

The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula

E-Mail Id: ms.haryanapondauthority@gmail.com

Website: www.hpwwma.org.in

Letter No:-HPWWMA/2024/ADMN/0023A/ 9413

Dated: 14/08/2026

DRAFT NOTICE INVITING QUOTATION

Sealed single stage two cover quotations (I-Technical Bid & II- Financial Bid) are invited from Original Equipment Manufacturers(OEMs) or their Authorized dealers for the **“Supply,installation &commissioning of 2 Nos. CANON C-3326 printers as per technical specifications and commercial terms outlined below in the Office of Haryana Pond & Waste Water Management Authority (HPWWMA) at 3rd Floor, DHL Square IT Park, Sector-22, Panchkula”**.

1. Original Equipment Manufacturers (OEMs) or their Authorized dealers may send the sealed quotations quoting their rates at which they would be able to **“Supply,installation &commissioning of 2 Nos. CANON C-3326 Printer in the Office of Haryana Pond & Waste Water Management Authority (HPWWMA) at 3rd Floor, DHL Square IT Park, Sector-22, Panchkula”** as per Technical Specifications as mentioned in **Annexure-I**.
2. The cover containing the quotations should be sealed & super – scribed, **“Quotation for Supply, installation &commissioning of 2 Nos. Printer in the Office of Haryana Pond & Waste Water Management Authority (HPWWMA) at 3rd Floor, DHL Square IT Park, Sector-22, Panchkula”** and should be addressed to the , “Member Secretary, HPWWMA, Sector-22, Panchkula, and put in the tender box kept in the office of HPWWMA in the working hours 9:30 AM to 6:00 PM during working days of the week. The quotations received after the last date & time as prescribed or received in any manner other than through tender box would not opened & would be summarily rejected . The time schedule of receipt and opening of quotation is as under:-

Time Schedule

S. No.	PARTICULARS.	REMARKS
1	Ref. Number	HPA/ADMN/2026/0023A
2	Last date & time of bid submission by bidders.	25.08.2026 (15:00 hrs.)
3	Date & Time of opening of Technical portion as per Annexure II & III .	25.08.2026 (15:00 hrs.)
4	Date & Time of opening financial Portion	25.08.2026 (16:00 hrs.)
5	Bid Validity	02 weeks
6	Earnest Money	NIL

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3. The quotations will be opened by the committee in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening of quotations.
4. The HPWWMA reserves the right to reject any or all the quotations without assigning any reason thereof.

The complete bidding documents i.e., description of items & key dates can be viewed/downloaded from the website: <http://www.hpwwma.org.in>. Please note that the HPWWMA reserves the right to accept or reject the quotation process at any stage without assigning any reason thereof.

Terms and Conditions:-

1. No advance payment will be made.
2. Bidders must submit an official OEM Authorization Certificate specifically for this NIQ.
3. The HPWWMA will accept items as per Technical Specifications. If the supplier supplies the duplicate/ substandard items then action may be taken against the firm i/c blacklisting for future tendering.
4. If the supplied items are found defective and not up to the mark, the same should be replaced by the agency within a period of 2 days.
5. Bidder should possess valid GST Number and PAN. Attested copy of the same must be submitted with the Bid.
6. The bid shall be valid for two weeks.
7. Rates should be quoted in figures as well as in words as well in the prescribed format as **ANNEXURE-II**. The rates should be inclusive of all taxes & nothing extra will be paid.
8. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents.
9. Duly constituted committee by HPA shall open and evaluate the quotations and accordingly accept the quotation on the basis of lowest quote.
10. In case, the supplier/agency is found to have breached any condition(s) of the purchase order at any stage or services of the supplier/agency found not to the satisfaction of the HPWWMA, the purchase order may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.

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11. The quotationer has to give a declaration in the attached form (**ANNEXURE-IV**) that our firm has not been banned or blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government.
12. Information furnished by the Supplier/Bidder as per **ANNEXURE-III and IV** should be self-attested.
13. Any dispute, subject to Panchkula Jurisdiction only.
14. Haryana Pond and Waste Water Management Authority shall reject the bid, if it detects that bidder recommended for award has ever been found engaged in corrupt or fraudulent practice while competing for the contract.


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Member Secretary
HPWWMA, Panchkula
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Annexure-I**Technical Specifications**

The MFP offered must satisfy or exceed the following brand-neutral specifications:

S.No	Technical Parameters	Required Min. Specifications
1	Machine Type & Core Functions	A3 Colour Laser Multi-Function Printer (Print, Copy, Scan, Send)
2	Printing Speed (A4)	Minimum 26 PPM for both Monochrome and Colour
3	Printing Speed (A3)	Minimum 15 PPM for both Monochrome and Colour
4	Document Feeder	Duplexing Automatic Document Feeder (DADF) built-in
5	Feeder Capacity	Minimum 100 Sheets capacity on DADF
6	Duplexing	Automatic Two-Sided Printing & Copying
7	Print/Copy Resolution	600 x 600 dpi / 1200 x 1200 dpi equivalent
8	Paper capacity	Standard 1,200 sheets (100-sheet Multi-purpose tray + 2x 550-sheet cassettes); Max 2,300 sheets
9	Memory and storage	2.0 GB RAM 64 GB e MMC (30 GB available) Optional 256 GB SSD
10	Connectivity	1000Base-T/100Base-TX/10Base-T Ethernet, Wireless LAN (IEEE 802.11 b/g/n), USB 2.0 (Host x2, Device x1)
11	Display Panel	Min. 7 inch (17.8cm) color touch screen display.
12	Toner consumeable	Must be supplied with 1 full initial set of OEM Toner cartridge(CMYK)
13	Duty cycle	Heavy duty operational support(up to 100000 pages per month)
14	Power Consumption: Maximum	~1,500 W Sleep Mode ~0.8 W
15	Control Panel	17.8 cm (7-inch) TFT LCD WVGA Colour Touch Panel

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16	Scan Speed (A4, 300 dpi)	1-17sided: 70 ipm (BW/CL); 2-sided: 35 ipm (BW/CL)
17	Scan Resolution	Up to 600 x 600 dpi
18	Media Weights	Multi-purpose tray: 52 to 300 g/m ² Cassettes: 52 to 256 g/m ² Duplex: 52 to 220 g/m ²
19	Warranty &Extended Warranty	1 year comprehensive onsite warranty(Standard)
20	Dimensions & Weight	565.0 x 687.0 x 891.0 mm Approx. 78 kg (configured with DADF-BA1)
21	Scan & Send Capabilities Send Destinations	E-mail/Internet FAX (SMTP), SMB, FTP, WebDAV, Optional Super G3 FAX
22	File Formats	TIFF, JPEG, PDF (Compact, Searchable, Encrypted, Digital Signature), XPS, Office Open XML
23	Power & Environmental Power Supply	220–240 V, 50/60 Hz, 5 A


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ANNEXURE-II

Name of Work: - Supply, installation & commissioning of 2 Nos. printers A3 Colour MFP with DADF in the office of HPA 3rd floor DHL Square Plot No. 9 It Park Sector-22 Panchkula.

S/N	Description Items	Unit	Qty.	Rate (In Rs. Incl. All Taxes)	Amount (In Rs. Incl. All Taxes)
1.	"Supply, Installation & Commissioning of 2 Nos. printers A3 Colour MFP with DADF (As per technical specifications in Annexure-I) and Toner set Make: CANON MFD iR Model: C 3326	Each	2 Nos.		
2.	MFD-ACC Pedstal for iR 3326	Each	2 Nos.		
3.	Extended Onsite Warranty Rate for 2nd Year	Each	2 Nos.		
4.	Extended Onsite Warranty Rate for 3rd Year	Each	2 Nos.		
Net Amount					

Terms & Conditions:-

1. Final payment will be made after successful completion and installation of the Printers.
2. Installation should be completed within 3 days of issue of this order positively.
3. The work should be executed as per directions of HPA.
4. The rate should be inclusive of all taxes of any type i/c GST.

Date:-

.....
Signature of Authorized Person

Name.....

Address.....

ANNEXURE-III

Information to be Furnished by the Supplier:-

Sr. No	Particulars	To be filled by the Suppliers
1.	Name of Firm/Agency	
	Address	
	Name of Proprietor	
	Telephone no.	
	Mobile No.	
	Email. Address	
	Name of Business partner, if any	
2.	PAN Number (Copy to be enclosed)	
3.	CST/VAT Registration Certificates (Copies to be enclosed along with TIN numbers)	
4.	OEM Authorization certificate(MAF)	
5.	Service TAX Registration no. copy to be enclosed	
6.	The firm should have submitted ITR during last three years (FY 2022-23, 2023-24 & 2024-25).	
7.	Whether terms and conditions are acceptable or not?	
8.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm on its own/partners anywhere in India (if No, an undertaking to this effect may be attached.(Annexure-IV)	

Date: -

Person

.....
Signature of Authorized

Name.....

Address.....

ANNEXURE-IV

Declaration

To

Member Secretary,
Haryana Pond & Waste Water Management Authority.
Plot No.-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula-134109.

R/Sir,

I/We.....

..hereby confirm that our firm has not been banned o blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government and no Police /Vigilance enquiry/Criminal case is pending against us.

Date:-

.....
Signature of Authorized Person

Name.....

Address.....

Mob. No.....


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