



Institute of Fashion Technology Kerala

[Government of Kerala]

Affiliated to University of Kerala, Thiruvananthapuram

Established in technical collaboration with NIFT

IFTK Campus, Vellimon West PO, Kollam, Kerala - 691511

OFFICE SECTION

RETENDER PAPER

No: IFTK / (B) / 211 / 2017 dated 04/01/2019

Name of the work	Tender for Purchase of 1 Nos. of Photocopy machine on Buy Back Option
Earnest Money Deposit	Rs.1000/- (Rupees One Thousand Only)
Issue of Tender/Downloads	From 04/01/2019 to 16/01/2019
Receipt of Tender	16/01/2019, up to 05.00 PM
Opening of Tender	17/01/2019, 10.30 AM

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Date: 10/01/2018

TENDER NOTICE

- (1) Institute of Fashion Technology Kerala (IFTK), Vellimon West PO, Kollam - 691511 intends to purchase 1 No's of Photocopy machine on BUY Back option.
- (2) Quotation in sealed cover superscribed "**Tender for purchase of Photocopy machine on BUY BACK Option**" addressed to Principal, Institute of Fashion Technology Kerala (IFTK), Vellimon West PO, Kollam - 691511, may be sent by registered post / speed post so as to reach latest by date : 16/01/2019.
- (3) Quotations received after last date will not be entertained.
- (4) Quotation should be based on the terms and conditions as mentioned in the tender document.
- (5) The schedule of receipt and opening of quotations is as under.

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Sd/-
PRINCIPAL

Terms and Conditions of the tender for the purchase of Photocopy machine on Buy Back option will be as under:

- 1) The Photocopier machine should be new only. The minimum specifications of the machines which will be supplied by the firm should match the specifications as mentioned in Tender document. The photocopier machine will be purchased by IFTK from the successful tenderer only with Buy Back option of existing photocopy machine (CANON iR2318 - A3 Size Print, Copy, Scan) which is approximately 8 years old machine. The rate should be quoted by the tenderer should be clearly mentioned for the buyback machine.
- 2) The inspection of the old Canon iR2318 - A3 Size Print, Copy, Scan will be available at IFTK during the period of tender i.e. From 04/01/2019 to 16/01/2109
- 3) It is the responsibility of the tenderer to transport the old machine from IFTK Campus. No extra charges will be paid by IFTK for transportation of the old machine.
- 4) The earnest money deposit (EMD) amount of Rs.1000/- (Rupees One Thousand Only) drawn in favour of "The Principal, Institute of Fashion Technology Kerala" payable at Kundara. Tender documents without EMD amount will be rejected. EMD is accepted only in Demand Draft.
- 5) A complaint will be attended to within 48 hours from the time of its lodging failing which a penalty @ Rs.100/- per photocopier machine per day will be levied till the complaint is attended to and the photocopier machine made fully functional. During the contract period, it will be the responsibility of the contractor to keep the equipment's in perfect working order
- 6) In case, photocopier machine is to be taken out for repairs from IFTK, a standby machine of same/higher configuration shall be provided by the firm. The machine should remain functional all the time with production of acceptable quality of reprints.
- 7) Tenderer should have at least Three years of experience in the sales of Photocopier machines.

- 8) Tenderer should have registration of Sales tax/GST/V.A.T., etc. Documentary proof to be enclosed
- 9) The photocopier quoted should be of reputed standard make and should conform to the ISO Standard(s)
- 10) All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
- 11) **Delivery and installation period:** Maximum Two (2) weeks from the date of purchase order. The installation report should be signed by the firm engineer jointly with authorized persons of IFTK, Kollam. The Photocopier machines are to be delivered and installed at office of Institute of Fashion Technology Kerala, Vellimon West PO, Kollam, Kerala - 691511
- 12) Successful tenderer will have to adhere to the delivery schedule strictly.
- 13) **Payment terms:** Payment shall be released on successful installation of photocopier machines by the way of the cheque to the tenderer.
- 14) **Training:** The Bidder shall provide training for installation, maintenance & operative staff of the purchaser free of cost, as the time of installation at the premises of IFTK.
- 15) IFTK reserves the right to accept or reject any offer in part of full without assigning any reason there of, and to amend the terms and conditions before award of the contract.
- 16) Any disputes arising out of this tender will be under the jurisdiction of court of Kollam only.

Technical Specifications of the tender for the purchase of Photocopy machine on Buy Back option is as under:

SN	Description	Requirement	Technical Compliance (YES/NO)
General Specification			
01	Warm up time	About 30 Seconds	
02	Paper Size	A4, A4R, A3, A5R, B4, B5, B5R	
03	Duplex	Standard	
04	Type	Printer, Copier, Colour Scanner, Network and Duplex	
05	Speed	20 Paper per Minutes	
06	Multiple copies	1 to 999 sheets	
07	Paper Cassette	250 x 1	
08	By pass	100 x 1	
09	Acceptable paper weight	Paper Cassette : 64 to 90 GMS Stack Bypass : 64 to 128 GSM	
10	First Copy Output time	6.4 Seconds or less	
11	Memory	Standard : 256 MB, Maximum: 512 MB	
12	Drum Yield	Approx. 132000 sheets (A4 Size)	
13	Network Interface	Ethernet (100Base-TX/10Base-T), USB 2.0	
14	Magnification	25% to 400% (1% Increment)	
15	Print Cartridge	Black	
Accessories, Spares & Maintenance			
16	Accessories	AC power cable, Suitable Stand to be provided if the height of the machine is not enough to operator the machine	
17	Confirmation of availability of Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine	YES/NO
18	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier.	

Price Bid of the tender for the purchase of Photocopy machine on Buy Back option is as under:

Name of the Tenderer: _____
 [Documentary proof of registration of Sales tax/GST/V.A.T., etc. to be enclosed]

Full Postal Address:

Telephone No & Fax No: _____

E-mail id: _____

Contact person name: _____

Name of work: Purchase of Photocopy machine on Buy Back option

SN	Particulars	Amount Rs. (Incl. of all taxes)
01	Cost of the Photocopy machine as per the technical specification Brand : _____ Model : _____	
02	Cost for the Buy-back option of the existing photocopy machine (CANON iR2318)	
03	Total Amount Payable Inclusive of all taxes Actual cost of the machine - Cost for the buyback option of existing photocopy machine (Canon iR2318) Sn.01 - Sn.02	
04	Total Amount Payable by IFTK in words Rupees _____	

Date:

Seal

Name and Signature
of Authorized Person