

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna 1, Ph. No. – 0612-2352300, Website: <https://cnlu.ac.in>

NIQ No.- 38/2026-27

Date : 01.09.2026

Short Tender Notice

Chanakya National Law University invites quotations in two quotation systems from the reputed system integrator / retailers.

1	Name of the Work	Supply of Heavy duty A3 Multi-Function Mono Laser Printer
2	Cost of Document (Non-Refundable)	Rs. 750.00 (Rupees Seven Hundred Fifty) shall be paid through Demand Draft in the name of Registrar, Chanakaya National Law University
3	Earnest Money Deposit	Rs. 5,000.00 (Rupees Five Thousand) shall be paid through Demand Draft in the name of Registrar, Chanakaya National Law University
4	Start Date	01.09.2026
5	Last Date & Time for submission of Quotation	Up to 07.09.2026 till 01:00 pm
6	Date & Time of Opening of Technical Quotation	On 07.09.2026 till 01:30 pm
7	Date & Time of Opening of Financial Quotation	To be intimate later
8	Place of Opening of Quotation	Registrar's Chamber
9	Periods of Financial Quotation Validity	60 days from the date of issuance of supply order to L1.
10	Officer inviting Quotation	The Registrar, CNLU, Patna.
11	Work Completion time	Thirty (30) days from the date of order

Scope of the work

- The scope includes the Supply of Heavy duty A3 Multi-Function Mono Laser Printer

Eligibility Criteria : Interested dealers/retailers/OEMs possessing below mentioned documents are eligible to participate in this NIQ.

- A valid PAN & GST number,
- At least one work order or agreement of ₹1,25,000.00 (Rupees One Lakhs Twenty Five Thousand) for the IT / ITes work in reputed educational institutions/universities, or with any State/Central Government department or PSU or private sector during the last three financial years i.e., 2025-26, 2024-25, and 2023-24.

Terms & Conditions

1. The quotation with all necessary documents shall be placed in a sealed envelope and addressed to: The Registrar, Chanakya National Law University (CNLU), Nyaya Nagar, Mithapur, Patna-800001, Bihar. The sealed envelope shall be clearly superscribed with "Quotation for Supply of A3 Multi-Function Monochrome Laser Printer" and shall be submitted to the Registrar, Chanakya National Law University (CNLU), Nyaya Nagar, Mithapur, Patna – 800001, Bihar, either through post or by hand, so as to reach the

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University within the stipulated date and time.

2. The initial requirement is 01 (one) unit. The University reserves the right to increase the quantity and/or place repeat orders for the same equipment, in any quantity as per its requirements, at the same approved rates, specifications, terms and conditions, within 60 (sixty) days from the date of issuance of the supply order to the L1 bidder.
3. Affidavit in Original, as per Annexure II.
4. Quotationer or their authorised representative will remain present during the opening of quotation.
5. Incomplete quotation and quotation without **genuine documents** are liable for rejection.
6. **Chanakya National Law University reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.**
7. Supplier shall install the Heavy duty A3 Multi-Function Mono Laser Printer as and when required during the warranty period.
8. **Goods Inspection:**
 - i. A certificate for the Heavy duty A3 Multi-Function Mono Laser Printer, duly signed by a competent authority from the Original Equipment Manufacturer (OEM), must be provided to the University. This report shall include comprehensive details such as the model number, warranty details, serial number, manufacturing date and specifications.
 - ii. All the above-mentioned documents must be furnished to the purchaser at the time of delivery along with the supplied items.
9. **Acceptance Testing:**
 - a. It is crucial that there are no malfunctions, partial or complete hardware failures, or any other issues, including deformities, during the testing.
 - b. **Rectification Grace Period:** If the supplied items fail to meet the acceptance testing criteria, the supplier must immediately replace the supplied items and ensure successful completion of the acceptance testing. Failure to do so, the decision of the higher authority of CNLU in this regard will be final.
10. **Acceptance Certificates:**
 - i. Upon the successful completion of the acceptability test, the receipt of deliverables, and the purchaser's satisfaction with the system's performance, an acceptance certificate will be issued. This certificate shall be signed by the supplier, the competent authority of the department where the equipment is installed, and the concerned committee or cell of the CNLU. The date on which this certificate is issued shall be considered the official date of successful completion of all works.
11. **Warranty:**
 - I. The supplier shall bear sole and full responsibility for the warranty of the items.
 - II. Warranty shall be as per OEM norms and for one year from the date of issuance of the **Acceptance Certificate**.
12. **Performance Security :**
 - i. The bidder shall enter into an agreement on a Rs. 1,000 (Rupees One Thousand) non-judicial stamp paper within 10 working days from the date of the work order.
 - ii. Performance security shall be **5% (Five Percent)** of the total quoted amount without tax. EMD shall be adjusted in the amount of performance security.
 - iii. First lowest bidder can deposit an amount of performance security after deducting the amount of EMD in the form of a Demand Draft (DD) in favor of the Registrar, Chanakya National Law University, Patna, at the time of signing the agreement.

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- iv. Failing to do so, the security deposit will be deducted from the on-account running bills.
- v. The **security deposit** will be refunded **60 days after the successful completion of the one (1) year of installation**. No interest will be paid on the **security deposit**.

13. Payment Terms : Payment for above mentioned product shall be remitted in Indian Rupees, as outlined below:

- i. **Payment:** Payment shall be made after the release of the acceptance certificate.
- ii. **Deductions :** Statutory deduction as applicable.

14. Settlement of Disputes:

- i. In the event of any dispute, controversy, or claim, it shall be subject to the exclusive jurisdiction of the courts in Patna.

Sd/-
Registrar, CNLU, Patna

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Annexure-I

Proposed Make & Model:

<u>Sr. No.</u>	<u>Specification Parameter</u>	<u>Required Specification</u>	<u>Whether specification matched with proposed make and model</u>
1	Functionality	30 ppm or better speed Heavy duty A3 Multi-Function Mono Laser Printer + Copier + Scanner	
2	Print Technology	Monochrome Laser technology	
3	Memory	2 GB RAM or better	
4	Internal Storage	Standard 64 GB eMMC or better	
5	Print Speed (A4)	Up to 30 ppm or better	
6	Copy Speed & Resolution	Up to 30 cpm or better; 600 × 600 dpi	
7	Copier Resize	25–400%	
8	Scan Type & ADF	Flatbed + up to 50-sheet Duplex ADF or better	
9	Scan Resolution & File Format	600×600 dpi optical or better; JPEG, TIFF, MTIFF, PDF, PDF/A, Searchable PDF (OCR)	
10	Scan Destinations	Email, Network Folder, USB, LAN	
11	Media Sizes	As per OEM	
12	Media Weight	As per OEM	
13	Connectivity	Gigabit Ethernet; USB 2.0 Host ×2; Device ×1; Wi-Fi	
14	Media Types	Plain, Recycled, Glossy, Matte, Heavy, Labels, Letterhead, Envelopes, Transparencies, EcoFFICIENT, Pre-punched, Colored, etc.	
15	Display / Panel	7-inch or better TFT LCD Colour Touchscreen (WVGA) / WXGA Colour Touchscreen / LCD Colour Touchscreen	
16	Power / Voltage	As per OEM	
17	Paper Handling	Standard 1,100 or better sheets: ADF+Tray 1+Tray 2	
18	Mobile Printing	AirPrint; Mopria; Wi-Fi Direct; Universal Print or any	
19	Warranty	One (01) Year	

Yours Sincerely

Authorised Signatory and Seal of the Quotationer:

Place and Date:

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Annexure-II

Affidavit on Rs. 100/- Non Judicial Stamp Paper

I / We hereby solemnly affirm and declare as under:

- A. That my / our firm / company, (Name with address & GST) _____
_____ has not been blacklisted by any Government or Semi-Government Organization. Further, no litigation or inquiry has been pending and/or initiated by any such department or any Court of Law with regard to the works executed by our company since its incorporation. No FIR has been lodged against my / our firm / company.
- B. That the documents annexed along with the quotation are genuine and have not been tampered with by me / us while copying. The items quoted by me / us are _____ matched with the details mentioned in Annexure-III of NIQ No. _____ dated _____.
- C. That none of my near relatives or the near relatives of any of the partners / directors of my / our firm / company are employed in Chanakya National Law University, Patna. In case any such relationship is found at any stage, I / We shall be fully responsible for the consequences.
- D. That my / our firm / company has not abandoned, terminated, or left incomplete any project / work during the last three financial years.
- E. That I / We have carefully examined the tender document and have no reservations whatsoever and agree to abide by all the terms and conditions of NIQ No. _____ dated _____.
- F. That if any of the above declarations are found to be false, fake, forged, or misleading:
- My / Our quotation shall be rejected;
 - The Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled; and
 - Legal action, including lodging of FIR / blacklisting, may be initiated by the University.

I / We declare that the above statements are true and correct to the best of my / our knowledge and belief and that nothing material has been concealed therein.

Place:

Date:

Signature:

Name:

Designation: