



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016**

TENDER NOTICE

August 8 , 2018

Ref.No: LPC/TRD & IC/2018-19/PRINTER & SCANNER

SUBJECT : TENDER FOR DUPLEX PRINTER AND FLATBED SCANNER

Sealed quotations are invited from the bonafide and resourceful suppliers for supplying Wireless Duplex Printer with Scanning Facility for Tax Research Department and also Flatbed Scanner for Internal Control Department.

Quotations duly signed by the Tenderer to be submitted in a sealed envelope superscribed with "Supply Wireless Duplex Printer with Scanning Facility and also Flatbed Scanner"(Bid Reference – LPC/TRD & IC/2018-19- PRINTER & SCANNER), to Sucharita Chakroborty/Moumita Das ,The Convener, Local Purchase Committee, The Institute of Cost Accountants of India CMA Bhawan, 12, Sudder Street, Kolkata – 700016 positively on or before 4.00 p.m. of August 16, 2018.

Specification of Mono Laser Jet Duplex Network Printer for Tax Research Department

Functions - Print, Copy, Scan

Number of users - 3-10 Users

Printer Specification

- **Duty cycle (monthly, A4)** Up to 30,000 pages
- **Recommended monthly page volume** 250 to 2500
- **Print technology** Laser
- **Display:** Touch screen, LCD (colour graphics)
- **Connectivity, standard:** 1 Hi-Speed USB 2.0, 1 Ethernet 10/100Base-TX, Wireless, NFC
- **Network ready:** Standard (built-in Ethernet, Wi-Fi 802.11b/g/n)
- **Minimum system requirements:** Windows 10, 8.1, 8, 7: 32-bit or 64-bit
- **Memory:** 256 MB
- **Duplex printing:** Automatic (standard)
- **Media sizes supported:** A4, A5

Scanner Specification

- **Scanner type:** ADF, Flatbed
- **Scan file format:** JPG, RAW (BMP), PNG, TIFF, PDF
- **File Format Supported:** PDF, JPG

Copier Specification

- **Copy speed (normal) Black:** Up to 28 cpm
- **Copy resolution (black text):** 600 x 600 dpi
- **Copy reduce / enlarge settings:** 25 to 400%

Specification of Flatbed Scanner for Internal Control Department

- **Connectivity** USB 2.0
- **File Formats** JPEG, PDF, PNG, TIFF
- **Supported Operating Systems** Windows 10, 8.1, 8, 7: 32-bit or 64-bit
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- For any further information contractor should consult CMA Amit Dey, I-CMA Cadre, Tax Research Department on any Working Day (Monday- Friday) during Office Hours 9.30 a.m– 18.00 p.m.
- Institute reserves the right to accept or reject any or all the Tenders and will not be bound to accept the lowest or any other tender.

**Convener
Local Purchase Committee**

BID

INFORMATION SHEET				
Sl.	Particulars	Information to be furnished by the Agency		For use By ICAI
1	Name of the Tenderer			
2	Address of Head Office / Regd. Office with telephone no. / Fax No. / E-Mail, etc.	Address : Tel No. with STD code: Fax no. with STD Code: E-mail address : Contact Persons with designation: (i) (ii)		
3	Rate Inclusive all for Printer as per above specification – 1 no.			
4	Rate Inclusive all for Flatbed Scanner as per above specification – 1 no.			

Signature of the authorized signatory of the
Tenderer with seal of the Firm