

**Department of Biochemistry  
University of Delhi South Campus  
Benito Juarez Road, New Delhi-110021**

**Quotation invitation Letter**

Ref. No. UDSC/Biochem/2018-19/102

**Dated: 09-08-2018**

**PURCHASE OF DIGITAL PHOTOCOPY MACHINE (MULTIFUNCTIONAL)**

Quotations are invited through e-procurement for the following equipment to be uploaded latest by 31<sup>st</sup> August, 2018

**Name of the equipment: Digital Photocopy Machine (Multifunctional) under buy back of old Photocopy Machine, Canon Make, Model No. IR-3225 and Serial No. DFL-00743**

**Specifications and Technical Details**

1. Monochrome Laser multifunctional type photocopier to be quoted and the core functions needed are - Print, Copy, Scan, Send, Store
2. Speed of photocopying needed ~ 25
3. Paper Capacity 1100 sheets minimum (~80 gsm)
4. Paper Size A4, A3, Legal
5. RAM 3GB minimum
6. Hard Disk 250GB minimum
7. Network ready printing & scanning ability must
8. 'Scan to folder' push scanning mode
9. DADF multiple copying mode
10. Duplex back to back automatic
11. Operating system Windows Vista / Server 2008 / Windows 7 / Server 2008 R2 / Windows 8 / Server 2012 / Windows 8.1 / Server 2012 R2 / Windows 10, UFR 2.
12. Control panel 10.1 inch minimum color touch
13. Resolution - Print resolution 1200\*1200 dpi
14. Zoom 25% to 400%
15. USB print, Direct print and Scan
16. Multiple copies upto 999 pages
17. DADF capacity 100 pages minimum
18. Interface connection through standard network like 1000Base-T/100Base-TX/10Base-T, Wireless LAN or other standards like USB 2.0 x1, USB 2.0 x2, USB 3.0 x3.
19. User-friendly user interface with a large, colour touch screen which is easy to use.

20. There should be option for single-pass document feeder that helps rapid scanning. Features like multi-sheet feed detection and skipping of blank originals are important.
21. A suitable platform needed to help the process of optimization, by integrating with a range of solutions like document, capture and output management.
22. Motion sensor technology so that the device wakes from sleep mode when user is approaching it.
23. Other additional finishing functions such as staple-on-demand, booklet, folding, double/corner stapling should be available as an option
24. CSA, UL, ISO, CE or other standard international certifications must be available
25. Warranty must be applicable for 36 months from the date of installation with facile after sales service.

### **Eligibility Criteria**

- Bidder should be Manufacturer / Authorized Partner / Reseller of the manufacturer and a Letter of Authorization from manufacturer for the same and specific to the tender should also be enclosed.
- The Bidder shall provide the Registration number of the firm along with the LST/CST/WCT No. and the PAN Number issued by the concerned authorities.
- Separate technical and price bid should be uploaded.
- Technical Bid must contain a Technical Compliance sheet. Technical compliance sheet must have the page number of a published catalogue/technical specification/accessory information/manufacture website as proof for compliance with each technical point. Relevant copies of published catalogue / technical specifications / accessory information / manufacture website that have been listed as proof should be attached
- The bidder must not be blacklisted by Delhi University. A Certificate or undertaking to this effect must be submitted.

### **Instructions to Suppliers**

Two types of quotations are to be submitted in e-procurement site : **Technical** and **Financial**.

**Technical Quotations** should contain all details of technical specifications of the equipment including manufacture and model details along with commercial terms and conditions, warranty and delivery schedule. The quote should be valid for a minimum of 90 days from the due date. Pictures of the equipment must be included with similar specifications as above with logo or name of the company on them. Authorization certificates from the principal manufacturer, if any, must be provided. Proprietary certificate for any proprietary or

patented item must be provided. Unique features maybe highlighted along with their applications and advantages over other available accessories.

A user list of at list of atleast 20 (twenty) users of the equipment quoted (who have installed and used them successfully for years) with complete addresses/e-mail IDs/phone nos should also be appended.


**Financial Quotations** should contain price of the equipment, accessories, discount if any, packaging and forwarding charges, Air Freight and insurance charges, custom duty and clearance as well as transportation chares to the site of delivery/installation. The price quoted should be F.O.R. destination (UDSC). CDEC will be provided, if needed.

Payment will be made against successful delivery and after confirmation that the item is intact and functional.

The supplier should provide quotation or tender through e-procurement site.

**No commitment to Accept Lowest or Any Tender**

- Demonstration of the item or its use will be required, if needed
- Institute reserves the right to order equipment/ accessories with better quality and suitability over lower price and to accept or reject any or all quotation without assigning reasons thereof.
- University of Delhi shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers. University of Delhi will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.

  
**Head** 09-8-2018  
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