

Date : 06.05.2019

To,

The Interested Firm / Vendor / Agency

Subject : Purchase of Laserjet Printer.

Tender No NP-2170, Due Date: 27.05.2019 at 3 pm.

Film and Television Institute of India, Pune invites Quotation for the procurement of the above mentioned subject in the FTII Price Bid Proforma with the acceptance letter on your Official Letter head stating that you are capable to do this Tender.

Quotation should be submitted in the FTII Price Bid Proforma only with a covering Official Letter head otherwise Quotation will be rejected without any information to the concerned Vendors/Firms.

FTII reserves the right to accept or reject any or all the Quotation without assigning any reason. The Quotation should reach the office within the Due date at 3.30 p.m in a sealed envelope super scribe with Tender Name, Tender No. and Due Date address to the Purchase Officer, Film and Television Institute of India, Pune- 411004.

Thanking you,

V. G. Nerlekar
Purchase Officer

Enclosed : FTII Price Bid Proforma

FILM & TELEVISION INSTITUTE OF INDIA, PUNE

(An Academic Institution under Ministry of Information & Broadcasting Govt of India)

Telephone:020-25580028/29

E-mail:purchase@ftiindia.com

Ref No.: NP 2170/2019-20/PS Dated: 06/05/2019

Quotation for the Purchase of Laserjet Printer.
Last Date for Submission of the Quotation : 27/05/2019 at 3 PM
To be submitted to : Purchase Officer, FTII, Pune.

Name of the Firm /Agency / Vendor			
Address of the firm / Agency / Vendor			
	Tel:	Fax:	
	Mo:	Mo:	
	E-mail:		

Quotation for the Purchase of Laserjet Printer.

Sr. No	Items Specification	Qty	Brand/ Model no	Unit Price (To be filled by the Firm / Agency / Vendor)	Total Price (To be filled by the Firm / Agency / Vendor)	Warranty Period for each item (To be filled by the Firm / Agency / Vendor)
1	Printer A/3 Size B/W Printer as per below mentioned specifications Specifications Print Print Speed, Back 21-30 Color output Black & White Color Product type Laser Printers Family brand Laserjet Features Functions Print scan and copy Printing Media Handling Output Capacity Up to 250 Sheets Maximum output Capacity (sheets) Up to 250 Sheets Paper handling input, standard 100-sheet multi-purpose tray 1, 250-sheet input tray-2, automatic two-sided printing Input capacity Up to 350 Sheets Paper handling output, standard Up to 250 Sheets Maximum input capacity (sheets) Up to 600 Sheets Display Specifications Display 4-Line LCD Scan Speed Scan Speed (normal, A4) Up to 30 ppm (With ADF Accessory) Cartridges and Print heads Technology	01 Nos				

<p>Laser</p> <p>Number of Print cartridges 1 Black</p> <p>Print Speed Print Speed black (normal, A3) Up to 12 ppm Print speed black (normal, A4) Up to 23 ppm Print speed Print speed up to 23 ppm (black) Print speed duplex (A4, A3) Up to 12 ipm Copy Speed Copy Speed (black, normal quality, A4) Up to 23 cpm Copy speed black (normal, letter) UP to 23 cpm</p> <p>Battery & Power Power AC 220 – 240V: 50/60Hz, Normal Operation 550W, Ready 80W, Max/Peak 1.1kWh, Sleep/Power Off 1 W/0.2W, TEC 0.998kwh</p> <p>Printer Specifications Multitasking supported Yes Duty cycle (monthly, letter) Up to 50,000 pages per month Functions Print, Copy, Scan Print languages PCL5E, PCL6 Paper trays, maximum 3 Duty cycle (monthly, A4) Up to 50.000 pages per month Paper trays, standard 2 Recommended monthly page volume 5000 Print technology Laser Duplex printing Plain, Mid-weight, Light, HP Laserjet, Colored, Preprinted, Recycled, Intermediate Letter Head, Prepunched; A4,A5,B5(JIS), Letter, Executive, Statement A3, B4(JIS), B5(JIS), 8K,16K, 11X17, Legal, Oficio 8.5 X 13; 16 x 29 1b, (60 X 110 g). Fonts & typefaces 49 Scalable Fonts (Include OCR-A / OCR-B)/ 1 Bitmap Scanner Specifications Scan size (ADF), maximum Optional ADF: 297 X 432 mm Scan file format TIFF, JPEG, PDF, BMP Color scanning Yes Scan size, maximum 140 X 130 mm Levels of grayscale 256 Levels Scan input modes TWAIN, WIA; scan to PC (Local, Network) from ADF or Planten Duplex ADF Scanning Yes Scan technology D-CIS Warranty Warranty 1 Year Limited Warranty (Next Business Day On- Site) Connectivity & Communications Connectivity, standard High Speed USB 2.0 Network capabilities</p>					
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<p>Built-in Ethernet 10/100 Base- TX network</p> <p>Wireless capability No</p> <p>System Components</p> <p>Scan Resolution, Hardware UP to 600 X 600 dpi</p> <p>Enhanced scanning resolution Up to 4800 X 4800 dpi</p> <p>Box contents</p> <p>Cable included USB</p> <p>Supported Printing Media</p> <p>Media sizes supported A3, A4, A5, B4, B5, Oficio 216 X 340, 8K, 16K</p> <p>Standard media sizes (duplex) A4, 16K, B5 (JIS), A5, B4, Oficio 216 X 340, A3, 8K</p> <p>Media size supported, key A4; A3</p> <p>Print Resolution</p> <p>Print quality black (normal) Up to 600 X 600 dpi</p> <p>Print quality black (best) Optical : 600 X 600 dpi, Optical : 1200 X 1200 dpi</p> <p>Services</p> <p>Services (Care Pack) 3 years extended warranty</p> <p>Advanced Features</p> <p>Scanner advanced features ID Copy, Book Copy, N-UP, Reduce/Enlarge</p> <p>Printer smart software features 4 line LCD, 4 Quick- set button copy</p> <p>Copier Specifications</p> <p>Copies, maximum Up to 999 copies</p> <p>Copy reduce / enlarge settings 25 to 400%</p> <p>Copier settings 600 X 600 dpi X 2bit; Originals content settings, Text, Text/ Photo, Photo, Map; Recuce/ Enlarge scaling : 25 to 400% ; Copy qty settings, 1 to 999; Darkness controls: 11 Levels (Light, Normal, Dark); Colation: Yes (Limited); N-up: A3: 2/4/8/16-up; A4; 2/4/8-up</p> <p>Security Management</p> <p>Multimedia & Input Devices</p> <p>Resolution Up to 600 X 600 dpi</p>					
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Please note: Vendors should quote the price in the FTII Price bid proforma only on their official .Letter head with the Tender Document signed by the Authorized person with the official stamp.

**Signature of the Authorized Signatory with seal
(To be signed by the Firm / Agency / Vendor**

TERMS & CONDITION:-	
1	Quotation must be submitted by bearer or sent by post so as to reach the office latest by 27.05.2019 at 3 PM in a sealed envelop addressed to the Purchase Officer, Film & Television Institute of India, Law college road, Pune dully accompanied by the following. (I) Forwarding letter on the Official letter head of the firm/agency/Vendor. (ii) Supporting documents of previous experience in the related field. (iii) Supporting technical literature/brochure on the brand items for which the rate are Quoted.
2	Loss or delay in postal/courier transit will not be considered as valid reason for non-receipt of the tender in time.
3	Quotation should indicate the ' rate per unit item ' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES as well as INSTALLATION COST and COMMISSIONING at the User Department.
4	Tenderer should also confirm the stipulated warranty period mentioned with the specification of each items at the columns specified in the Price bid proforma.
5	a) Rates offered should remain valid for at least 8 weeks from the closing date of the Tender. b) Delivery must be completed in full immediately from the date of the placement of the Purchase order. c) In case of failure of the L1 tenderer to execute the order within scheduled delivery time, then order would be placed with the respective L2 tenderer if the later is agreeable to as per the rate of L1 Tenderer.
6	Valid GST Registration No. and Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns.
7	EMD of Rs. 2000/- shall be deposited along with the Quotation in the form of the Bankers Cheque/ Draft from any scheduled bank, drawn in favour of Accounts Officer, Film & Television Institute of India payable at Pune. The EMD amount will be refunded to the unsuccessful tenderer without interest through A/C payee cheque after finalization of the Tender and against surrender of original money receipt towards EMD. In case of the successful tenderer, the EMD amount will be returned after deposition of the security deposit within 15 days. Quotation will be rejected if EMD is not attached with the Tender.
8	The successful tenderer shall have to deposit a sum of Rs. 5000/- as Security deposit within 15 days through Banker's Cheque/ Draft from any scheduled bank, drawn in favour of Accounts Officer, Film & Television Institute of India payable at Pune which will be retained by FTII without interest till the material delivery at the FTII stores with Installation and commissioning at the user department or till the Warranty period. In the event of the supplier falling to execute the orders without sufficient reasons acceptable to FTII, the Security Deposit will be forfeited.
9	The Supplier shall have to apply for the refund of Security Deposit along with Original receipt against the Security Deposit. Before releasing the Security Deposit the Firm/Supplier shall also have to submit a certificate that they have no claims against FTII under this order in the following format: I hereby certify that there are no claims against FTII under Tender No. ---- and you are requested to release the Security Deposit as soon as possible.
10	FTII Administration reserve the right to accept or reject any or all the Quotation without assigning any reason and modify the total requirement at any stage.
11	Any dispute arising out of order the purchase shall be subject to the exclusive jurisdiction of court in Pune City Only.
12	Sealed envelope containing the Tender should super scribe the words. "Quotation for the supply of Laserjet Printer NP-2170 Due Date : 27.05.2019 at 3.00 p.m. Quotations will be opened at Same Date:- 27.05.2019 at 3.30 P.M.
13	Liquidated Damage: In case the supply is not completed within the aforesaid stipulated period liquidated damages @ 0.1% of the total value of order for delay of per day or part there of subject to deduction of maximum 10% of the value of order.
14	Tenderer may please note that non-submission of any of the aforesaid documents might lead to disqualification of their offer. The Tenderer shall be required to produce documents as mentioned above in original, as and when called for by FTII Purchase Authority.
15	Part delivery of material will not be accepted.

TERMS OF PAYMENT:

Payment would be released after Satisfactory report and submission of invoice against each order issued by the institute unless there are any **unforeseen** circumstances. Certified that we are quoting the above rates after having gone through the specification of each item individually in addition to Terms & Conditions & Terms of Payment mentioned above which are agreed by us.

Date:

**Signature of the authorized signatory with seal
(To be signed by the Firm / Agency / Vendor)**