



GOVERNMENT POLYTECHNIC, AURANGABAD.

(An autonomous institute of govt. of Maharashtra)

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No. : GP /Store/ 2017-18/ 367

Date: 25 JAN 2018

INVITATION FOR QUOTATION (Laser Jet Printer)

Sub: Quotation for purchase of equipments- Laser Jet Printer (Due Date 08/02/2018)

Sealed Quotations are from eligible and interested manufacturers/ dealers/distributors/ for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the item with required specification	Quantity required	Estimated cost per unit	All inclusive cost for quantity mentioned
1.	Printer single function HP Laserjet 1020 or equivalent : Specifications : <ul style="list-style-type: none">Print speed black: Up to 14 ppmPrint technology: Laser, Processor speed: 234 MHzConnectivity: Hi-Speed USB 2.0 portMemory: 2 MBSupports duplex printing Warranty : One year from the date of Installation	2 Nos.	10,000.00	20,000.00
2	Printer All in one A4 HP M 1136 or equivalent : Item Name : HP LaserJet Pro M1136 Multifunctional Printer (CE849A) Specifications : <ul style="list-style-type: none">Functions: Print, copy, scan Multitasking supported.Printing specifications :Print speed black: Normal: Upto18ppm, Black: Asfastas8.5sec, Duty cycle (monthly, A4) Up to 8000 pages.Print technology Laser ,Print quality black (best), Up to 600 x 600 dpi (1200 dpi effective), Resolution technology, FastRes 600; Fast Res 1200, Print languages, Host-based Display, Dual digit numeric LED, Processor speed 400 MHz, Automatic paper sensor.Connectivity: Hi-Speed USB 2.0 port, Network ready.Scanner Specifications: Scanner type, Flatbed, Scan file format, JPEG, TIF (compressed and uncompressed), PDF, GIF, BMP, Scan resolution, optical, Up to 1200 dpi, Scan size, maximum Scan size, maximum, 216 x 297 mm, File formats, supported PDF, TIF, BMP, GIF, JPG. Copier Specifications: Copy speed (normal), Copy speed (normal) Black: Up to 18 cpm, Copy resolution (black text) Up to 600 x 400 dpi, Copy resolution (colour text and graphics) Up to 600 x 400 dpi, Copies, maximum Up to 99 copies Warranty : One year from the date of Installation.	05 Nos.	13,000.00	65,000.00

- Quantity of above equipments will be purchased as per availability of funds and all purchase process may be cancelled if funds will not be received by the head office.

TERMS AND CONDITIONS

- 1) The bid/quotation should be submitted in two bid format.
- 2) The first envelope will contain Technical specifications of the product, technical literature/ leaflet and other documents mentioned below.
 - A) Covering Letter for tender on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address.
 - B) GST registration certificate/ Number
 - C) GST Clearance Certificate/ GST Challan for last quarter of the financial year.
 - D) Authorization/ Distributorship certificate from manufacturer. Proof of permission to manufacture the equipment/ item mentioned in the quotation from competent authorities (to be submitted if the bidder is not a manufacturer).
 - E) Technical literature / leaflet of the make and model no of equipment quoted.
- 3) Additional document may also be asked by undersigned for confirming the details.
- 4) The second envelope will contain the financial bid in which the all-inclusive rates F.O.R. Destination will be written and signed with the stamp of the establishment in the following format.

Sr. No.	Name of the item with specification	Quantity required	All inclusive cost per unit	All inclusive cost for quantity mentioned.
1				
2				

Date -

Place -

(Signature)

Rubber Stamp of Organization

- 5) The two envelopes should be sealed with a mention of the type of envelope (technical/ Financial), Reference No., due date and Date of opening the quotation on the front side of the envelope. These two envelopes should be sealed in a third envelope by giving heading **“Quotation for supply of equipments- Laser Jet Printer”** and writing complete address of the undersigned.
- 6) On the quotation opening day, first envelope will be opened at first and documents (mentioned in condition No. 2 of this letter.) will be checked by the Purchase Committee. Second envelopes will be opened only for those suppliers which have sent the complete documents in first envelope mentioned in condition No. 2 of this letter.
- 7) **The quotations should reach the undersigned on or before 08/02/2018 at 5:30 pm.**
- 8) The material will be checked at this institute.
- 9) No extra charges will be paid for cartage, packing etc. for the material rejected and replaced.
- 10) **Quotations will be opened on 09/02/2018 at 3:00 pm.**
- 11) Rates should be valid for 6 months from the date of confirmation letter.
- 12) Materials should be quoted for standard makes and minimum pkgs. Delivery to the consignee has to be effected within 4weeks from the date of issue of purchase order. Payment will be released after delivery, successful installation and working trial at the concerned department of this Institute. Advance payments will not be done.
- 13) The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.

**Sd/
Principal,
Government Polytechnic, Aurangabad.**