



**REGIONAL INSTITUTE OF MEDICAL SCIENCES: IMPHAL-795004**  
**(An Autonomous Institute under Ministry of Health & Family Welfare, Govt. of India.)**

No. 92.pur/Com/Acc/RIMS-15

Imphal the

7 JUN 2016

To,

Subject: -Submission of Rate Quotation (**Single Bid System**) along with dealership/authorized Stockist /Manufacturer certificate, catalogue of the item, terms and conditions for supply of Laser Jet Printer and All- in-one laser printer for use of RIMS, Imphal.

Dear Sirs,

I am directed to request you to kindly submit the rate quotation along with a copy of dealership /authorized stockist/manufacturer certificate, catalogue of the item, terms and conditions for supply of Laser Jet Printer and All- in-one laser printer specification of which are mentioned in "Annexure - A", in favour of the Director RIMS, Imphal on or before **08 JUL 2016**,

**The following details, terms and Conditions may please be furnished.**

- (1) The cover of the rate quotation should be subscribed "**Single Bid System**" for supply of Laser Jet Printer and All- in-one laser printer for use of RIMS, Imphal.
- (2) The equipments should be of well known manufacturer/Brand.
- (3) The price in words and figures should be indicated clearly. The brand of the product should also clearly be mentioned along with catalogue.
- (4) VAT Charges for the items, Firm's TIN No., Registration No., PAN No., non black list affidavit, Authorization Certificates etc.
- (5) The rate tendered should be valid for one year from the due dates of submission the tenders.
- (6) Earnest money Rs.3000/-(Rupees three thousand) only along with rate quotation should be submitted in the form of Bank Draft from any Nationalized Bank in favour of Director RIMS, payable at Imphal. Interest on such Earnest Money will not be borne by us. The earnest money of unsuccessful firm will be refunded on demand. For the successful bidder, it will be retained as security deposit which shall be refundable after satisfactory completion of supplies. In the event of failure to supply the items within the validity period and within the stipulated period from the date of placing supply order, the security Deposit shall be forfeited without any prior notice.
- (7) The supplies should be made within 30 days from the date of placing supply order.
- (8) Failure to supply the items within the stipulated period and also within the validity period, the successful bidder/supplier is liable to be blacklisted.

Yours faithfully

(Prof. Ch. Arun Kumar Singh)

Director,

Regional Institute of Medical Sciences,  
Imphal.

**Annexure – A**

**Item No. 1. Laser Printer (10 nos. approx)**

- Printer Type: Monochrome Printers
- Black Print Speed (ppm): 20 ppm or above
- Input (plain paper): 250 or above
- Built in RAM Upgradable: 8 MB or above
- Warranty: 1 year

**Item No. 2. All-in-One Printer (5 nos. approx)**

- Printer Type: Laser
- Black& White Printer Speed (ppm): 20 ppm or above
- Black& White minimum resolution: 600 x 600 or above
- Optical Scanning resolution: 300 ppi or above
- Paper tray capacity: 250 or above
- Automatic Document feeder
- Warranty: 1 year



(Prof. Ch. Arun Kumar Singh)  
Director,  
Regional Institute of Medical Sciences,  
Imphal