



REQUEST FOR QUOTATION

Ref. No.: DBRANLU/P&S/51/RFQ/01

Date:01/09/2021

;Subject: Request For Quotation to supply and install the Printer.

Dr. B.R. Ambedkar National Law University, Sonipat, Haryana is a State University established under Act 15 of 2012. The quotations are invited from the interested company/firm/agency/distributors/dealers/supplier/Manufacturer to supply the Printers at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021.

Item Description:

Multi Functional Printer Specifications

Brand	Cannon/HP	
Printing Method	Monochrome Laser Beam Printing and Multi Functional	
Functionality	Print, Scan, Photocopy	
Print Speed (A4)	Minimum 25 pages per minute	
Print Resolution	600 x 600dpi	
Print Quality with Image Refinement Technology	1 200 x 1 200dpi (equivalent)	
Auto Duplex Printing	Standard	
Available Paper Size for Auto Duplex Print	A4, Letter, Legal,	
COPY		
Copy Speed (A4)	Minimum 25 pages per minute	
Copy Resolution	600 x 600dpi	
Maximum Number of Copies	999 copies	
Reduce / Enlargement	25 - 400% in 1% increments	
Copy Features	Memory Sort, 2 on 1, 4 on 1, ID Card Copy	
SCAN		
Scan Type	Colour Contact Image Sensor	
Scan Resolution	Optical	600 x 600dpi
	Driver Enhanced	9 600 x 9 600dpi
Maximum Scan Size	Glass	216 x 297mm
Pull Scan	Yes, USB and Network	
Push Scan (Scan To PC) with MF Scan Utility	Yes, USB and Network	
PAPER HANDLING		
Auto Document Feeder (ADF)	Minimum 30 sheets	
Available Paper Size for ADF	A4, B5, A5, Letter, Legal	
Paper Input	Standard Cassette	Minimum 200 sheets
	Multi-Purpose Tray	1 sheet
Paper Size	Standard Cassette	A4, B5, A5, Letter, Legal



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	Multi-Purpose Tray	A4, B5, A5, Letter, Legal
CONNECTIVITY & SOFTWARE		
Standard Interface	Wired	High-Speed USB 2.0
	Wireless	Wi-Fi (Easy Setup, Direct Connection)
GENERAL		
Device Memory	512Mb	
Power Requirement	AC 220 - 240V ($\pm 10\%$), 50 / 60Hz ($\pm 2\text{Hz}$)	
Warranty	1 Year	

Monochrome Laser Printer Specifications

Brand	Cannon/HP
Printing Method	Monochrome Laser
Functionality	Print
Hardware Interface	USB
Print speed	Minimum 14 pages per minute
Printer Output Type	Monochrome
Printing Technology	Laser
Supports Dual Sided Printing	No
Printer Media Size Maximum	A4, B5, envelope
Resolution	600 x 600 DPI
Power Requirement	AC 220 - 240V ($\pm 10\%$), 50 / 60Hz ($\pm 2\text{Hz}$)
Warranty	1 Year

S. No.	Particulars	Required Qty.
1	Multi Functional Printer	4 Nos.
2	Monochrome Laser Printer	6 Nos.

Terms & Conditions:

1. The interested Company/firm/agency/distributors/dealers/supplier/Manufacturer may send their documents and the same must reach in all respect to the office of the Assistant Registrar, General Branch, Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021 by post/courier/by hand or via mail to general general@dbranlu.ac.in and the financial bid in a password protected file latest by 2.00 PM on or before 09.09.2021.

Note: In Case of bid submitted via mail, if financial bid submitted without password protection, the bid is liable to be rejected. The password of the financial bid file



must be shared with the Committee members at the time of evaluation of financial bid, only when asked for. The subject of the mail shall be "QUOTATION IN RESPONSE TO PRINTER".

2. The same shall be opened on 09.09.2021 at 3.00 PM. The quotes or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
3. In Case of bid submitted via post/courier/by hand, the envelope shall be sealed and shall have the superscription "QUOTATION IN RESPONSE TO PRINTER".
4. The quotations must be accompanied with PAN, GST and product specifications.
5. The GST and other taxes of the above items should be mentioned clearly in the quotations against the item.
6. The price must include all packing, forwarding, freight, insurance charges, loading, unloading, delivery charges, Excise duty/custom duty, Installation, commissioning, demonstration and training at our site etc.
7. Materials should be supplied within Fifteen Days from date of placement of purchase order in complete and good condition at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021.
8. If the supplier fails to supply the materials within the stipulated period shall entitle the buyer to take all or any one of the following actions, whichever required:
 - 8.1. To Cancel the order and purchase the item/equipment from the other source on the total risk of the supplier.
 - 8.2. To recover liquidated damages for delay in delivery from the supplier at the rate 1% (one percent) of the total cost of the material per day till the supply/work remains incomplete, provide that the total amount of the compensation shall not exceed 10% (ten percent) of the total cost of the material.
9. The authority reserves the right to reject any or all quotations without assigning any reason thereof.
10. Payment shall be released on receipt of the valid original bills in duplicate, completed in all respects.
11. Quantities mentioned in the Quotation format are tentative only it may be increased or decreased but Payment will be made on actual measurement basis.
12. L1 will be selected on the basis of the quoted lowest total amount in quotation format and the other suppliers will have to agree by the L1 price.
13. Supplier may please quote their unconditional rates strictly in the quotation format.
14. The price quoted in the quotation format shall remain valid for a period of at least one month from the last date to receive the quotation/tender.
15. There is no provision of advance payment in the rules of the University. Thus, payment will be made against work/delivery of the material. As a general policy, the University tries to make payment within one month of the receipt of material



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- subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee.
16. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.
 17. The Quotation/Tender received after due date and time or incomplete shall be rejected out- rightly.
 18. The dispute, if any, shall be subject to the jurisdiction of Courts at Sonipat. Any other jurisdiction mentioned in the quotations or invoices of the company/firm/agency/ distributors/dealers/supplier/Manufacturer etc. shall be invalid and shall have no legal sanctity.



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Financial Quotation Format

The financial proposal shall be considered only on the basis of the quoted lowest total amount.

Sr. No.	Item Description	Quantity	Brand & Model	BASIC RATE PER UNIT without GST In Figures in Rs. P	GST in Percentage	TOTAL AMOUNT without GST In Figures in Rs. P	TOTAL GST Amount in Figures in Rs. P	TOTAL AMOUNT with GST In Figures in Rs. P
1	Multi Functional Printer	4 Nos.						
2	Monochrome Laser Printer	6 Nos.						
Total in Figures				----	----			
Total Quoted Rate in Words								

Sd/-
Assistant Registrar
General Branch
DBRANLU, Sonipat