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|  | NATIONAL INSTITUTE OF OCEAN TECHNOLOGY | NOTICE INVITING TENDER (NIT) | |  |
| | | Form No. | NIOT/S&P/NIT | |
| Tender No. | | NIOT/S&P/S&GH/100157/2024-25 | | |
| Issued To | | Multifunction Laser Printer Machine | | |
| Tender Mode | | GeM – Single Bid (Custom Bid Mode) | | |
| Tender Issue date | | 30.04.2025 | | |
| Tender Closing Date and Time | | 22.05.2025 at 3.00 PM | | |
| Tender Opening Date and Time | | 22.05.2025 at 3.30 PM | | |
| Send your queries to the email IDs | Up to Tender finalizations | gopalakrishnaa.niot@gov.in vaidehi.niot@gov.in purchase@niot.res.in | | |
| <p align="center"> NATIONAL INSITUTE OF OCEAN TECHNOLOGY VELACHERY TAMBARAM MAIN ROAD NARAYANAPURAM, CHENNAI 600100 NIOT WEBSITE: http://www.niot.res.in/tenders </p> | | | | |

Commercial Terms Compliance sheet (format should not be altered)

| Sl. No | Particulars | Yes | No | offer Page Ref |
|--------|---|-----|----|----------------|
| 1 | Whether every page of the tender document is signed for acceptance of tender and uploaded along with the offer? | | | |
| 2 | Whether Taxes and duties are shown separately in the quote. (Registration numbers for claiming the same to be strictly indicated) | | | |
| 3 | Whether accepted to submit the order acceptance within 7 days from the date of order? | | | |
| 4 | Whether Quote is valid for 90 days from the due date of tender or time specified in the tender document whichever is later? | | | |
| 5 | Whether payment terms of the tender is complied with? | | | |
| 6. | Whether price is FOR NIOT, Chennai? | | | |
| 7. | Whether the freight cost is included, if not included whether the freight cost is indicated separately? | | | |
| 8. | Whether the authorization letter exclusively for this tender, from the original manufacturer is enclosed? | | | |
| 9. | a) Whether warranty period accepted as per tender? | | | |
| 10 | b) Whether submission of warranty certificate in the prescribed format is acceptable? | | | |
| 11 | Whether the delivery period is clearly indicated, and is as per tender? | | | |
| | Whether the cost of installation / inspection / testing explicitly mentioned in the quote? | | | |
| 12 | Whether Past track record of quality and service is enclosed? | | | |
| 13 | Whether list of deliverables attached and comply as per tender? | | | |
| 14 | Whether liquidated damage clause is acceptable in case of delayed supply? | | | |
| 15 | Whether the tender is fully complying with tender specification/Adjustment if no, list out deviations very clearly along with the appropriate reason for the deviation? | | | |
| 16 | Whether item-wise price is quoted as per price bid and quoted price is realistic? | | | |
| 17 | Whether technical specification has been duly filled in and submitted with the tender document is uploaded along with the quotation. | | | |
| 18 | Whether HSN code of the product has been indicated? | | | |
| 19 | Whether your firm is registered under MSME/ NSIC/DIC/UAM? If yes enclose copy of registration | | | |

PRICE BID FORMAT:
Multifunction Laser Printer Machine

| S.No | Description | Quantity | Unit | Unit rate | Amount |
|--------------------------|--|----------|---------|-----------|--------|
| 1. | Supply and Installation of Multifunction Laser Printer Machine | 1 | Number | | |
| 2. | Printer Trolley Stand | 1 | Number | | |
| 3. | Any other charges, (Details to be indicated) | | Lumpsum | | |
| 4. | GST in % | | % | | |
| Total Amount | | | | | |
| (Amount in words. _____) | | | | | |

For Supply and Service

1. GST shall be paid as applicable

2. **Deduction of Indian Income Tax Deduction at Source:**

Deductable for all the services rendered for India as per avoidance of double taxation treaty between your Country and Govt. of India. Without Tax Residency Certificate / Tax Identification No. at your country of residency, tax deduction at source will be @20% and with Tax Residency Certificate / Tax Identification No. at your country of residency, tax deduction at source will be @ 10% as per DTAA rate. However, the applicable taxes at the time of actual utilization of service, etc. will be deducted.

NIOT has enrolled under GST in the category "Tax Deductor". The bidders are requested to update their database regarding NIOT's Registration under GST-Tax Deductor. (See clause No.51 II (c))

TDS @ 2% on the order value towards GST will be deducted on payments made to the supplier in respect of goods and/or services, supplied/provided if the value exceeds Rs. 2.5 lakhs

1. The copy of the GST registration certificate to be attached.
2. The duly filled technical and commercial compliance sheets should be submitted along with quotation/offer.
3. 100% Payment will be made after supply and installation of the printer at NIOT.
4. The item should be supplied within **4 weeks** from the date of receipt of order.
5. Warranty certificate should be provided for **1 Year** from the date of supply and acceptance. Warranty certificate should be provided as per the prescribed format of NIOT.
6. Part Supply: Not allowed. All the items should be delivered in single lot within the stipulated time.
7. **Liquidated damage:** If the Contractor shall fail to deliver the systems/components within the time specified in the Contract, NIOT shall recover from the Contractor as liquidated damages a sum of 0.5% (1/2 percent) of the contract price of the undelivered systems /components for each week of delay (or) part thereof. The total liquidated damages shall not exceed 5% (5 percent) of the contract price of the unit or units so delayed. Systems / components will be deemed to have been delivered only when all essential components parts are also delivered. If any essential components are not delivered in time, the entire system / components will be considered as delayed until such time the missing parts are delivered.
We agree to all applicable terms and conditions listed in the tender document

Signature with Seal

Technical specification Compliance sheet for “Multifunction Laser Printer Machine”

| S.No. | Specification Description | NIOT Requirement | (Yes/No) | Remarks |
|--------------|----------------------------------|--|-----------------|----------------|
| 1 | Printing Technology | Monochrome Laser | | |
| 2 | Functions | Print, Scan, Copy and Fax | | |
| 3 | Supported Paper Sizes | A3, A4, Letter | | |
| 4. | Refill type | Toner cartridge | | |
| 5 | Print Resolution | 1200 x 1200 dpi (Minimum) | | |
| 6. | Memory | 4 GB RAM (Minimum) | | |
| 7. | Duplexing Feature | Automatic duplexing | | |
| 8. | Network Interface | Ethernet (10/100/1000 Base-T) | | |
| 9. | Wireless Connectivity | Inbuilt Wifi/Enabled with additional accessory kit | | |
| 10. | USB Port | 1 number of USB 2.0 and 1 number of USB 3.0 port | | |
| 11. | Number of Main Paper Trays | Minimum 2 trays with capacity of at least 500 sheets each | | |
| 12. | Bypass Tray Facility | Yes | | |
| 13. | Maximum Monthly Duty Cycle | 100,000 pages (Minimum) | | |
| 14. | Print Speed | 45 pages per minute (Minimum) | | |
| 15. | First Copy Out Time | 10 seconds (Maximum) | | |
| 16. | Weight | 90 kg (Maximum) | | |
| 17. | Power Requirements | 230 VAC, 50 Hz | | |
| 18. | Warm-Up Time | 30 seconds (Maximum) | | |
| 19. | Control Panel | Intuitive touch screen display for easy navigation and operation (Minimum 7 Inch) | | |
| 20. | Additional Features | Energy-efficient operation, security features (such as PIN printing and data encryption), and compatibility with various operating systems such as | | |

| | | | | |
|-----|--|---|--|--|
| | | Windows® /10/11. | | |
| 21. | Preferable Brand | Canon/ Xerox/ HP | | |
| 22. | Service support | The OEM should have authorized service center in Chennai to provide support on demand (Furnish the address details for the Chennai service center). | | |
| 23. | Active Production Model | The quoted model shall be currently in production by the OEM as per the official website. Offers with models discontinued by the OEM will not be considered for further evaluation. | | |
| 24. | Documentation required | Operation manual | | |
| 25. | Make and Model number | Bidder shall mention the make and model number in the remarks | | |
| 26. | Installation | The successful bidder shall install and configure the printer at NIOT after delivery | | |
| 27. | OEM Authorization certificate or Proof of authorized dealer / reseller | The bidder shall provide the requisite document / proof. | | |
| 28. | Warranty | 1 Year | | |

We agree to all terms and conditions as per tender document.

Date:

Signature of supplier

Place:

Stamp

+MANDATORY DOCUMENTS:

1. GST Registration Certificate
2. PAN details
3. Cancelled cheque Leaf / Bank details
4. Vendors Address and Contact details
5. Copy of NIT documents affixing company seal and signed in all the pages.
6. Duly filled commercial compliance sheet
7. Any other documents sought in the NIT
8. Valid Authorisation Letter from OEM
9. MSME Certificate, if any

We agree to all applicable terms and conditions listed in the tender document

Company's Signature with Seal