

INSTITUTE OF ADVANCED RESEARCH (IAR)

(Established Under Gujarat Private Universities Amendment Act, 2011)



The University for Innovation

REQUEST FOR QUOTE (RFQ) FOR SUPPLY AND INSTALLATION OF IT Canon ir-adv dx 4945 Copier Machine with DADF, Staple Finisher

INSTITUTE OF ADVANCED RESEARCH,
KOBBA INSTITUTIONAL AREA,
GANDHINAGAR - 382426, GUJARAT - INDIA.

Tel: 079-61804300

Visit us: <http://www.iar.ac.in>, Email: itadmin@iar.ac.in

RFQ NO: PC-34/2024-25

RFQ FOR SUPPLY AND INSTALLATION of Canon ir-adv dx 4945 Copier Machine with DADF, Staple Finisher

Sealed bids are invited, from authorized distributors/dealers/manufacturers having a proven track record, for supply and installation of it peripherals for library development project with following terms and conditions:

TERMS AND CONDITION OF THE QUOTES:

1. **Warranty/Guarantee Maintenance:** One year Warranty on site.
2. **Installation and Commissioning:** Fitting and installation at INSTITUTE OF ADVANCED RESEARCH (IAR), Gandhinagar.
3. **Conditional Offer** will not be accepted.
4. **Period of Validity:** Bids shall remain valid for acceptance for a period of 30 days from the date of opening of the bid.
5. **Acceptance of RFQ:** The Authority of INSTITUTE OF ADVANCED RESEARCH (IAR), Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof. The authority may also decide to empanel more than one bidder or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the tender. This is in view of the spectrum of products available in the market, requirements of the University.
6. **Bid:** Bid should be submitted in sealed envelope quoting reference number on the top of the envelope. Stapled with the packet containing Bid documents. The bidder can bid for all the equipment's or individually also. The bid should be submitted with covering letter specifying the item for which the price is quoted.

7. Only physical bids will be considered, the bid should reach on the address **INSTITUTE OF ADVANCED RESEARCH, KOBA INSTITUTIONAL AREA, GANDHINAGAR - 382426, GUJARAT - INDIA** on or before **31st March, 2025**. The University will not be responsible for any postal delays.
8. **Price:** The price shall be quoted in Indian Rupees only, on free delivery at site basis. This shall be inclusive of all taxes, and summary cost of total implementation be indicated. All kind of taxes should be specifically mentioned in the price bid.
9. **IMPORTANT:**
 - a) University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
 - b) A bid submitted with false information will not only be rejected but also the bidder will be debarred from participation in future tendering process.
10. The bidders are requested to send any queries and questions on the email ID procurement@iar.ac.in.

Seal and Signature of the Bidder

TECHNICAL SPECIFICATION AND PRICES

Sr. No.	Particular	Qty Required	Rate per Unit	Amount
1	Canon IR Advance DX 4945 45 CPM / PPM Digital A-3 Size Copier / Print, Scan, Copy, Store / 45 Copy per minute / 45 Print per minute / Duplex unit / Net-work & Color scanner / Wi-Fi / Scan to mail scan to folder / Secure print / USB Print / Mobile printing / 256 GB HDD / 2GB RAM / DADF (Duplex Automatic Document Feeder) / Up to 999 multi copy / Printing by UFR II / 25 -400% (in 1% steps) / 2 x 550 sheet paper tray / 1 x 80 sheet bypass tray / Paper size: standard tray A5 - A4 & A3 & Bypass tray A5 - A4 & A3.	1		
2	2 x 550 Sheets Cassette Feeding Unit	1		
3	Buffer pass Unit for Staple Finisher	1		
4	Staple Finisher	1		
5	Canon original Staple cartridge	1		
6	Canon original toner for above printer (extra)	1		
			Total	
			GST	
			Grand Total	
			Discount	
			Final Amount after Discount	

Seal and Signature of the Bidder