



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
INDIAN INSTITUTE OF TROPICAL METEOROLOGY,
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

सं. / No C-050-30.1 / 3265 - 3294

दिनांक / Date: 14.10.09

To,

As per the list.

Subject: Supply and Installation of Centralized Printer -Qty 3 Nos.

Dear Sir,

Sealed quotations are invited from parties/firms for **Supply and Installation of Centralized Printer -Qty 3 Nos** (as per the specifications enclosed). You are requested to send your quotations so as to reach this institute on or before **10th November 2009**.

Thanking you,

Yours faithfully,

(Shri.S.M.D.Jeelani)
Head, CPT

For, Director

तार : ट्रोपमेट, पुणे Grams : TROPMET, PUNE

फैक्स : Fax : (020) 25893825 दूरभाष : Telephone : 25893600 / 25893675 - 81

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune - 411 008 (भारत / India)

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Terms and Conditions

- 1) The Tenderers are requested to give detailed sealed tender in their own forms in two Bids i.e.
Part – I Technical Bid.
Part - II Commercial Bid.
Both the bids addressed to the Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road,
NCL Post, Pashan, Pune – 411 008, INDIA.
- 2) This tender is not transferable.
- 3) Tenders addressed to the Director, Indian Institute of Tropical Meteorology, Pune 411008 are to be submitted for each item in duplicate in double cover, under two bids system. Superscribed with Tender No. **C-050-30.I** for purchase of "**Centralized Printer**" Qty – **3 Nos.** due on **10 November 2009**.
- 4) You have to submit two separate bids in two separate envelopes and you may keep both the bid envelopes in an envelope for sending to us. One envelope will contain only the TECHNICAL SPECIFICATIONS of the indented equipment. Another envelope will contain only the financial bid in which price and any other information, which has financial implications, will only be given. The main envelope, which will contain both the bids, should be super scribed with our tender enquiry No. **C-050-30.I** due on **10 November 2009**.
- 5) Please indicate page nos. on your quotation ex. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 25/25
- 6) Cost of the items should be mentioned clearly in the Commercial Offer (Part-II) only.
- 7) Last date for the receipt of completed tender is up to 17:00 hrs. on **10 November 2009**. Tenders will be opened at 15:00 hrs. on **11 November 2009**
- 8) The tender must be valid for a period of at least **90** days from the date of opening
- 9) The purpose of certain specific conditions is to get or procure best Equipment / service etc. for IITM. The opinion of Technical Committee shall be guiding factor for Technical short listing
- 10) Supplier shall finally warrant that all the stores, equipment and components supplied under the SUPPLY ORDER shall be new and of the first Quality according to the specifications and shall be free from all the defects (even concealed fault, deficiency in the design material and workmanship)
- 11) The Commercial bids should clearly mention the machine (printer) cost, recurring cost per page (for black & white and colour), initial free copies offered clearly. Tender must clearly indicate the features offered ,VAT tax, transport, transit-insurance, customs duty/excise duty , installation charges etc separately. Institute cannot furnish any certificate for exemption or reduction in VAT tax or any other duty/tax.
- 12) The complete equipment including operational manuals should be supplied within stipulated period mentioned in the supply order and the vendor should install the equipment within **fifteen days** after the delivery of the equipment.
- 13) As this Institute is exempted from payment of Custom Duty and Excise Duty, exemption certificate will be issued on request.
- 14) The **Centralized Printer** must carry on-site warranty for **Three Years** from the date of taking over of the printer after the acceptance tests. Warranty period will stand extended for a period of total downtime of the **Centralized Printer**
- 15) The vendor has to furnish a Bank Guarantee to the extent of 10% of the order value from a nationalized bank in the prescribed format valid for the entire period of warranty including extension if any.
- 16) No advance can be paid.

- 17) The payment terms shall be as follows:
 - a. 80% payment against delivery.
 - b. 10% payment after satisfactory installation, and successful completion of acceptance tests and training.
 - c. 10% payment after execution of Bank Guarantee from a Nationalized Bank and successful completion of acceptance test. The Bank Guarantee will remain valid until the expiry of warranty period including the extensions if any.
- 18) The prices quoted should be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuation in the foreign exchange rates and excise duty.
- 19) Vendor should arrange appropriate training to the users free of charge, if required.
- 20) Indicate the names of the Indian reputed Organizations where you have supplied the similar Personal Computer and may attach the satisfactory performance report of the Personal Computer from user Organization.
 - i. If you have supplied identical or similar equipment to other Institutes under Ministry of Earth Sciences and Ministry of Science & Technology, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
 - ii. Based on the above information IITM will have its option to obtain details of the equipment, their performance, after sales services etc. for evaluation of the tender, directly from the concerned Labs. /Scientists etc.
- 21) The Institute is autonomous scientific research organization under the Ministry of Earth Sciences and is a recognized center for studies leading to M.Sc. and Ph.D. of the University of Pune and various other Universities. As such, all possible concessions / discounts / rebates applicable for educational institutions may be given.
- 22) Any upgrade of OS and associated other software during the warranty period should be supplied free of charge.
- 23) The vendor should have appropriate facilities and trained personnel for supply, installation and warranty-maintenance of the equipment to be supplied. Detailed information in this regard may be furnished.
- 24) The Tenderer is required to furnish the Permanent Account Number (PAN) Allotted by the Income Tax Department. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration, etc. should also be provided in Technical Bid for Indian Agents.
- 25) Vendor should clearly mention the following:
 - i. **Make and model of every item quoted.**
 - ii. Delivery period.
 - iii. Company profile with a list of those institutes/users should be attached where vendor has supplied the equipments in question in past.
 - iv. A letter of AUTHORISED REPRESENTATIVE from the Principal should invariably be attached with quotation.
 - v. A copy of latest Income Tax clearance Certificate from Income Tax Department (INDIA).
- 26) Discount offered should be mentioned clearly in the commercial bid only.
- 27) Octroi payment if any, the same may please be shown separately.
- 28) The Tenderers are requested to quote for Educational Institutional Price for **Centralised Printer** since we are eligible for the same.
- 29) Acceptance tests to be prescribed later will be carried out after installation and the items will be taken over only after successful completion of the acceptance tests.
- 30) The **Centralised Printers** are required to be installed at **IITM, Pune** and subsequently Training is to be provided to the concerned persons of the Institute, if required.
- 31) The **Centralised Printer** will be networked by the vendor in the existing **LAN** of the Institute.

- 32) The item should be supplied with manuals and the manuals including technical / Electronic drawings / circuit diagrams should be complete in all respects to operate the system without any problem.
- 33) The Tenderer has to state in detail the Electrical Power/UPS requirements, floor Space, head room, foundation needed and also to state whether Air-conditioned environment is needed to house the system and to run the tests. i.e. pre-installation facilities required for installation may please be intimated in the technical bid.
- 34) Goods should not be dispatched until the Vendor receives a firm order.
- 35) The Date and Time of opening for Part-II (Commercial Bid) will be intimated only to pre-qualified and technically acceptable Tenderers for the item at a later date.
- 36) Part and incomplete tenders are liable to be rejected.
- 37) Conditional Offers will not be considered.
- 38) The tenders must be clearly written or typed without any cancellations / corrections or overwriting.
- 39) **Fax / E-mail / Telegraphic / Telex tenders will not be considered.**
- 40) IITM will not be responsible:
 - i. For delayed / late quotations submitted / sent by Post / Courier etc.
 - ii. For submission / delivery of quotations at wrong places other than the Office of Director, IITM, Pune – 411 008.
- 41) If the supplier fails to Supply and Install the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of one percent value of the Purchase Order awarded, per every week delay subject to a maximum of 10% for every week beyond the due date and such money will be deducted from any money due or which may become due to the supplier.
- 42) In case of any dispute regarding part-shipment, non-compliance of any feature etc. the Director, Indian Institute of Tropical Meteorology, Pune will be the final authority to decide the appropriate action and it will be binding on the vendor.
- 43) Last Date and Time for receipt of Tenders: **Upto 17:00 hrs. on 10 November 2009.**
- 44) Date and Time of opening of Tenders ; **At 15:00 hrs. on 11 November 2009.** (Part - I Technical Bid only)
- 45) Director reserves the right to reject any or all tenders without assigning any reason.



(Shri.S.M.D.Jeelani)
Head, Computer and Data Division
For Director

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Pashan, Pune - 411 008
(Enclosure to Enquiry No. C-050-30.1)

Centralised Printer - Qty 3 Nos.

Specification		
1	Type	Colour Copier, Printer, Optional Scanner.
2	Technology	LED Technology
PRINT		
3	Print Speed	28ppm Colour & B/W or higher
4	Resolution	1200 X 2400dpi or better
5	Memory (Std / Max)	1.5GB Min. Plus 40 GB hard Drive or higher
COPY		
6	First Page-Out time (as fast as: colour/ mono)	≤ 7Sec Colour & 5.5 B/W
7	Document Feeder type	DADF
8	Document scan speed	≤ 75 images
SCAN		
9	Scan Resolution (Max) Colour & B/W	600 X 600
10	Scan to	email / server
PAPER HANDLING		
11	Standard Paper Capacity	Around 2000 Sheets
12	Media Sizes (All Trays)	13X19 from all trays (Adjustable)
13	Media Weights (All Trays)	256 GSM
NETWORK		
14	Net Work Compatibility	(Windows & Linux)
15	Print Drivers	PCL, PS
OTHERS		
16	Secure Water Mark	Standard
17	Duplexing	Standard
18	Multiple Copies	1 - 999
19	Weight	< 150Kg
20	Power Consumption	< 650 Watts Running
21	Duty Cycle	Upto 80,000 Impressions / Month or better
22	Accounting (Win & Linux Driver should have Accounting Feature)	Print/Copy/Scan/Fax (BW & Color)

(Jeevani S.M.D.)
Head Computer and Data Division
For Director