



National Accreditation Board for Testing and Calibration Laboratories

(A Constituent Board of Quality Council of India)



No. B-19/NABL/2021/ Photocopier – Printer

Dated 01.02.2021

To,

Sub. Invitation of bids for 2 nos. Photocopiers and 2 nos. of Heavy Duty Laser Jet Printer machine on rental basis-

NABL requires 2nos. Photocopier machine and 2 nos. Heavy Duty Printers on rental basis. You are requested to send sealed quotation for the same as per the specification given below.

Sl.	Particulars	Qty	Rate Per Unit	GST	Amount
1	<p>Photocopier Machine Average printout requirements are 8000 copies per photocopier / month. Speed upto 35 ppm (pages per minute) Suitable for plain paper up to 100 GSM. Built in automatic two-sided printing. Must be a network printer for LAN environment. The quality of prints should be 600 DPI or better. Should have Color Scanning facility (Resolution: 600 DPI or better). Automatic document feeder, at least 100 sheets Paper Size: A3 - A5, legal size, Free Size. Paper tray: at least three (3) [including one (1) bypass tray]. Only black color printing. Operating System –Windows 7, Windows 8 and above.</p>	02 Nos.			
2	<p>Heavy Duty Laser Jet Printer Machine Average printout requirements are 5000 copies per printer / month. Printer speed upto 35 ppm (pages per minute) Suitable for plain paper up to 80 GSM. Minimum 2 paper input trays. Built in automatic two-sided printing. Must be a network printer for LAN environment. Operating System –Windows Vista, Windows 7, Windows 8 and above. Only black color printing. The quality of print should be 600 DPI or better.</p>	02 Nos.			
		Total			
		Grand Total			

The quotation is to be submitted in a sealed envelope and should reach the office of Quality Council of India (Board – NABL) positively by 08.02.2021 (2:30 pm) at the address mentioned below-

To,

Deputy Director, (HR & Admn.)

Quality Council of India (Board- NABL)

Plot, No. 45, Sec. 44, Gurugram - 122003



National Accreditation Board for Testing and Calibration Laboratories

(A Constituent Board of Quality Council of India)



Terms and Conditions –

1. The rate quoted must indicate rental charges and taxes etc. (if any) separately.
2. Photocopier and Printer shall be made operational within 5 days from the date of award of work order.
3. Maintenance of the printer including supply and replenishment of toner, spares, stabilizer and other consumables will be part of the rental charges and will be the responsibility of the vendor only.
4. Contract will be signed for a period of one year (12 months) and no change in the rates will be allowed during the contract period.
5. The contract for supply of photocopier and printer is valid for 1 year from the date of award of work order.
6. In case, performance of a machine is found to be unsatisfactory, vendor will have to provide suitable replacement of the photocopier and printer immediately.
7. The downtime of the printer should not exceed 1 working day (Working week is from Monday to Saturday). In case of failure in services or negligence, appropriate penal action shall be taken by NABL, which includes but is not limited to levy a penalty of 1% per week or a part thereof subject to a maximum of 2% of the billed amount per month per machine.
8. All rights towards above terms & conditions are reserved by NABL.

Declaration by the bidder:-

The above mentioned terms & conditions are accepted by us.

Bidders Signature & Seal

Yours faithfully
Sd/- on 01.02.2021
(Vikas Kumar Jaiswal)
Dy. Director (HR & Admn. and Accounts)