

Bureau of Indian Standards
Western Regional Office, Mumbai

Our Ref: WROS/Dup Copier

29 May 2007

Copier on Rental Basis in Sales Department WRO Mumbai
TENDER DOCUMENT

Sales Department, Bureau of Indian Standards Mumbai is engaged in sale of Indian Standards both in printed hard copies and computer generated copies. A High Speed Duplex Copier is required for issue of authenticated CD ROM printouts of Indian Standards. Interested parties may quote their best price for providing a High Speed Duplex Copier on rental basis for a period of one year.

The monthly output of the printer will be approximately around 20,000 copies (back to back) for over 22 days period of working in a month. The monthly rate shall quoted inclusive of all costs like consumables, machine wear and tear, toner/Cartridge, maintenance etc.

Quotation in a sealed cover superscribed '**Quotation for Copier on Rental Basis**' should reach Asst Dir, Public Relation, Sales Department, Mumbai latest by 12 June 2007.

Interested parties may also consider the following technical specifications for the machine while submitting your quote:

- 7) 30 - 40 PPM Machine
- 8) Black & White Printing
- 9) Network Printing Facility
- 10) Automatic Duplexing
- 11) Input tray Capacity – Min 250 Sheet Tray
- 12) Output Tray Capacity – Min 100 Sheet Tray

It may be noted that BIS reserves the right to reject any or all the quotations without assigning any reasons what so ever.

Place: Mumbai
Date: 29 May 2007


(Smitha Nair)
Asst.Dir, Public Relations