



**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, Mgm. Cert.	2661 2877
M.Phil. Ph.D	2660 3259
Confidential	2661 2265
Tech. Pharma. BCA, BMS	2661 5985
CFC	2660 8304

Ref.No.:Exam/Web-Tender/2022-23/3 />

Date: 21.10.2022

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

Madam / Sir,

Sealed quotations are invited for quotation for Xerox 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, 31<sup>st</sup> October, 2022 (before 04:30 p.m.).

**The Technical Bid should be as follows:**

- Scanned and certified copy of Company Profile of vendor:  
Covering letter with details of bidders, address, name of proprietor, 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.
- Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
- Scanned and Certified PAN Copy.
- Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
- Scanned and Certified copy of the work experience certificated from vendors for continuations existing in core business for last five years. (One certificate per year. No purchase order please).
- Scanned copy of list of clients for last five years.
- Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
- Undertaking as Annexure – A.

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

- Mentioning including all taxes.
- If required component wise then format to be given component wise.
- Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant **(ITR will not be considered)**.

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.

*Shed*  
21/10/22

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

## Invitation for Quotations

### Quotation for Xerox and Printing Machine (Qty. 1 No.)

Ref.No: Exam/Accounts/Quotation/2022-23/

Date: 21.10.2022

Sealed quotations are invited for **Xerox 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 Xerox and Printing Machine (Qty. 1 No.)
Venue of Submission	Pariksha Bhavan, SNDT Women's University, Juhu Campus, 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, 31 <sup>st</sup> October, 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 notified 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](http://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 Xerox 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)	<p>Xerox and Printing Machine</p> <p><b>Technical Specification and Details of Xerox and printing machine :</b></p> <p><b>General Specifications:</b></p> <p><b>Type :</b> A3 Monochrome (Laser) Multifunctional Device (Reader/Printer Desktop)</p> <p><b>Copy /Print Speed</b></p> <p><b>A4 :</b> 22 Pages/min and <b>A3 :</b> 11 Pages/min</p> <p><b>Warm-Up Time</b> (Time from device power on, until copy ready) : 13s or Less</p> <p><b>Recovery from sleep mode :</b> 4.3s</p> <p><b>First Copy Time (A4) :</b> 7.4s</p> <p><b>Memory :</b> 2.0GB RAM / 512MB</p> <p><b>Dimension(WxDxH) :</b>622.0x606.0x600.0mm(with ADF)</p> <p><b>Weight :</b> Approximately 35.5 kg (with ADF)</p> <p><b>Installation Space (WxD) :</b> 920.0x589.0mm (when multipurpose tray is extended)</p> <p><b>Power Supply :</b> 220 to 240 V AC, 50/60Hz, 2.7 A</p> <p><b>Maximum Power Consumption :</b> 1.5kWh</p> <p><b>When the machine is in the Sleep mode</b></p> <p>(Max Power Consumption) : 2W</p> <p><b>Toner Yield (A4, 6% coverage) :</b> Approx. 10 200 sheets</p> <p><b>Drum Yield :</b> Approx. 66 000 sheets</p>	01 No.

Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.
	<p><b>Print Specifications:</b>  <b>Print Resolution</b> : 600 x 600dpi  <b>Page Description Language(s)</b> : UFR II LT (Standard), PCL6 (Optional)  <b>Print OS Compatibility</b> : Windows 10/8.1/7, Windows Server 2008 / 2008 R2 / 2012 / 2012 R2 / 2016, Mac OS X10.9.5 or later  <b>Interface</b> :  <b>Network</b> : Ethernet 100Base-Tx/10Base-T(IEEE 802.3 compliant), WLAN IEEE 802.11b/g/n  <b>Others (Local Print/Scan)</b>: USB2.0 x 1  <b>Network Protocol</b> : TCP/IP (IPv4/IPv6),USB; Frame type: Ethernet II, Print applications: LPD/ Raw /IPP/ IPPS/WSD/Mopria/Google Cloud Print/ AirPrint/ Windows 10 Mobile Print</p> <hr/> <p><b>Copy Specifications:</b>  <b>Copy Resolution</b> : 600 x600dpi  <b>Multiple Copies / Prints</b> : Up to 999 copies  <b>Magnification</b> : 25% - 400% (1% increment)</p> <hr/> <p><b>Send Specifications:</b>  <b>Destination</b> : Scan to Email (SMTP), network folders (SMB)  <b>Scan Speed</b> (Platen, A4, 600dpi) : <b>BW</b> : 1.71 secs ,  <b>CL</b> : 3.42 sec  <b>Scan Speed</b> (Simplex, A4, 300dpi) : <b>BW</b> :13 sheets/min,  <b>CL</b> : 6 sheets/min  <b>Address Book</b> : LDAP (5)/Local(104)/One-touch(4)  <b>SEND Resolution</b> : BW/CL 300 x 300dpi  <b>SEND File Format</b> : PDF/Compact PDF/ JPEG/TIFF</p> <hr/> <p><b>Scan Specifications:</b>  <b>Destination</b> : MF Scan Utility, application compatible with TWAIN/WIA  <b>Supported Protocol</b> : TCP /IP, USB  <b>Scan Speed</b> (Simplex, A4, 300dpi) : <b>BW</b> :23 sheets/min,  <b>CL</b> :12 sheets/min  <b>Scan Resolution</b> : <b>BW</b>: 600 x 600dpi, <b>CL</b>: 300 x 600dpi  <b>Scan File Format</b> : TIFF/JPEG/PNG/PDF(Compact, Searchable)/PDF (Divided into Single-Page Files)  <b>Scan OS Compatibility</b> : Windows 10/8.1/7, Windows Server 2008 / 2008 R2 / 2012 / 2012 R2 / 2016, Mac OS X10.9.5 or later  <b>Security</b> :  <b>Authentication</b> : Department ID management(Max: 100 IDs)  <b>Network</b> :  <b>Standard</b> : IP/Mac Address Filtering, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP  <b>Document</b> : Secure Print</p> <hr/> <p><b>Paper Handling :</b>  <b>Paper Sizes :</b>  <b>Cassette 1</b> : A3, B4, A4R, A4, B5, B5R, A5R, India-LGL, FOOLSCAP  <b>Cassette 2</b> : A3, B4, A4R, A4, B5, B5R  <b>Multi-Purpose Tray</b> : A3, B4, A4R, A4, B5, B5R, A5,A5R, India-LGL, FOOLSCAP, Envelope (COM 10, Monarch, ISO-C5,DL)  <b>Paper Input Capacity (Standard) :</b>  <b>Cassette 1</b> : 250 sheets 80g/m<sup>2</sup> (gsm)  <b>Multi-Purpose Tray</b> : 80 sheets 80g/m<sup>2</sup> (gsm)  <b>Paper Input Capacity (Optional):</b>  <b>Cassette</b> : Weight : 64 - 90g/m<sup>2</sup> (gsm); Type : Plain 64 - 90g/m<sup>2</sup> (gsm), Recycled 65 to 80g/m<sup>2</sup> (gsm), Colour 64 to 80g/m<sup>2</sup> (gsm), Pre-punched 75 to 80g/m<sup>2</sup> (gsm)</p>	

Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.
	<p><b>Multi-Purpose Tray</b> : Weight : 64 - 128g/m<sup>2</sup> (gsm); Type : Plain 64 - 90g/m<sup>2</sup> (gsm), Heavy1 91 to 105g/m<sup>2</sup>, Heavy2 106 to 128g/m<sup>2</sup>, Recycled 65 to 80g/m<sup>2</sup> (gsm), Colour 64 to 80g/m<sup>2</sup> (gsm), Pre-punched 75 to 80g/m<sup>2</sup> (gsm), Bond 75 to 90g/m<sup>2</sup> (gsm), Transparency, Label, Envelope</p> <hr/> <p><b>Optional Accessories: Duplex Automatic Document Feeder –AY1*</b></p> <p><b>Type</b> : Automatic Document Feeder</p> <p><b>Size of Originals</b> : A3, B4, A4, A4R, B5, B5R, A5,A5R, FOOLSCAP, India-LGL</p> <p><b>Paper Weight</b> :</p> <p>When scanning continuously: 52 to 105g/m<sup>2</sup></p> <p>When scanning a single original: 37 to 128g/m<sup>2</sup></p> <p><b>Max. Number of Originals</b> : 50 sheets A4, 80g/m<sup>2</sup></p> <p><b>Scanning Speed (Simplex)</b> :</p> <p>Copying (A4 in BW at 600dpi): 22 images/min</p> <p>Scanning (A4 in BW at 300dpi): 23 images/min</p> <p><b>Dimension</b> (WxDxH) : 565.0x520.5x126.0mm</p> <p><b>Weight</b> : Approximately 7.0kg</p> <p><b>Other Optional Accessories And Supplies</b></p> <p>Duplex Unit-C1*, Platen Cover Type X*, Cassette Feeding Module – AD1*, FL Cassette-BB1*, Heater Kit-M2, Cassette Heater Unit – 40, NPG-59 Drum Unit, NPG-59 Black Toner</p> <p><b>OEM / AMC non-comprehensive</b></p> <p>Total = (1+4) 5 years Guarantee and Warranty.</p>	

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. Scanned and certified copy of Company Profile of vendor:  
Covering letter with details of bidders, address, name of proprietor, 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.
2. Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.
3. Scanned and Certified PAN Copy.
4. Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.
5. Scanned and Certified copy of the work experience certificated from vendors for continuations existing in core business for last five years. (One certificate per year. No purchase order please).
6. Scanned copy of list of clients for last five years.
7. Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.
8. Undertaking as Annexure - A.

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

**The envelope must contain:**

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 Xerox and printing machine at the Pariksha Bhavan in the following prescribed proforma:

- a. Mentioning including all taxes.
- b. If required component wise then format to be given component wise.
- c. Scanned and certified copy of the Annual Audited Accounts of last three years duly signed by the Chartered Accountant **(ITR will not be considered)**.

-5-  
(Offer should filled on letter head)  
**Annexure I**

Date:

Ref.No.

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 Xerox 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.) per Answer-book	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
1)	<p>Xerox and Printing Machine <b>Technical Specification and Details of Xerox and printing machine :</b> <b>General Specifications:</b> <b>Type :</b> A3 Monochrome (Laser) Multifunctional Device (Reader/Printer Desktop) <b>Copy /Print Speed</b> A4 : 22 Pages/min and A3 : 11 Pages/min <b>Warm-Up Time</b> (Time from device power on, until copy ready) : 13s or Less <b>Recovery from sleep mode</b> : 4.3s <b>First Copy Time (A4)</b> : 7.4s <b>Memory</b> : 2.0GB RAM / 512MB <b>Dimension(WxDxH)</b> :622.0x606.0x600.0mm(with ADF) <b>Weight</b> : Approximately 35.5 kg (with ADF) <b>Installation Space</b> (WxD) : 920.0x589.0mm (when multipurpose tray is extended) <b>Power Supply</b> : 220 to 240 V AC, 50/60Hz, 2.7 A <b>Maximum Power Consumption</b> : 1.5kWh <b>When the machine is in the Sleep mode</b> (Max Power Consumption) : 2W <b>Toner Yield</b> (A4, 6% coverage) : Approx. 10 200 sheets <b>Drum Yield</b> : Approx. 66 000 sheets</p> <p><b>Print Specifications:</b> <b>Print Resolution</b> : 600 x 600dpi <b>Page Description Language(s)</b> : UFR II LT (Standard), PCL6 (Optional) <b>Print OS Compatibility</b> : Windows 10/8.1/7, Windows Server 2008 / 2008 R2 / 2012 / 2012 R2 / 2016, Mac OS X10.9.5 or later <b>Interface :</b> <b>Network</b>: Ethernet 100Base-Tx/10Base-T(IEEE 802.3 compliant), WLAN IEEE 802.11b/g/n <b>Others (Local Print/Scan):</b> USB2.0 x 1 <b>Network Protocol</b> : TCP/IP (IPV4/IPV6),USB; Frame type: Ethernet II, Print applications: LPD/ Raw /IPP/ IPPS/WSD/Mopria/Google Cloud Print/ AirPrint/ Windows 10 Mobile Print</p>					

Sr. No	Particular	Qty (In Nos)	Rate (In Rs.) per Answer-book	Total Estim- ated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p><b><u>Copy Specifications:</u></b>  <b><u>Copy Resolution</u></b> : 600 x600dpi  <b><u>Multiple Copies / Prints</u></b> : Up to 999 copies  <b><u>Magnification</u></b> : 25% - 400% (1% increment)</p> <hr/> <p><b><u>Send Specifications:</u></b>  <b><u>Destination</u></b> : Scan to Email (SMTP),  network folders (SMB)  <b><u>Scan Speed</u></b> (Platen, A4, 600dpi) : <b>BW</b> : 1.71 secs ,  <b>CL</b> : 3.42 sec  <b><u>Scan Speed</u></b> (Simplex, A4, 300dpi) : <b>BW</b> :13 sheets/min,  <b>CL</b> : 6 sheets/min  <b><u>Address Book</u></b> : LDAP (5)/Local(104)/One-touch(4)  <b><u>SEND Resolution</u></b> : BW/CL 300 x 300dpi  <b><u>SEND File Format</u></b> : PDF/Compact PDF/ JPEG/TIFF</p> <hr/> <p><b><u>Scan Specifications:</u></b>  <b><u>Destination</u></b> : MF Scan Utility, application compatible with  TWAIN/WIA  <b><u>Supported Protocol</u></b> : TCP /IP, USB  <b><u>Scan Speed</u></b> (Simplex, A4, 300dpi) : <b>BW</b> :23 sheets/min,  <b>CL</b> :12 sheets/min  <b><u>Scan Resolution</u></b> : <b>BW</b>: 600 x 600dpi, <b>CL</b>: 300 x 600dpi  <b><u>Scan File Format</u></b> : TIFF/JPEG/PNG/PDF(Compact,  Searchable)/PDF (Divided into Single-Page Files)  <b><u>Scan OS Compatibility</u></b> : Windows 10/8.1/7, Windows  Server 2008 / 2008 R2 / 2012 / 2012 R2 / 2016, Mac OS  X10.9.5 or later  <b><u>Security</u></b> : <b><u>Authentication</u></b> : Department ID  management(Max: 100 IDs)  <b><u>Network</u></b> : <b><u>Standard</u></b> : IP/Mac Address Filtering, TLS  Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6,  SMTP Authentication, POP Authentication before SMTP  <b><u>Document</u></b> : Secure Print</p> <hr/> <p><b><u>Paper Handling :</u></b>  <b><u>Paper Sizes :</u></b>  <b><u>Cassette 1</u></b> : A3, B4, A4R, A4, B5, B5R, A5R, India-LGL,  FOOLSCAP  <b><u>Cassette 2</u></b> : A3, B4, A4R, A4, B5, B5R  <b><u>Multi-Purpose Tray</u></b> : A3, B4, A4R, A4, B5, B5R, A5,A5R,  India-LGL, FOOLSCAP, Envelope (COM 10, Monarch, ISO-  C5,DL)  <b><u>Paper Input Capacity (Standard) :</u></b>  <b><u>Cassette 1</u></b> : 250 sheets 80g/m<sup>2</sup> (gsm)  <b><u>Multi-Purpose Tray</u></b> : 80 sheets 80g/m<sup>2</sup> (gsm)  <b><u>Paper Input Capacity (Optional):</u></b>  <b><u>Cassette</u></b> : Weight : 64 - 90g/m<sup>2</sup> (gsm); Type : Plain 64 -  90g/m<sup>2</sup> (gsm), Recycled 65 to 80g/m<sup>2</sup> (gsm), Colour 64 to  80g/m<sup>2</sup> (gsm), Pre-punched 75 to 80g/m<sup>2</sup> (gsm)  <b><u>Multi-Purpose Tray</u></b> : Weight : 64 - 128g/m<sup>2</sup> (gsm); Type :  Plain 64 - 90g/m<sup>2</sup> (gsm), Heavy1 91 to 105g/m<sup>2</sup>, Heavy2  106 to 128g/m<sup>2</sup>, Recycled 65 to 80g/m<sup>2</sup> (gsm), Colour 64  to 80g/m<sup>2</sup> (gsm), Pre-punched 75 to 80g/m<sup>2</sup> (gsm), Bond  75 to 90g/m<sup>2</sup> (gsm), Transparency, Label, Envelope</p>					

Sr. No	Particular	Qty. (In Nos.)	Rate (In Rs.) per Answer-book	Total Estimated Cost (In Rs.)	G S T	Grant Total Amount with GST (In Rs.)
	<p><b><u>Optional Accessories: Duplex Automatic Document Feeder –AY1*</u></b>  <b>Type :</b> Automatic Document Feeder  <b>Size of Originals :</b> A3, B4, A4, A4R, B5, B5R, A5,A5R, FOOLSCAP, India-LGL  <b>Paper Weight :</b>                      When scanning continuously: 52 to 105g/m<sup>2</sup>                      When scanning a single original: 37 to 128g/m<sup>2</sup>  <b>Max. Number of Originals :</b> 50 sheets A4, 80g/m<sup>2</sup>  <b>Scanning Speed (Simplex) :</b>                      Copying (A4 in BW at 600dpi): 22 images/min                      Scanning (A4 in BW at 300dpi): 23 images/min  <b>Dimension (WxDxH) :</b> 565.0x520.5x126.0mm  <b>Weight :</b> Approximately 7.0kg  <b><u>Other Optional Accessories And Supplies</u></b>                      Duplex Unit-C1*, Platen Cover Type X*, Cassette Feeding Module – AD1*, FL Cassette-BB1*, Heater Kit-M2, Cassette Heater Unit – 40, NPG-59 Drum Unit, NPG-59 Black Toner  <b><u>OEM / AMC non-comprehensive</u></b>                      Total = (1+4) 5 years Guarantee and Warranty.</p>					
	<b>Total (Inclusive of GST) Rs.</b>					

**UNDERTAKING:**

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


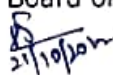
Seal of the Tenderer  
Date:

Signature of the Tenderer



**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 Xerox and Printing Machine under the OEM / AMC non-comprehensive for total 5 (1+4) years.

  
(Dr. Sanjay Shedmake)  
Director (Addl Charge),  
Board of Examinations and Evaluation  
  
21/10/2022

Encl.: As mentioned above.