



Tea Board India  
14, B.T.M. Sarani  
Kolkata-700 001

Tender Ref. No: SVR/IT PURCHASE/2013[Part-I]/

Dated: 24/04/2014

### **NOTICE INVITING TENDER**

Sub: Quotation for supply and installation of Color Laser Jet Printer in Tea Board Head Office

Tea Board intends to purchase 01 (one) Color Laser Printer of reputed brand along with 3 years Warranty. The Specification of the printer is as under:

#### **Specification for Printer:**

Sl. No.		
1.	<b>Print Technology</b>	Laser Printer
2.	<b>Print Resolution</b>	Up to 600x600 dpi for both Black and Color
3.	<b>Duplex Technique</b>	Automatic (Standard)
4.	<b>Print Speed</b>	Minimum 20 pages per minute (for both Black and Color)
5.	<b>Monthly printing capacity</b>	Minimum 2500 pages
6.	<b>Connectivity</b>	Minimum 1 Hi-Speed USB 2.0 port; 1 Built-in Ethernet 10/100 Ethernet; 1 Wireless 802.11 b/g/n
7.	<b>Operating System</b>	Compatible with Windows 8.1 (32-bit and 64-bit), Windows 8 (32-bit and 64-bit), Windows 7 (32-bit and 64-bit), Windows Vista (32-bit and 64-bit), Windows XP (32-bit) (SP2 or higher)
8.	<b>Supported Paper Size</b>	A4, Letter, legal etc.  Automatic two-sided printing for: A4, Letter, legal
9.	<b>Warranty</b>	Three (03) years on-site

Sealed Bids duly filled in with all details in Annexure 'A' are invited only from authorized suppliers for supply and installation of above mentioned item.

1. The firm/company must be registered as a firm or as a company with the Registrar of Companies. The Bid will not be considered and will be summarily rejected if the firm/company is not registered with the Registrar of Companies.
2. The Firm should be an **authorized supplier** of the intended goods. **A Certificate in this regard shall accompany the Bid.**
3. The Firm/Company should produce the **self attested** photocopies of documents related to Registration Number, PAN Number, VAT Number etc.

4. The ordered quantity of Printer can increase or decrease as per the requirement of Tea Board.
5. The goods shall be supplied within Seven (07) days of issue of Purchase Order.
6. No advance payment would be made.
7. The interested firm / company shall submit the Bid in sealed envelope super scribed "**Quotation for supply of Color Laser Printer in Tea Board**" addressed to The Secretary, Tea Board and may be deposited in the 'Tender Box' at 8<sup>th</sup> Floor of Tea Board's head office at 14, B.T.M. Sarani (Brabourne Road), Kolkata-700 001 latest by 1 P.M. on 9<sup>th</sup> May, 2014. Bids will be opened at 3:00 P.M. on 09/05/2014.
8. Late submission of the Bids will not be accepted. Tenders by "Telex/Telegram/Fax/E-Mail" will not be accepted. Tenders may be submitted by registered Post, by Hand in Person or by Courier. However, any delay in this account shall not be accepted as a reason for exception.
9. The rates quoted should be inclusive of all taxes, duties and levies. **Any further discount, free services/offer, quoted will not be considered.** Bids with overwriting/cutting in quoted rates would not be considered.
10. The tender is not transferrable.
11. Tea Board reserves the right to accept or reject any or all the tenders without assigning any reasons.

Yours faithfully,

(A. Rajan)

Secretary I/C

## Annexure 'A'

<b>Name &amp; Address of the Firm / Company</b>	
<b>PAN</b>	
<b>Rate quoted per Printer (Rs.)</b>	
<b>Make &amp; Model of the Printer</b>	
<b>Specification of the Printer Tendered</b>	<b>Specification of the Printer Quoted</b>
<b>Print Technology:</b> Laser Printer	
<b>Print Resolution:</b> Up to 600x600 dpi for both Black and Color Printing	
<b>Duplex Technique:</b> Automatic (Standard) two-sided printing	
<b>Print Speed:</b> Minimum 20 pages per minute (for both Black and Color)	
<b>Monthly printing capacity:</b> Minimum to 2500 pages	
<b>Connectivity:</b> Minimum 1 Hi-Speed USB 2.0 port; 1 Built-in Ethernet 10/100 Ethernet; 1 Wireless 802.11 b/g/n	
<b>Supported Operating Systems:</b> Compatible with Windows 8.1 (32-bit and 64-bit), Windows 8 (32-bit and 64-bit), Windows 7 (32-bit and 64-bit), Windows Vista (32-bit and 64-bit), Windows XP (32-bit) (SP2 or higher)	
<b>Supported Paper Size:</b> A4, Letter, legal etc.	
<b>Warranty:</b> 03 (Three) Years on-site warranty	

Name Signature of Authorized Signatory with Stamp