

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,

PASCHIM BARDHAMAN

No : - 01/2024

Dated: 02/02/2024

Notice for Tender

Quotations are invited in sealed envelope from reputed Government organizations / Pvt agencies on the following terms and conditions for providing multifunctional High speed photocopier machine for the Financial Year 2023-2024. Mentioning price of individual item along with GST, the brand name thereof and specifications. The willing bidders should also provide the GST Number of their agency. Submission of Quotation by willing suppliers/concerns/vendors will be construed as their acceptance to all such terms & conditions.

Quotations is to be submitted before the office of the undersigned (DLSA, Asansol, Paschim Bardhaman) **in between 11.30 a.m. to 4.00 p.m. on or before 15.02.2024** except schedule holidays.

It is pertinent to mention here that rate should be given including all taxes and charges as per Government rules.

Description of the photocopier machine

Type	Desktop
Print Technology	Laser (Multi function) Mono Duplex Photocopier Machine
Engine speed (colour & B/W)	A4 (8 1/2" x 11"): Max. 22 ppm, A3 (11" x 17"): Max. 12 (11) ppm
Control panel display	5-line LCD
Paper Size	Max. A3 (11" x 17"), min. A6 (5 1/2" x 8 1/2")
Paper capacity(80 g/m ²)	Standard: 350 sheets (250-sheet tray and 100-sheet multi bypass tray) Maximum: 1,850 sheets (350 sheets & optional 3 x 500-sheet tray)
Supported OS	Windows 10, 11 & Ubuntu
Warm-up time	25 sec.
Memory	Standard: 1 GB
Number of Tray	1
Continuous copy	Max. 999 copies
Onsite Warranty	1year
Zoom range	25% to 400% (25% to 200% using RSPF) in 1% increments
Scanning Feature	Required
Scan speed	Colour & B/W: Max. 37 originals/min.
Network Feature	Required
Wi-fi	Optional
Bypass Facility	Required
Resolution	600 X 600 dpi(min)

Terms and conditions : -

- 1) The undersigned reserves his right to accept and / or reject any tender without showing any reason whatsoever.
- 2) In no case, any tender submitted after the due date and / or beyond the stipulated time shall be entertained.

- 3) Sealed quotations should be submitted in the office of the undersigned (DLSA, Asansol, Paschim Bardhaman) **within 11.30 a.m. to 4.00 p.m. by 15.02.2024** only through physical mode.
- 4) Willing suppliers submitting Quotations should specify the address of its office and its Ph. no. for the purpose of quick communications in the event of urgency.
- 5) The sealed tenders will be opened on **16.02.2024 at 4.30 p.m** or in case of any unforeseen exigency on next working day i.e on **19.02.2024 at 4.30 p.m.** at the Chamber of the undersigned.
- 6) Tender Specific Authorization need from OEM(Original Equipment Manufacturer).
- 7) The work order shall be given only after approval by the Hon'ble Executive Chairman, SLSA and mere acceptance of the lowest bid will not give rise to any right in favour of the bidder.
- 8) The decision of the Authority shall be final.
- 9) That all deductions will be made as per Govt. Rules.
- 10) In case of any deviation from any terms and conditions of contract, Authority shall reserve the right to cancel the contract with the supplier at any time during the execution period.
- 11) Rate should be quoted inclusive of all charges and taxes.
- 12) No other claim / allowance will be entertained.
- 13) The bidder must have experience in executing similar type of jobs in any other Govt. Sector or PSU and must have sufficient economic capability to execute the work and have successful proven track record to implement the work as prescribed.
- 14) Payment for the above mentioned job will be released only after certification by the responsible Officer/Staff.
- 15) The price of the xerox machine shall not exceed Rs 1,00,000/- (Rupees One Lakh Only).
- 16) **Vendors/suppliers are instructed to submit copy of valid 15-digit Goods & Services Tax payer identification number (GSTIN) under GST Act, 2017. Original copy may have to be produced if authority directs.**

The rates are to be quoted inclusive of all taxes including GST & delivery charges etc. The quoted rates must be in conformity with the specification as mentioned above.

Sd/-
Secretary, DLSA,
Paschim Bardhaman