

CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. – 09/2022-23

Dated: 02/09/2022

Short tender notice for Multi-Function Black & White Canon 2630 Printer

There is urgent requirement of **Multi-Function Black & White Canon 2630 Printer (as selected by competent authorities of examination department)**. Interested retailers / dealers, who have such item in their ready stock, are hereby requested to provide the rates for the same along with document as mentioned in Annexure-II latest by 8th September, 2022 up to 01:00 pm.

Scope of work

- ✓ The scope of work shall include the supply, installation & commissioning of **Multi Function Black & White Canon 2630 Printer** and **Buy back of CANON 2420L Multi Function Black & White Printer**.

Eligibility

Eligibility terms for intending quotationer are as follows:

- ✓ Retailer having document as per **Annexure-II** and Declaration related to litigation history on Rs. 100 non judicial stamp paper as per **Annexure-I** is eligible for participate in this NIQ.

Terms & Conditions

- I. Cost of document is Rs. 500.00 (Five Hundred only) in shape of Demand Draft issued by any Nationalized or Schedule bank in favour of Registrar, Chanakya National Law University, Patna and payable at Patna.
- II. Price Bid valid up to 30/09/2022
- III. Manner of submission of the Quotations:
 - a) Technical Quotation (**Annexure-I & II** along with required documents) in Envelope One.
 - b) Financial Quotation as per **Annexure-III** in Envelope Two.
 - c) Keep these two envelopes in a large envelope and seal it. Write "**NIQ No.-09/2022-23, dated 02/09/2022 for Supply, Installation & Commissioning of Multi Function Black & White Printer**" at upper part of Envelope and Sealed Quotation should be either dropped in the Quotation Box at University Office or be sent by Post at the address "**Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001**" so as to reach by the due date and time i.e., **08/09/2022 up to 01:00 pm**.
 - d) Incomplete quotations are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Quotation documents. Technical Quotation will be opened on same day at 02:30 pm in the chamber of Registrar. Date & timing of opening of Financial Quotation will declared through website later.
- IV. Service Label Agreement(SLA): During the warranty period SLA will be applicable as below:

Sr. No.	Services	Time Limit
1	Service support should be available on all the working days of the Govt.	Sundays and General Holidays are excluded
2	Time limit for servicing during warranty period.	Within 12 working hours (excluded Holidays) from the time of complaint.

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3	Time limit for replacing the systems during warranty period.	10 days from the date of call attended or as mutually agreed by Vendor and CNLU authorities (depends upon the situation).
4	If the vendor fails to service/replace the unit.	An amount equivalent to 1% the quoted / accepted price of the equipment will be charged to the vendor.

- V. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.
- VI. CNLU reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever. Buyer also reserves the right to relax terms & conditions & Specifications of the Items of the quotation in the interest of work and withdraw the Quotation, if it becomes necessary at any stage.
- VII. **AMC (Annual Maintenance Contract):** The vendor/manufacturer must be able to provide an all-inclusive comprehensive / non comprehensive Annual Maintenance Contract (AMC) for the MF Printer for next three (3) years after the warranty period expires.
- VIII. Payment for AMC shall be released after end of each quarter after satisfactory service report of competent authority of examination department of CNLU.
- IX. **An amount equivalent to 3% of total Annual Maintenance Charge (comprehensive / non comprehensive) without GST shall be deducted for Staff Welfare Fund of University and it is not refundable. This term is applicable after completion of warranty period (if AMC is awarded to supplier).**
- X. Payment will be released after the report of competent authority of examination department for successful supply, installation & commissioning of product after necessary deduction as mentioned hereunder:
a) Applicable TDS will be deducted from the bill of total amount without tax as per the provision of Government of India and certificate for the same will be issue,
b) Applicable amount will be deducted from total GST
- XI. **Amendment of Quotation Document.**
- At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
 - The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationers.
 - In order to afford prospective bidder reasonable time in which to take the amendment into account in preparing their quotations, the University may, at its discretion, extend the last date for the receipt of the Quotations.

Registrar
CNLU, Patna

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Annexure-I

Declaration

I / we declare

that

my / our company
namely..... has not been
black listed by any Government / Semi Government Organisation nor should have any litigation
enquiry pending and / or initiated by any of these Department or Court of Law with regards to the
works executed by our company since incorporation. No FIR has been lodged against us.

that

the documents annexed along-with the quotation are genuine and not tampered by me / us while
copying. If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date

CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

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Annexure-II

CHECK LIST (SHOULD BE ATTACHED QUOTATION DOCUMENT)

<u>Sr. No.</u>	<u>Description</u>	<u>Remarks</u>
1	Name of the Firm	
2	Address with contact number, FAX, E-mail of the Firm	
3	PAN No., GST details Attach copy of PAN card & GST Certificate	
3	Declaration as per Annexure-I	
4	Firm's Bank Account Details with Bank Name, Address and IFSC / RTGS codes	
5	At least three copy of work orders / agreements of IT / ITes related work during last three financial years (from 2019-20 to 2021-22) in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies / Private Sector etc.	
6	Copy of IT return of financial year 2019-20 to 2021-22	
7.	Details of cost of document	Amount : Rs. 500.00 (Five Hundred) DD No. : DD Date: Issuing Bank Details:

I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-III

(To be printed on the Letter Head of Quotationer)

To,
The Registrar
Chanakya National Law University,
Nyaya Nagar, Mithapur, Patna-1

Subject : Quotation for NIQ No.- 09/2022-23, dated 01/09/2022

Dear Sir,

With reference to aforementioned subject, please find our best rate for supply, installation & commissioning of items as mentioned in Annexure-I:

<u>Sr. No.</u>	<u>Item</u>	<u>Make & Model</u>	<u>Quantity</u>	<u>Unit Rate</u>	<u>GST</u>	<u>Amount inclusive of GST</u>
1.	Multi Function Black & White Printer with One Year warranty	Canon 2630	1			
2.	Trolley for MF Printer		1			
3.	Installation & Commissioning		1			
4.	Stabilizer 3 KVA (Standard make) with One Year warranty		1			
5.	Freight		1			
Total Amount in Numbers						
Total Amount in Words						
<u>Particulars</u>			<u>Quantity</u>	<u>Unit Rate</u>	<u>GST</u>	<u>Amount inclusive of GST and Freight</u>
1.	Buy back of CANON 2420L Multi Function Black & White Printer		1			
2.	Comprehensive AMC with parts for three years (Consumable not included)		1			
3.	AMC without parts for three years (Consumable not included)		1			

Yours Sincerely

Authorised Signatory of the Quotationer
Seal of the Quotationer

Place
Date