

NOTICE INVITING QUOTATION

Quotation for purchase of 1 No. of Multifunctional Digital Photocopier with Printer & Scanner for Red Cross Blood Centre, NHQ – reg.

The sealed quotation is invited for purchase of 1 No. of Multifunctional Digital Photocopier with Printer & Scanner for the purpose of Blood Centre, IRCS NHQ.

Please send the sealed quotation with rate and technical specifications in separate sealed cover to The Secretary General, Indian Red Cross Society, National Headquarters, 1, Red Cross Road, New Delhi-110001. (Technical Specification required is attached at Annexure.)

Quotation should be marked **“Quotation for Multifunctional Digital Photocopier with Printer & Scanner”** on the envelope. The quotation shall be received only under sealed covers.

The Competent Authority has the right to reject or accept any or all quotations without assigning any reason whatsoever.

The sealed quotation should be submitted within 21 days starting w.e.f. 17.06.2025 to 07.07.2025 by 5.00 PM.

Specifications of Photocopy Machine

A. Multifunctional Digital Photocopier with Printer & Scanner: 1 (One) Set.

B. Brand Name, Model & Country of Origin: Must be mentioned clearly by the Bidder.

C. Specification of Copier:

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| 1. Standard | Multifunctional Copier with Network Printing & Scanning. |
| 2. Language of operation | Must be English (US English/ UK English). |
| 3. Displayable language | Must be English(US English/ UK English). |
| 4. Type | Console with Trolley. |
| 5.Drum/Imaging Unit Life | Minimum 100,000 Copies or More in A4 (Must be declared by the Manufacturer). |
| 6.Toner/Cartridge Capacity/yield | Minimum 15,000 Copies in A4 per Toner/Cartridge or more (Must be declared by manufacturer.) |
| 7.Resolution | 600 DPI x 600 DPI (Minimum) for Copy; |
| 8. Memory | Minimum 4 GB in-Built memory, Storage: Minimum 128GB SSD. |
| 9.Paper feed | Automatic feed from (a) Paper Cassette and (b) By pass tray. |
| 10. Input Paper size | (a) By pass tray: Minimum A3 and Maximum A4 (b) Cassette: Minimum A4 and Maximum A3 |
| 11.Output paper size | Minimum A4 and Maximum A3 |
| 12.Input Paper Capacity | Minimum 1100 Sheet |
| 13. Paper weight | 52-256 g/m2 (single feed), 60-256 g/m2 (multi feed) or better. |
| 14.Reduction/Enlargement | Standard preset ratio from 25%-400% in 1% Increments or better. |
| 15.Copy speed | Minimum 30 Copies (Aa) per minute. |
| 16.No. of Cassette(s) | Minimum 02 (Two). |
| 17. Electrical requirements. | : 220V±20, 50 Hz, Single phase AC. |
| 18. Display | Minimum: 10 inch color WSVGA touch screen. |
| 19.Continuous copy | Not Less Than 999 no. |
| 20. Finishing Option | Multi-position stapling finisher, Saddle Stitching Finisher, Inner Finisher, Job Separator etc. |
| D. Specification of printer/ Network Print | Built-in Laser Printer with duplex print, Print Speed: 30 ppm (A4), 15ppm (A3). |
| 1. Printing option | Built-in Laser Printer with duplex print, Print Speed: 30 ppm (A4), 15ppm (A3). |
| 2. Network Printing (Built in) | Standard USB 2.0, LAN having features to print directly from mobile phone. |
| E. Specification of Scanner | |
| 1. Scanning Speed | Minimum 70 page per minute. |
| 2. Resolution (Pixel) | Minimum 600 dpi. |

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| 3. Size | Built-in-A3 Colour Scanner. |
| 4. Duplex ADF Scanning | Yes |
| F. Additional items to be supplied with main unit: | |
| 1. For Copier | Duplex Auto Document Feeder (For both side scanning). |
| 2. For Printer | Duplex Printing Unit/Kit (For both side Printing) |
| G. Year of Manufacture | 2024 or Latest Model. |
| H. Supplier have to provide all necessary devices and consumables (cable, slot, card tonner etc.) at free of cost for the proper operation of all function (Photocopy, Printing, Scanning) of supplied copier from a fixed computer. | |
| I. Toner | 01 (one) No. (Expire date should not be less than 01 (one) year from the date of supply of the toner). |
| J. Guarantees: | <p>1. One year comprehensive warrantee for spare parts with motherboard and two years free servicing.</p> <p>2. Guarantee to undertake servicing and supply of spare parts and chemicals at market price for at least five years after expiry of warranty period.</p> |
| K. Special Conditions: | |
| 1. The Bidder must have servicing facility located at New Delhi and must reach at IRCS, NHQ, New Delhi within 24 hours of complaint. | |
| 2. The bidder must mention yearly and/or on call servicing charges. | |
| 3. The bidder must provide price list of consumable and chemicals | |
| 4. The bidder must provide price list of major spare parts. | |
| 5. The bidder must mention Country of origin and place of Manufacturing & assembling of their offered copier. | |
| 6. Original Photocopier catalog to be provided with the tender document. | |
| 7. Manufacturer's Certificate of the product has to be delivered by the successful bidder. | |
| 8. The supplier has to hand over the machine to the owner including installation and test all functions properly. | |