



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		<b>Multifunction Laser Printer Machine</b>
Tender Mode		<b>GeM – Single Bid (Custom Bid Mode)</b>
Tender Issue date		<b>26.08.2024</b>
Tender Closing Date and Time		<b>19.09.2024 at 3.00 PM</b>
Tender Opening Date and Time		<b>19.09.2024 at 3.30 PM</b>
Send your queries to the email IDs	Up to Tender finalizations	<a href="mailto:gopalakrishnaa.niot@gov.in">gopalakrishnaa.niot@gov.in</a> <a href="mailto:vaidehi.niot@gov.in">vaidehi.niot@gov.in</a> <a href="mailto:purchase@niot.res.in">purchase@niot.res.in</a>

**NATIONAL INSITUTE OF OCEAN TECHNOLOGY VELACHERY  
TAMBARAM MAIN ROAD NARAYANAPURAM, CHENNAI  
600100**

**NIOT WEBSITE: <http://www.niot.res.in/tenders>**

**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 <b>90 days</b> from the due date of tender or time specified in the tender document whichever is later?			
5	Whether <b>payment terms</b> of the tender is complied with?			
6.	Whether price is <b>FOR</b> NIOT, Chennai?			
7.	Whether the freight cost is included, if not included whether the freight cost is indicated separately?			
8.	Whether the <b>authorization letter</b> exclusively for this tender, from the original manufacturer is enclosed?			
9.	a) Whether <b>warranty</b> period accepted as per tender?			
10	b) Whether submission of <b>warranty</b> certificate in the prescribed format is acceptable?			
11	Whether the <b>delivery period</b> 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 submission of PS is acceptable if the value exceeds Rs. 25,00,000/-			
14	Whether submission of PBG is acceptable if the value exceeds Rs. 25,00,000/-			
15	Whether list of deliverables attached and comply as per tender?			
16	Whether liquidated damage clause is acceptable in case of delayed supply?			
17	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?			
18	Whether item-wise price is quoted as per price bid and quoted price is realistic?			
19	Whether technical specification has been duly filled in and submitted with the tender document is uploaded along with the quotation.			
20	Whether HSN code of the product has been indicated?			
21	<b>Whether your firm is registered under MSME/ NSIC/DIC/UAM? If yes enclose copy of registration</b>			

**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 **2 weeks** from the date of receipt of order.
5. Warranty certificate should be provided for **12 months** 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"**

<b>S.No.</b>	<b>Specification Description</b>	<b>NIOT Requirement</b>	<b>(Yes/No)</b>	<b>Remarks</b>
1	Printing Technology	Monochrome Laser		
2	Supported Paper Sizes	A3, A4, Letter		
3.	Refill type	Toner cartridge		
4.	Print Resolution	1200 x 1200 dpi (Minimum)		
5	Memory	2 GB RAM (Minimum)		
6.	Duplexing Feature	Automatic duplexing		
7.	Network Interface	Ethernet (10/100/1000 Base-T)		
8.	Wireless Connectivity	Wi-Fi capability		
9.	USB Port	USB 2.0 / USB 3.0 ports		
10.	Functions	Printing, scanning, copying, and fax		
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	50,000 pages (Minimum)		
14.	Print Speed	30 pages per minute (Minimum)		
15.	First Copy Out Time	15 seconds (Maximum)		
16.	Weight	70 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® 7/10/11 and macOS		

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 the printer at NIOT after delivery		

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