_

**(Signature of Authorized Person)**\_\_\_\_\_

**(Name)**\_\_\_\_\_

**Name of Firm/Company/Agency**\_\_\_\_\_

**Phone No.**\_\_\_\_\_

**Email:**\_\_\_\_\_