

**Enquiry No.: IITK/HSS/2017-18/01**

**Date: 29.09.2017**

Sealed quotation is invited for the supply of **one photocopier with colour scanner** the following specifications along with your complete terms and conditions. The quotation must reach us **latest by 16 October 2017, 3:00 P.M.**

**Specifications:**

PPM	45
CPU	Quad core 1.8GHz or higher
Standard Memory	Minimum 4GB Memory
First copy Time	3.8s or lower
Standard Paper source	4 trays to be provided
Standard/Maximum paper capacity	4600/8000
Hard Disk	250GB HDD or higher
Document Feeder	200 sheet Single-Pass Duplex Automatic Document Feeder
Encrypted secure mail	should be available
Control Panel	10.1" colour touch screen
Quantity selector	1 to 9.999
Copy control	2490 or more
Operating Noise level	56 db or lower
Print Resolution (unenhanced)	1200x1200
FPOT	3.9s or lower
Bi-Directional Real-time Status	should be available
Scan Speed	140 ipm colour, 140 ipm black
Net work Scane	Should be available
Built-in OCR (searchable PDF)	Should be available
McAfee Whitelisting	Should be available
NFC (Tap-to Pair)	Should be available
AirPrint, Mopria, Google Cloud Print 2.0	Should be available

**Warranty** -1 year comprehensive onsite warranty

**Note:** Specifications should be completely matched with the details mentioned above.  
The lowest bidder will not be the only criteria for placing the order.

**Terms & conditions for supply of above mentioned articles**

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelope addressed to the Jt. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-go down in case of firms situated outside Kanpur. If items is imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-go down terms the amount of packaging, forwarding freight etc. should clearly be

mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.

7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified .
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labelled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Jt. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
- 13.** The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
- 14.** All the consignments must be securely packed and booked duly insured addressed to Dr. Shikha Dixit, HOD, HSS, IIT Kanpur 208016. The quotation must reach us **latest by 16 October 2017, 3:00 P.M.**
15. Institute is partially exempted for payment of Custom Duty @ 5.15% under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.

Dr. Shikha Dixit  
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