# INVITATION FOR QUOTATION

**CEMK/CSE/2026/Enq/02** **01-Sep-2026**

To,

**Sub: Enquiry for Supply, Installation, Testing and Commissioning of Multifunction Laser Printer and High-Speed Document Scanner**

Dear Sir,

1. Sealed quotations are invited from reputed and eligible suppliers/dealers for the supply, installation, testing and commissioning of the following equipment for official/institutional use at the College of Engineering and Management, Kolaghat (CEMK).

| Sr. No | Brief Description of Item | Reference Make & Model | Qty | Delivery Period (In days) | Place of Delivery | Installation/ Demonstration Requirement (if any) |
|---|---|---|---|---|---|---|
| 1 | Multifunction Monochrome Laser Printer (Detailed specifications in Annexure-I) | Brother DCP-B7640DWB or substantially equivalent | 01 | 30 | Office of HoD-CSE, College of Engineering & Management, Kolaghat | Required |
| 2 | High-Speed Duplex Sheet-Feed Document Scanner (Detailed specifications in Annexure-II) | HP ScanJet Pro 3000 s4 or substantially equivalent | 01 | 30 | | Required |

2. **Reference Make / Model:**

   The make and model mentioned above are provided **only as reference models** for indicating the required functionality and performance.

   Bidders may quote the reference model or another make/model which **meets or exceeds the minimum technical specifications** prescribed in this enquiry.

   Where an alternative model is offered, the bidder shall clearly mention:

   - Make;
   - Exact model number;
   - Detailed technical specifications; and
   - Manufacturer's official product brochure/datasheet.

The purchaser shall determine whether the offered alternative model is **substantially equivalent** based on the prescribed minimum technical requirements and supporting manufacturer's documentation.

3. **Quotation:**
   - 3.1 The contract shall be for the full quantity as described above.
   - 3.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
   - 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
   - 3.4 Applicable taxes shall be quoted separately for all items.
   - 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
   - 3.6 The Prices should be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation.
5. Quotation shall remain valid for a period not less than **30** days after the last date of quotation submission.
6. **Evaluation of Quotations:**
   The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
   - 6.1 are properly signed ; and
   - 6.2 confirm to the terms and conditions, and specifications.
7. The Quotations would be evaluated for all items together.
8. **Award of contract:**
   The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
   - 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
   - 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Payment shall be made in Indian Rupees as follows:
   **On Delivery and Installation - 80% of total cost**
   **On Successful Commissioning and Final Acceptance - 20% of total cost**
10. Detailed specifications of the items are at Annexures I & II.
11. The equipment shall be delivered and installed at:

    **College of Engineering and Management, Kolaghat (CEMK)**
    KTPP Township, Purba Medinipur, West Bengal – 721171.

    The supply, installation and commissioning shall preferably be completed within **30 days from the date of issue of Purchase Order/Work Order**, unless otherwise specified.

12. Training Clause (if any) **Required**
13. Testing/Installation Clause (if any) **Free Installation and Testing at our Institute Premises**

14. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

15. **Warranty:**

15.1 Each item shall carry a minimum **one-year manufacturer's warranty** from the date of successful installation and commissioning.

15.2 The supplier shall provide necessary technical support and repair/replacement of defective components in accordance with the manufacturer's warranty terms.

16. **Eligibility / Documents to be submitted**

The bidder shall submit:

- Valid GST Registration Certificate.
- PAN Card of the firm.
- Manufacturer's official brochure/datasheet for each quoted model.
- Manufacturer/authorized dealer certificate, wherever applicable.
- Separate technical compliance statement for each item.
- Warranty details.
- Complete contact details of the authorized representative.

17. **Inspection and Acceptance**

The supplied equipment shall be inspected and tested by the authorized representative(s) of CEMK. Acceptance shall be subject to satisfactory demonstration and verification of the prescribed technical specifications.

18. Sealed quotation to be submitted/ delivered at the address mentioned below,
P.O. - KTPP Township, Dist. - Purba Medinipur, Pin - 721 171 (West Bengal), India

19. You are requested to provide your offer latest by **14:00** hours on **16-Sep-2026.**

20. **Opening of Sealed Quotations:**

| | | |
|---|---|---|
| 16.1 Time and date | : | Date: **16-Sep-2026**; Time: **15:00** Hours |
| 16.2 Venue | : | Admin/Acad Building Conference Room<br>College of Engineering & Management, Kolaghat<br>P.O. - KTPP Township, Dist. - Purba Medinipur,<br>Pin - 721 17, West Bengal, India |

We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

Dr. Jaydev Mishra

Head of the Department
Dept. of Computer Science & Engineering
College of Engineering & Management
Kolaghat, West Bengal

**Annexure I**

## Specifications of the Printer

| | |
|---|---|
| **Key Function** | Print, Scan and Copy |
| Print Speed (A4/Letter) | Minimum 34 ppm |
| Print Resolution | Minimum 1,200 x 1,200 dpi |
| First Print Out Time (Ready) | ≤ 9 seconds preferred |
| Duplex Printing | Automatic 2-sided printing |
| **Copy Functions** | |
| Copy Speed (A4/Letter) | Minimum 34 cpm |
| Copy Resolution | Minimum 600 x 600 dpi |
| Reduction/Enlargement Ratio | 25% - 400% in 1% increments or better |
| Copy Features | Multi Copy: Sort/Stack, N in 1 |
| **Scan Functions** | Flatbed scanner with ADF |
| Scan Speed (Mono/Colour) | Minimum 22.5 / 7.5 ipm |
| Scanner (Method) | CIS |
| Resolution (Optical/Interpolated) | Max 1,200 x 1,200 dpi / Max. 19,200 x 19,200 dpi |
| Scan To Functions | Sharepoint (Windows only), E-mail, Image, OCR, File, FTP, FTPS |
| **Connectivity/Networking** | |
| Interface: USB | Hi-Speed USB 2.0 or higher |
| LAN | Ethernet (10 Base-T/100 Base-TX) or higher |
| Wireless with | Built-in Wi-Fi with Wi-Fi Direct |
| Mobile Solutions | AirPrint, Mopria, Mobile Connect or equivalent |
| **Paper Handling** | |
| Input Tray (Standard) | Minimum 250 sheets |
| Manual Feed Slot | Minimum 1 Sheet |
| Output Tray (Face Down) | Minimum 120 Sheets |
| Automatic Document Feeder (ADF) | Minimum 50 Sheets |
| Media Weights | 60 to 230g/m² (Using Manual Feed Slot) |
| Media / Paper Size | A4, Letter, B5(JIS), B5(ISO), A5, A5(Long Edge), B6 (JIS), A6, Executive, Legal",A4 Short, Folio*, Mexico Legal*, India Legal |
| **Others** | |
| Processor Speed | Minimum 600MHz or equivalent |
| Memory | Minimum 256MB |
| Monthly Duty Cycle | Minimum 30,000 pages/month |
| Emulation | PCL6, BR-Script3, PDF Version 1.7 |
| Display | Minimum 2 Lines LCD (16 characters) |
| OS Compatibility | Windows 10, 11, Server 2012 (Network only), Server 2012 R2 (Network only), Server 2016 (Network only), Server 2019 (Network only), Server 2022 (Network only), Linux: CUPS, LPD/LPRng (x86/x64 environment) or later-compatible |
| Security Features | Network Security |
| Power Consumption (Printing/Printing with Quiet mode) | Approx. 470W/270W |
| Power Source | 220-240V AC 50/60Hz |
| Noise Level (Printing/Printing with Quiet mode) | (Maximum) LpAm = 49 dB(A)/44 dB(A) |
| **Supplies** | |
| Standard-Yield Toner | Minimum 2,500 pages |
| Drum | Minimum 12,000 pages |
| **Dimension and Weight** | |
| Dimension (W x D x H) | Preferably 410 x399 x319 mm |
| Weight | Not more than 12 kg |
| Equipment Condition | Brand new, unused and current production model |
| Warranty | Minimum 1-year manufacturer warranty |
| Installation | Supply, installation, configuration and testing |

## Annexure II

# Specifications of the Scanner

| Parameter | Required Specifications |
|---|---|
| Scanner Type | Sheet-feed / Sheetfed Document Scanner |
| Scanning | Colour scanning |
| Scan Speed | Minimum **40 ppm** |
| Duplex Speed | Minimum **80 ipm** |
| Duplex Scanning | **Single-pass automatic duplex scanning** |
| Optical Resolution | Minimum **600 dpi** |
| ADF Capacity | Minimum **50 sheets** |
| Recommended Daily Duty Cycle | Minimum **4,000 pages/day** |
| Multi-feed Detection | Yes, required |
| Maximum Scan Size | Minimum 216 × 3100 mm or better |
| Minimum Scan Size | Approximately 50.8 × 50.8 mm or better |
| Supported Paper Weight | Approximately 40–210 g/m² or better |
| Colour Depth | Minimum 24-bit external / 48-bit internal or equivalent |
| Grayscale | Minimum 256 levels |
| Connectivity | **USB 3.0 or higher** |
| TWAIN | Windows: 32-bit and 64-bit TWAIN version 2.1 |
| WIA/ISIS | Required or equivalent professional scanning interface |
| Scan File Formats | For text and images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (rtf) and Searchable PDF or equivalent |
| OCR | OCR/searchable PDF functionality |
| Image Processing Features | Blank Page Removal, Auto Page Orientation, Auto Crop/Size Detection and Background Removal/Cleanup |
| Control Panel | Scan button, Power button with a LED and a LED for Status / Error indication |
| Compatible operating systems | Windows 11; Windows 10; Windows 8.1; Windows 7; macOS 10.13 High Sierra; macOS 10.14 Mojave; macOS 10.15 Catalina; Linux; Citrix |
| Memory | Minimum 256 MB or equivalent |
| Processor | Minimum 600 MHz or equivalent performance |
| Power Supply | Suitable for 220–240V AC, 50/60 Hz |
| Equipment Condition | Brand new, unused and current production model |
| Warranty | Minimum **1-year manufacturer warranty** |
| Installation | Supply, installation, configuration and testing |
| Ecolabels | CECP; ENERGY STAR® 3.0 certified; EPEAT® Silver |
| Scan input modes | One default scan mode on front-panel for HP scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties applications via TWAIN, ISIS and WIA |
| Power consumption | Maximum 4.4 Watts (ready), 24 Watts (scanning), 1.1 Watts (sleep), 0.1 Watts (auto-off), 0.1 Watts (off). |
| Operating temperature range | 10 to 35°C |
| Dimensions (W x D x H) | 300 x 172 x 154 mm |
| Scanner Weight | ≤ 2.7 kg (Maximum) |
| **Cable included** | Power cord; Power adapter; USB cable |
| Digital sending features | Scan to PC, Scan to USB Drive |
| Media types | Cut Sheet Paper; Printed Paper (Laser and ink); Pre-Punched Paper; Bank Checks; Business Cards; Freight Bills; Carbonless forms; Plastic Carrier sheets for easily damaged documents; Previously stapled media with staple removed; Plastic cards (up to 1.24 mm thickness) |
| Scanner advanced features | HP EveryPage (Ultrasonic sensor), auto-colour detect, auto-crop, auto-exposure, auto orient, OCR, zonal OCR, zonal barcode, edge removal, background cleanup, remove hole, colour drop out, straighten the page, scan to cloud, scan to email, PDF security, misfeed detection advance setting, Citrix Ready |
| Operating humidity range | 30% to 70% relative humidity (RH) |
| Software included | Windows: HP WIA scan driver, HP TWAIN scan driver (32-bit and 64-bit), HP Scan, HP Scanner Tools Utility, OpenText ISIS |

**FORMAT FOR QUOTATION SUBMISSION**

(In letterhead of the supplier with seal)

Date: _____

To:

_____

_____

| Sl. No. | Description of goods (with full Specifications) | Qty. | Unit | Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments) | Total Price (A) | Sales tax and other taxes payable | |
|---|---|---|---|---|---|---|---|
| | | | | | | In % | In figures (B) |
| | | | | | | | |
| **Total Cost** | | | | | | | |

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ———————— (Amount in figures) (Rupees ————————amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of ———————— months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No: _____