



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

NOTICE

Maharaja Agrasen College invites sealed quotations for hiring of Photocopier cum Scanner cum Network Printer Facility as per the specifications given below:-

- | | |
|--|---------------------------------------|
| 1. Make | Cannon/Xerox/Ricoh/Brother |
| 2. Speed | 45 CPM and above |
| 3. Scanning | Once and print many |
| 4. HDD | 20-40 GB |
| 5. Multiple Copies | 1-999 |
| 6. Paper Size | A-3/A-4/A-5 |
| 7. Zoom Facility | 25 to 400% |
| 8. Reduction and Enlargement | 11 Steps Preset Facility |
| 9. Total Paper Input Capacity | Minimum 500 sheets expandable to 1000 |
| 10. No of Trays | 02 |
| 11. By Pass Tray | 100 Sheet By Pass |
| 12. Paper Weight in GSM Tray | 64-105 GSM |
| 13. By-Pass Tray | 64-209 |
| 14. Energy Saver | Required |
| 15. The Model of the Digital Photocopier should not be older than 1 year | |
| 16. The college will arrange paper and machine operator | |

Vendors are required to send their quotations in 2 separate envelopes marked as “Technical Bid” and “Financial Bid”. The Technical Bid should contain the following details:-

1. Company Profile
2. Proof of TIN No./PAN No./Service Tax (whichever is available)
3. Must have experience of similar type of work during the last 2 years
(please attach proof)
4. Detail and the Model No. of the machine being provided
5. Certificate indicating that model meets the minimum technical specification as stated in the Tender Document.

Financial Bid

- | | | |
|--|---|---|
| 1. Quantity of Digital Copier required | - | 01 Nos (Average Consumption of around 7000-8000 copies/printouts per month) |
| 2. Rate per copy | - | _____ |

Both the envelopes should be sealed and placed in a larger sealed envelope and marked as “Quotation for hiring of Photocopier cum Scanner cum Network Printer Facility”. The quotations complete in all aspects should reach the college by **15th February, 2017 upto 5.00 P.M.** The financial bid shall be opened only if the Technical Bid is found satisfactory by the relevant committee.

Terms & Conditions:-

1. College reserves the right to accept or reject any tender without citing any reason.
2. Comprehensive Maintenance of the machine installed is to be provided by the contractor. The contractor will be liable to replace the faulty machine in case of any breakdown.
3. No advance will be paid against the order placed by this office. Payment will be made by the college against the monthly bill raised by the vendor.
4. The Contractor is responsible for all the consumable like refilling of toner, providing new toner etc as and when required. Manpower, electricity, paper will be provided by the college.
5. The Contractor should respond to the complaint within 24 hours. If the contractor fail to comply, a penalty of Rs. 200/- per day shall be levied and deducted from the bill of the concerned month.
6. The Contractor should provide training to operate the machine.
7. The term of the Contract shall be for a period of 12 months which will be extendable to another period of 12 months on the basis of mutual agreement and subject to the work found satisfactory.
8. Vendors are required to send their quotations in the name of the **“Principal, Maharaja Agrasen College, Vasundhara Enclave, Delhi- 110096”**
9. All Corrigendum will only be notified on the college website www.mac.du.ac.in.

**Sd/-
Dr. Sunil Sondhi
Principal**