**SHREEMATI NATHIBAI DAMODAR THACKERSEY**
# WOMEN'S UNIVERSITY
**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,**
**Juhu Road, Santacruz (West), Mumbai-400 049.**
**www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in**
**E-mail : drexam1@sndt.ac.in, arexam@sndt.ac.in,**

DOEE (D) : 2661 5159
Dy. Register : 2661 1524
Dy. Register 1 : 2661 5168
Asst. Register : 2661 5138
B.Ed, H.Sc, Nsg. DMLT : 2660 3322
B.A., B.Com., M.A., M.Com, Law : 2661 1595
Accounts : 2660 8374
Degree, Migm, Certi. : 2661 2877
M.Phil. Ph.D : 2660 3259
Confidential : 2661 2265
Tech.,Pharma., BCA,BMS : 2661 5985
CFC : 2660 8304

Ref.No.:Exam/ Accounts/Quotation/2022-23/416 Date: 12.12.2022

**Sub.: Quotation for Copier and Printing Machine (Qty. 1 No.)**

Madam / Sir,

Sealed quotations are invited for quotation for Copier and Printing Machine (Qty. 1 No.) Interested vendors are requested to submit their quote in the format given in Annexure 'A' on company letter head. Quotation should be submitted to the Director (Addl Charge), Board of Examination and Evaluation, Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 on or before Monday, 19th December, 2022.(before 04:30 p.m.)

**(I) The Technical Bid should be as follows:**

1. Certified copy of Profile of vendor:
2. Covering letter with details of bidders, address, name of proprietor/Partner/Director etc (as case may be), telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed sole traders, Limited company, Institutions or any person register under any Act in India;
3. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
4. Certify copy of Shop and Establish Licence;
5. Certified GST Certificate and GST Return for the month of October 2022;
6. If GST is not applicable then declaration of the same;
7. Certified PAN Copy;
8. Certified copy of the **work experience certificate regarding sales of copier and printing machine** in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please).
9. Certified copy of **list of clients with contact details for the supply of copier and printing machine.**
10. If any work which requires specific expertise / technical specifications then the same should be mentioned.
11. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).

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www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in
E-mail : drexam1@sndt.ac.in, arexam@sndt.ac.in,

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12. Certified copy of our tender document with stamp, seal and signature of the authorized representative.
13. **The acceptance letter of Technical Specification and Details of copier and printing machine is mentioned in Annexure – A.**

**(II) The Financial Bid should be as follows:**

a. Mentioning including all taxes.
b. Undertaking as Annexure – A.
c. If required component wise then format to be given component wise.

Pariksha Bhavan, SNDT Women's University, Sir Vithaldas Vidyavihar, Juhu Campus, Santacruz (West), Mumbai – 400 049 reserves the right to reject any or all quotations without assigning any reasons thereof.

12/12/2022

(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

**Invitation for Quotations**

**Quotation for Copier and Printing Machine (Qty. 1 No.)**

Ref.No: Exam/Accounts/Quotation/2022-23/416 Date: 12.12.2022

Sealed quotations are **invited for Copier and Printing Machine (Qty. 1 No.)** The suppliers are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the document. Failure to furnish all information required in the quotation may result in the rejection of the quotation. The University reserves the right to reject the quotation in whole without assigning any reason thereof.

| | |
|---|---|
| **Name of Item** | **Quotation for Copier and Printing Machine (Qty. 1 No.)** |
| **Venue of Submission** | Pariksha Bhavan,<br>SNDT Women's University, Juhu Campus,<br>Santacruz (W), Mumbai – 400049. |
| **To be Addressed to** | The Director (Addl Charge), Board of Examinations and Evaluation, SNDT Women's University, Juhu Campus, Santacruz (W), Mumbai – 400049. |
| **Contact Telephone** | 022-26615159 |
| **Deadline of submission** | Monday, 19th December, 2022 upto 04:30 p.m. |

**Instructions:**

Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notifies in 'Tenders/Quotations' section on the University website (sndt.ac.in) below the respective quotation.

To view Quotation Notice, kindly visit following website of SNDT Women's University, Mumbai: www.sndt.ac.in

Quotations should clearly mention all Technical Specifications (if any) mentioned in this document.

**The vendor have to visit at the actual site for checking for the installation of Copier and Printing Machine and necessary electrical requirements for the installation of same to be mentioned in the quote.**

The quotations are invited for the following products:

| Sr. No. | Details of Store Material (Without Make) & Details of Required Technical Specification | Qty. |
|---|---|---|
| 1) | Copier and Printing Machine<br>**Technical Specification and Details of Copier and printing machine :**<br>**General Specifications:**<br>**Main Unit**<br>Operation Panel: 8.4" SVGA Full Color TFT Screen<br>**Memory**<br>Standard : 1.25GB RAM<br>Maximum : 1.75GB RAM<br>**Hard Disk Drive**<br>Standard : 160GB<br>Maximum : ITB<br>**Network Interface Connection**<br>Standard : 10/100/1000 Base – TX<br>Optional : Wireless LAN<br>**Other Interface**<br>Standard: USE 2.0 (Host) x 2. USB 2.0 (Device)<br>Optional : Device Port (UDB 2.0 (Host) x 2)<br>Copy Control Interface | 01 No. |

| Sr. No. | Details of Store Material (Without Make) & Details of Required Technical Specification | Qty. |
|---|---|---|
| | **Copy / Print Speed ( Letter ) :** Up to 51 ppm<br>**First Copy Out Time ( Letter ) :** 3.7 seconds<br>**Paper Sources (20 lb. Bond)**<br>Standard : Dual 550-sheet paper Cassettes<br>80-sheet Stack Bypass<br>Maximum: 4,980 Sheets<br>**Output Paper Capacity (20 lb. Bond)**<br>Standard : 250 Sheets (inner Tray)<br>Maximum : 3,100 Sheets (w/Staple Finisher or Booklet Finisher)<br>**Output Paper Sizes**<br>Cassette 1 : Legal, Letter, Letter-R, Statement-R, Executive, Custom Size (5-1/2" x 7-1/8" to 11-3/4" x 15 – 3/8")<br>Cassettes 2/3/4 : 1" x 17", Legal, Letter, Letter-R Statement-R, Executive, Custom Size (5-1/2" x 7-1/8" to 11-3/4" x17")<br>Bypass : 11" x 17", Legal, Letter-R, Statement-R, Executive, Custom Size (3-7/8" x 5-7/8" x 5-7/8" to 11-3/4" x 17")<br>**Acceptable Paper Weights**<br>Cassettes: 16 lb Bond to 34 lb. Bond (60 to 128g/m2)<br>Bypass : 14 lb Bond to 80 lb. Index (52 to 220g/m2)<br>**Warm-up Time**<br>From Power On : 30 Seconds<br>From Sleep Mode : 10 Seconds<br>Quick Startup Mode : 7 Seconds#<br>**Power Requirements /Plug**<br>120V AC, 60Hz (10.4A/NEMA 5-15P)<br>**Dimensions (H x W x D)**<br>35-1/2"x22-1/4"x27-7/8" (909mm x 565mm x708mm)*<br>**Installation Space (W x D)**<br>(when the Multi-Purpose Tray is extended)<br>34-1/2" x 27-7/8" (876mm x 708mm)*<br>**Weight (Includes consumables)**<br>Approx. 172 lb. (77.9kg)*<br>**Toner (Estimated Yield @ 6% Coverage)**<br>34,200 Images<br>**Document Feeder**<br>**Scan Method**<br>Duplexing Automatic Document Feeder<br>(Standard/ Optional)<br>**Acceptable Originals**<br>Paper Size: 11" x 17". Legal, Letter, Letter-R, Statement<br>**Scan Speed (BW/Color; Letter)** 11 17". Legal, Letter. Letter-R. Statement<br>Simplex: 51/51 ipm (300 dpi)<br>51/30 ipm (600 dpi)**<br>**Paper Capacity** (20 lb. Bond)<br>100 Sheets | |

| Sr. No. | Details of Store Material (Without Make) & Details of Required Technical Specification | Qty. |
|---|---|---|
| | **Print Specifications**<br>**Engine Resolution:** 1200 x 1200 dpi<br>**PDL Support**<br>Standard: UFR II<br>Optional: PCL 5e/6, PCL 6. Adobe PS 3<br>**Print Driver Supported OS**<br>UFR II, PCL 5e/6, Adobe PS 3:<br>Windows* ( XP / Windows Vista*/7/8), Windows Server (2003 / 2008 / 2008R2 / SBS2011 /2012), Windows Terminal Servers, Microsoft Clustering Server, Citrix, Macintosh*(OSX10.5.8 or later, UFR II and PS 3 only), VMware, SAP (PS and PCL only)<br>**Direct Print Support**<br>Standard: TIFF, JPEG<br>Optional: PDF, EPS,*** XPS@<br>**Universal Send Specifications**<br>**Sending Method**<br>E-Mail, I-Fax, File server (FTP, SMB, WebDAV), Mail Box, Super G3 Fax (Optional), IP Fax (VOIP) (Optional)<br>**Communication Protocol**<br>File: FTP (TCP/IP), SMB (TCP/IP), WebDAV<br>E-mail/I-Fax: SMTP, POP3, I-FAX (Simple, Full)<br>**File Format**<br>Standard: TIFF. JPEG, PDF, PDF/XPS (Compact),<br>PDF (Apply Policy), PDF (Optimize for Web), PDF/A-1b, XPS, PDF/XPS (OCR),OOXML(.pptx) Optional: PDF(Trace & Smooth), PDF (Encrypted), PDF/XPS (Digital Signature)<br>**Fax Specifications**<br>**Maximum Number of Connection Lines:** 4<br>**Modem Speed**<br>Super G3: 33.6 Kbps<br>G3: 14.4 Kbps<br>**Compression Method:** MH, MR, MMR, JBIG<br>**Sending/Recording Size:** Statement to 11" x 17"<br>**Store Specifications**<br>**Mail Box (Number Supported)**<br>100 User Inboxes, 1 Memory RX Inbox,<br>50 Confidential Fax Inboxes<br>**Advanced Box**<br>Available: Approx. 15GB (Standard HDD)<br>Disk Space: Approx. 629GB (1TB HDD)<br>Communication Protocol: SMB or WebDAV<br>Supported Client pc: Windows*(Windows2000/ XP/Windows Vista*/7)<br>**Memory Media**<br>Standard: USB Memory<br>Optional: SD, SDHC, CompactFlash*, Memory Stick, Microdrive | |

| Sr. No. | Details of Store Material (Without Make) & Details of Required Technical Specification | Qty. |
|---|---|---|
| | **Security Specifications**<br>**Standard**<br><br>Department ID Management, Single Sign On-H, Access Management System (Device and Function Level Log-in), Secured Print, Trusted Platform Module, User Access Control of Advanced Box, Mail Box Password Protection. IPV6, Restricting Features (Restricting the Send Function, Restricting New Addresses on Address Book), SSL Encrypted Communication, SNMPv1/v3, MAC/IP Address Port Altering, SMTP Authentication, POP Authentication before SMTP, HDD Initialize (up to 9x), HDD Erase (Up to 3x). HDD Lock, IPsec, Adobe LiveCycle Rights Management ES2.5 Integration<br><br># If "Quick Startup Settings for Main Power" is set to ON, it takes seven seconds until the key operation on the touch-panel display is available after turning on the main power, and 10 seconds until the start button function is available.<br>Includes DADF.<br>**Standard color scan support is for 100 dpi and 300 dpi. Up to 600-dpi scanning requires Additional Memory Type A (512MB).<br>***EPS can be printed directly only from the Remote user Interface<br>@ XPS cannot be printed directly from the Web Access Software.<br><br>**OEM / AMC non-comprehensive**<br><br>Total = (1+4) 5 years Guarantee and Warranty. | |

The quotations are invited in two parts under Two envelop System. Technical envelop shall be enclosed and sealed in Envelop No.1. Schedule of Rates shall be filled in and enclosed In Envelop No.2. Both the sealed envelopes. On each envelop name and address along with contact number of bidder shall be written. On the top of it envelop name of the bidder should be mentioned.

**Envelope No.1: Technical Bid.**

**The envelope must contain:**

1. Certified copy of Profile of vendor:
2. Covering letter with details of bidders, address, name of proprietor/Partner/Director etc (as case may be), telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed sole traders, Limited company, Institutions or any person register under any Act in India;
3. Certified copy of Registration / Certified of Dealership / Certificate of incorporation & other documents showing proper Registrar body which whichever is applicable;
4. Certify copy of Shop and Establish Licence;
5. Certified GST Certificate and GST Return for the month of October 2022;
6. If GST is not applicable then declaration of the same;
7. Certified PAN Copy;
8. Certified copy of the **work experience certificate regarding sales of copier and printing machine** in core business for ANY three years (due to pandemic period of 2 years) of last 5 years (One certificate per year; No work order please)
9. Certified copy of **list of clients with contact details for the supply of copier and printing machine.**
10. If any work which requires specific expertise / technical specifications then the same should be mentioned.
11. Certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant (ITR will not be considered).
12. Certified copy of our tender document with stamp, seal and signature of the authorized representative.
13. **The acceptance letter of Technical Specification and Details of copier and printing machine is mentioned in Annexure – A.**

**Envelope No.2: Financial Bid.**

**The envelope must contain:**

a. Mentioning including all taxes
b. Undertaking as Annexure – A.
c. If required component wise then format to be given component wise.

The financial bid may be submitted in the prescribed format as above on the letterhead of the bidder. The quotation for repair and maintenance, replacement of parts, servicing, electrical wiring, switches and installation of Copier and printing machine at the Pariksha Bhavan in the following prescribed proforma:

**(Offer should filled on letter head)**

**Annexure I**

Ref.No. Date:

To,
The Director
(Addl Charge),
Board of Examinations and Evaluation,
SNDT Women's University,
Juhu Road, Santacruz (West),
Mumbai – 400 020.

Sub.: The quotation for Copier and Printing Machine (Qty. 1 No.)

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below:

| Sr. No. | Particular | Qty. (In Nos.) | Rate (In Rs.) | Total Estim-ated Cost (In Rs.) | GST | Grant Total Amount with GST (In Rs.) |
|---|---|---|---|---|---|---|
| 1) | Copier and Printing Machine<br>**Technical Specification and Details of Copier and printing machine :**<br>**General Specifications:**<br>**Main Unit**<br>Operation Panel: 8.4" SVGA Full Color TFT Screen<br>**Memory**<br>Standard : 1.25GB RAM<br>Maximum : 1.75GB RAM<br>**Hard Disk Drive**<br>Standard : 160GB<br>Maximum : ITB<br>**Network Interface Connection**<br>Standard : 10/100/1000 Base – TX<br>Optional : Wireless LAN<br>**Other Interface**<br>Standard: USE 2.0 (Host) x 2. USB 2.0 (Device)<br>Optional : Device Port (UDB 2.0 (Host) x 2)<br>Copy Control Interface<br>**Copy / Print Speed ( Letter ) :** Up to 51 ppm<br>**First Copy Out Time ( Letter ) :** 3.7 seconds<br>**Paper Sources (20 lb. Bond)**<br>Standard : Dual 550-sheet paper Cassettes<br>80-sheet Stack Bypass<br>Maximum: 4,980 Sheets<br>**Output Paper Capacity (20 lb. Bond)**<br>Standard : 250 Sheets (inner Tray)<br>Maximum : 3,100 Sheets (w/Staple Finisher or Booklet Finisher)<br>**Output Paper Sizes**<br>Cassette 1 : Legal, Letter, Letter-R, Statement-R, Executive, Custom Size (5-1/2" x 7-1/8" to 11-3/4" x 15 – 3/8") | | | | | |

| Sr. No. | Particular | Qty. (In Nos.) | Rate (In Rs.) | Total Estim-ated Cost (In Rs.) | GST | Grant Total Amount with GST (In Rs.) |
|---|---|---|---|---|---|---|
| | Cassettes 2/3/4 : 1" x 17", Legal, Letter, Letter-R Statement-R, Executive, Custom Size (5-1/2" x 7-1/8" to 11-3/4" x17")<br>**Acceptable Paper Weights**<br>Cassettes: 16 lb Bond to 34 lb. Bond (60 to 128g/m2)<br>Bypass : 14 lb Bond to 80 lb. Index (52 to 220g/m2)<br>**Warm-up Time**<br>From Power On : 30 Seconds<br>From Sleep Mode : 10 Seconds<br>Quick Startup Mode : 7 Seconds#<br>**Power Requirements /Plug**<br>120V AC, 60Hz (10.4A/NEMA 5-15P)<br>**Dimensions (H x W x D)**<br>35-1/2"x22-1/4"x27-7/8" (909mm x 565mm x708mm)*<br>**Installation Space (W x D)**<br>(when the Multi-Purpose Tray is extended)<br>34-1/2" x 27-7/8" (876mm x 708mm)*<br>**Weight (Includes consumables)**<br>Approx. 172 lb. (77.9kg)*<br>**Toner (Estimated Yield @ 6% Coverage)**<br>34,200 Images<br>**Document Feeder**<br>**Scan Method**<br>Duplexing Automatic Document Feeder (Standard/ Optional)<br>**Acceptable Originals**<br>Paper Size: 11" x 17". Legal, Letter, Letter-R, Statement<br>**Scan Speed (BW/Color; Letter)** 11 17". Legal, Letter. Letter-R. Statement<br>Simplex: 51/51 ipm (300 dpi)<br>51/30 ipm (600 dpi)**<br>**Paper Capacity** (20 lb. Bond)<br>100 Sheets<br>**Print Specifications**<br>**Engine Resolution:** 1200 x 1200 dpi<br>**PDL Support**<br>Standard: UFR II<br>Optional: PCL 5e/6, PCL 6. Adobe PS 3<br>**Print Driver Supported OS**<br>UFR II, PCL 5e/6, Adobe PS 3:<br>Windows* ( XP / Windows Vista*/7/8), Windows Server (2003 / 2008 / 2008R2 / SBS2011 /2012), Windows Terminal Servers, Microsoft Clustering Server, Citrix, Macintosh*(OSX10.5.8 or later, UFR II and PS 3 only), VMware, SAP (PS and PCL only) | | | | | |

| Sr. No. | Particular | Qty. (In Nos.) | Rate (In Rs.) | Total Estimated Cost (In Rs.) | GST | Grant Total Amount with GST (In Rs.) |
|---|---|---|---|---|---|---|
| | **Direct Print Support**<br>Standard: TIFF, JPEG<br>Optional: PDF, EPS,*** XPS@<br>**Universal Send Specifications**<br>**Sending Method**<br>E-Mail, I-Fax, File server (FTP, SMB, WebDAV), Mail Box, Super G3 Fax (Optional), IP Fax (VOIP) (Optional)<br>**Communication Protocol**<br>File: FTP (TCP/IP), SMB (TCP/IP), WebDAV<br>E-mail/I-Fax: SMTP, POP3, I-FAX (Simple, Full)<br>**File Format**<br>Standard: TIFF. JPEG, PDF, PDF/XPS (Compact), PDF (Apply Policy), PDF (Optimize for Web), PDF/A-1b, XPS, PDF/XPS (OCR),OOXML(.pptx) Optional: PDF(Trace & Smooth), PDF (Encrypted), PDF/XPS (Digital Signature)<br>**Fax Specifications**<br>**Maximum Number of Connection Lines:** 4<br>**Modem Speed**<br>Super G3: 33.6 Kbps<br>G3: 14.4 Kbps<br>**Compression Method:** MH, MR, MMR, JBIG<br>**Sending/Recording Size:** Statement to 11".x 17"<br>**Store Specifications**<br>**Mail Box (Number Supported)**<br>100 User Inboxes, 1 Memory RX Inbox,<br>50 Confidential Fax Inboxes<br>**Advanced Box**<br>Available: Approx. 15GB (Standard HDD)<br>Disk Space: Approx. 629GB (1TB HDD)<br>Communication Protocol: SMB or WebDAV<br>Supported Client pc: Windows*(Windows2000/ XP/Windows Vista*/7)<br>**Memory Media**<br>Standard: USB Memory<br>Optional: SD, SDHC, CompactFlash*, Memory Stick, Microdrive<br>**Security Specifications**<br>**Standard**<br>Department ID Management, Single Sign On-H, Access Management System (Device and Function Level Log-in), Secured Print, Trusted Platform Module, User Access Control of Advanced Box, | | | | | |

| Sr. No. | Particular | Qty. (In Nos.) | Rate (In Rs.) | Total Estimated Cost (In Rs.) | GST | Grant Total Amount with GST (In Rs.) |
|---|---|---|---|---|---|---|
| | Mail Box Password Protection. IPV6, Restricting Features (Restricting the Send Function, Restricting New Addresses on Address Book), SSL Encrypted Communication, SNMPv1/v3, MAC/IP Address Port Altering, SMTP Authentication, POP Authentication before SMTP, HDD Initialize (up to 9x), HDD Erase (Up to 3x). HDD Lock, IPsec, Adobe LiveCycle Rights Management ES2.5 Integration<br>\# If "Quick Startup Settings for Main Power" is set to ON, it takes seven seconds until the key operation on the touch-panel display is available after turning on the main power, and 10 seconds until the start button function is available.<br>Includes DADF.<br>**Standard color scan support is for 100 dpi and 300 dpi. Up to 600-dpi scanning requires Additional Memory Type A (512MB).<br>***EPS can be printed directly only from the Remote user Interface<br>@ XPS cannot be printed directly from the Web Access Software.<br>**OEM / AMC non-comprehensive**<br>Total = (1+4) 5 years Guarantee and Warranty. | | | | | |
| | **Total (Inclusive of GST)** | | | | | |

**UNDERTAKING:**

I /We have read the terms and conditions of the tender and I / we hereby agree to agree to abide by the same.

Seal of the Tenderer

Signature of the Tenderer

Date:

**General Conditions:**

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.

2. Once a contract rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reasons during the performance of the contract.

3. The vendor should adhere with all seriousness to the time schedule provided by the Examination Section.

4. The University reserves the right to reject the quote in whole without assigning any reason thereof.

5. **Payment will be made within 30 days after delivery / completion and installation report from the said Examinations Section.**

6. **Penalty:** Will be levied to the maximum 10% if the contract value for the delay in supply of the material or deficiency in the service as per the rules prescribed in the Maharashtra Universities Act, 2016 and the Maharashtra Universities Accounts Code.

7. The rate validity will be upto 45 days from the date of submission deadline.

8. All necessary documents to be handed over to the Exam Accounts department, Juhu campus.

9. Packing and transport charges, transit insurance will be inclusive in the quoted rate.

10. The guaranty and warranty after maintenance, replacement of parts, servicing, electrical wiring, switches and installation of Copier and Printing Machine under the OEM / AMC non-comprehensive for total 5 (1+4) years.

12/12/22

(Dr. Sanjay Shedmake)
Director (Addl Charge),
Board of Examinations and Evaluation

Encl.: As mentioned above.