



伊斯蘭脫維善紀念中學

Islamic Kasim Tuet Memorial College

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TENDER FORM FOR THE SUPPLY OF PRINTING SERVICE (to be completed in duplicate)

Name and Address of School: Islamic Kasim Tuet Memorial College
22 Tsui Wan Street, Chai Wan, Hong Kong.

School Reference No. : IKTMC20/21-PRINTINGSERVICE-02

Tender Closing Date and Time: 12:00 noon, August 3, 2021

PART I : Contents of Tender

PART A

Supply and Installation of B/W Production Grade Copier		
Item	Expectations	Please fill in
1	Production grade printer with Monthly Capacity up to 300,000 copies or prints	Monthly Maximum Capacity up to _____ copies or prints
2A	Output Speed up to 100 pages (A4) per minute	_____ pages per minute (A4)
2B	Output Speed up to 55 pages (A3) per minute	_____ pages per minute (A3)
3A	Support up to A3 scanning	Biggest paper size supported _____
3B	Dual Scan Feeder	DO / DO NOT have Dual Scan Feeder
3C	Colour scan resolution up to 600 dpi	Highest resolution _____

3D	A4 Scan speed up to 100ppm (Simplex) / 160 ppm (Duplex)	Highest scan speed _____ppm(Simplex) Highest scan speed _____ppm(Duplex)
3E	Scan Format : TIFF, JPEG, PDF, Compact PDF, Encrypted PDF	Scan Format :
3F	Scan Destination : email / FTP / SMB / USB Flash Drive / Google Drive	Scan Destination :
4A	Support Paper Weight :	Support minimum _____ gsm Paper
4B	55 (Newsprint Paper) to 300 gsm (Certificate)	Support maximum _____ gsm Paper
5	Auto Duplex support up to 250 gsm Paper	Up to _____ gsm Paper
6A	3,000 Sheets Paper Capacity	Max _____ sheets A4 Paper
6B	(80gsm Plain Paper)	Max _____ sheets F4A Paper
6C		Max _____ sheets A3 Paper
7	Humidity Protection Technology to avoid moisture affection for Paper in Trays	Describe your technology :
8A	Corner Stapling, 2-point Stapling & Holes Punching with up to 100 sheets capacity	Max _____ sheets (Corner)
8B		Max _____ sheets (2-Point)
8C		Max _____ sheets (Holes Punch)
9	Half-Fold with up to 5 sheets capacity	Max _____ sheets
10	Tri-Fold with up to 3 sheets capacity	Max _____ sheets
11A	Booklet Stapling (A3/A4/F4A) with up to 20 sheets capacity	Max _____ sheets A4 Booklet
11B		Max _____ sheets F4A Booklet
11C		Max _____ sheets A3

		Booklet
12	Post Inserter with 2 Trays for Preprinted material insertion as inner pages or cover	DO / DO NOT charge meter click
13	Offline Finishing Functions to execute above	DO / DO NOT charge meter click
14	One-Touch Job Memory Key to recall different finishing functions	_____ Memory Key
15	User Panel Language in Traditional Chinese & English	YES / NO
16	Max Copy / Print Quantity per job submission	Up to _____ (QTY per job submission)
17A	Minimum 2.8 GHz CPU	CPU: _____ GHz
17B	Minimum 8 GB RAM	RAM: _____ GB
17C	Minimum 1000 GB Hard Disk	Hard Disk: _____ GB
18A	Job Submit Management Print Server : Operator could manage all print jobs from all users and only need to login operator's account	Operator CAN / CANNOT manage all print jobs submitted by end users and only need to login operator's account
18B	Operator could Hold, Edit & Re-print jobs on print server or Copier Machine submitted by all users	Operator CAN / CANNOT Hold, Edit & Re-print jobs on print server or Copier Machine submitted by all users
18C	Usage Report could be sort by users, subject & class (Print and Copy volume could be separated)	Usage Report CAN / CANNOT be sort by users, subject & class
19	Hot Folder to let users submit print job with different finishing functions without using printer driver	DO / DO NOT have Hot Folder
20	Compatible Operating Systems : Windows Vista / 7 / 8 / 10 Windows Server 2012 / 2012 R2 / 2016 / 2019 Mac OS X (10.6 & above) Interface Type : (Ethernet 10/100/1000 base) Network Protocol : TCP / IP, IPX / SPX, Ether Talk	

Copy Productivity (May Trial Run for Result Confirmation)			
	Original (A4)	Copies	A3 Booklet with Half-Fold & Stapling
21A	4 Pages	40 Sets	_____Sec
21B	8 Pages	40 Sets	_____Sec
21C	12 Pages	40 Sets	_____Sec
21D	16 Pages	40 Sets	_____Sec
22	Dimension (W x D x H) cm		__ x __ x __ cm
23	Additional features:		

End of PART A

PART B

Supply and Installation of Color Multifunction Copier (Low Speed)		
Item	Expectations	Please fill in
1	Support A3 to A6 Paper for Print / Scan / Copy	YES / NO
2	Output Speed up to 25 pages (A4) per minute	_____ pages per minute (A4)
3A	Support up to A3 scanning	Biggest paper size supported _____
3B	Dual Scan Feeder	DO / DO NOT have Dual Scan Feeder
3C	Colour scan resolution up to 600 dpi	Highest resolution _____
3D	A4 Scan speed up to 100ppm (Simplex) / 160 ppm (Duplex)	Highest scan speed _____ppm(Simplex) Highest scan speed _____ppm(Duplex)
3E	Scan Format : TIFF, JPEG, PDF, Compact PDF, Encrypted PDF	Scan Format :
3F	Scan Destination : email / FTP / SMB / USB Flash Drive / Google Drive	Scan Destination :
3G	Banner scanner support	YES / NO
4A	Support Paper (A3 to A6) :	Support minimum _____ gsm Paper
4B	70 (Plain Paper) to 300 gsm (Certificate)	Support maximum _____ gsm Paper
5A	1,000 Sheets Paper Capacity	Max _____ sheets A4 Paper
5B	(80gsm Plain Paper)	Max _____ sheets F4A Paper
5C		Max _____ sheets A3 Paper
5D	Banner print support	Size of banner:_____
6	User Panel Language in Traditional Chinese & English	YES / NO

7A	Minimum 1.6 GHz CPU	_____ GHz CPU
7B	Minimum 8 GB RAM	_____ GB RAM
7C	Minimum 250 GB SSD	_____ GM SSD
8	Compatible Operating Systems : Windows Vista / 7 / 8 / 10 Windows Server 2012 / 2012 R2 / 2016 / 2019 Mac OS X (10.6 & above) Interface Type : (Ethernet 10/100/1000 base) Network Protocol : TCP / IP, IPX / SPX, Ether Talk	
9	Inner Type Finisher : Corner Stapling, 2-point Stapling & Holes Punching with up to 50 sheets capacity	YES / NO
10	Dimension (W x D x H) cm	__ x __ x __ cm
11	Additional features:	

End of PART B

PART C

Supply and Installation of Color Multifunction Copier (High Speed)		
Item	Expectations	Please fill in
1	Support A3 to A6 Paper for Print / Scan / Copy	YES / NO
2	Output Speed up to 75 pages (A4) per minute	_____ pages per minute (A4)
3A	Support up to A3 scanning	Biggest paper size supported _____
3B	Dual Scan Feeder	DO / DO NOT have Dual Scan Feeder
3C	Colour scan resolution up to 600 dpi	Highest resolution _____
3D	A4 Scan speed up to 130ppm (Simplex) / 260 ppm (Duplex)	Highest scan speed _____ppm(Simplex) Highest scan speed _____ppm(Duplex)
3E	Scan Format : TIFF, JPEG, PDF, Compact PDF, Encrypted PDF	Scan Format :
3F	Scan Destination : email / FTP / SMB / USB Flash Drive / Google Drive	Scan Destination :
3G	Banner scanner support	YES / NO
4A	Support Paper (A3 to A6) :	Support minimum _____ gsm Paper
4B	70 (Plain Paper) to 300 gsm (Certificate)	Support maximum _____ gsm Paper
5A	3,000 Sheets Paper Capacity	Max _____ sheets A4 Paper
5B	(80gsm Plain Paper)	Max _____ sheets F4A Paper
5C		Max _____ sheets A3 Paper
5D	Banner print support	Size of banner: _____
6	User Panel Language in Traditional Chinese & English	YES / NO

7A	Minimum 1.6 GHz CPU	_____ GHz CPU
7B	Minimum 8 GB RAM	_____ GB RAM
7C	Minimum 250 GB SSD	_____ GM SSD
8	<p>Compatible Operating Systems :</p> <p>Windows Vista / 7 / 8 / 10</p> <p>Windows Server 2012 / 2012 R2 / 2016 / 2019</p> <p>Mac OS X (10.6 & above)</p> <p>Interface Type : (Ethernet 10/100/1000 base)</p> <p>Network Protocol : TCP / IP, IPX / SPX, Ether Talk</p>	YES / NO
9	<p>Inner Type Finisher :</p> <p>Corner Stapling, 2-point Stapling & Holes Punching with up to 50 sheets capacity</p>	YES / NO
10	<p>Fax Function :</p> <p>Forward incoming fax to email / Share Folder / Personal Folder</p> <p>PC Fax out</p>	YES / NO
11	Dimension (W x D x H) cm	__ x __ x __ cm
12	Additional features:	

End of PART C

PART D

Supply and Installation of B/W Multi Function Copier		
Item	Expectations	<i>Please fill in</i>
1	Support A4 to A6 Paper for Print / Scan / Copy	YES / NO
2	Output Speed up to 50 pages (A4) per minute	_____ pages per minute (A4)
3A	Support up to A4 scanning	YES / NO
3B	Dual Scan Feeder	YES / NO
3C	Colour scan resolution up to 1200 x 1200 dpi	Highest resolution _____
3D	A4 Scan speed up to 50ppm (Simplex) / 100 ppm (Duplex)	Highest scan speed _____ppm(Simplex) Highest scan speed _____ppm(Duplex)
3E	Scan Format : TIFF, JPEG, PDF, Compact PDF, Encrypted PDF	Scan Format :
3F	Scan Destination : email / FTP / SMB / USB Flash Drive / Google Drive	Scan Destination :
4A	Support Paper (A4 to A6) :	Support minimum _____gsm Paper
4B	60 (Plain Paper) to 200 gsm (Certificate)	Support maximum _____gsm Paper
5A	500 Sheets Paper Capacity	Max _____ sheets A4 Paper
5B	(80gsm Plain Paper)	Max _____ sheets F4A Paper
6	Minimum 1 GB RAM	_____ GB RAM
7	Compatible Operating Systems : Windows Vista / 7 / 8 / 10 Windows Server 2012 / 2012 R2 / 2016 / 2019 Mac OS X (10.6 & above) Interface Type : (Ethernet 10/100/1000 base) Network Protocol : TCP / IP, IPX / SPX, Ether Talk	YES / NO

8	Dimension (W x D x H) cm	__ x __ x __ cm
9	Additional features:	

End of PART D

PART E

Supply and Installation of B/W Multi Function Copier with Fax Function		
Item	Expectations	<i>Please fill in</i>
1	Support A4 to A6 Paper for Print / Scan / Copy	YES / NO
2	Output Speed up to 50 pages (A4) per minute	_____ pages per minute (A4)
3A	Support up to A4 scanning	YES / NO
3B	Dual Scan Feeder	YES / NO
3C	Colour scan resolution up to 1200 x 1200 dpi	Highest resolution _____
3D	A4 Scan speed up to 50ppm (Simplex) / 100 ppm (Duplex)	Highest scan speed _____ppm(Simplex) Highest scan speed _____ppm(Duplex)
3E	Scan Format : TIFF, JPEG, PDF, Compact PDF, Encrypted PDF	Scan Format :
3F	Scan Destination : email / FTP / SMB / USB Flash Drive / Google Drive	Scan Destination :
4A	Support Paper (A4 to A6) :	Support minimum _____gsm Paper
4B	60 (Plain Paper) to 200 gsm (Certificate)	Support maximum _____gsm Paper
5A	500 Sheets Paper Capacity	Max _____ sheets A4 Paper
5B	(80gsm Plain Paper)	Max _____ sheets F4A Paper
6	Minimum 1 GB RAM	_____ GB RAM
7	Fax Function : Forward incoming fax to email & PC Fax out	YES / NO
8	Compatible Operating Systems : Windows Vista / 7 / 8 / 10 Windows Server 2012 / 2012 R2 / 2016 / 2019 Mac OS X (10.6 & above) Interface Type : (Ethernet 10/100/1000 base) Network Protocol : TCP / IP, IPX / SPX, Ether Talk	YES / NO

9	Dimension (W x D x H) cm	__ x __ x __ cm
10	Additional features:	

End of PART E

PART F

Supply and Installation of Centralized Management System (CMS) (For machines in this tender)		
Item	Expectations	<i>Please fill in</i>
1	License for 1,000 users	_____ User Licenses
2	Centralized Administration – provide a centralized way to manage the printing infrastructure including device status, settings and print queue	YES / NO
3	Active Directory User Authentication and Synchronization (User ID, Password, email address, Card Number)	YES / NO
4	Web Interface for both administrators and users	YES / NO
5	Usage Control – allow control usage of individual user by functions (e.g. Color, B/W, copy, print, scan, fax)	YES / NO
6	Usage from Android devices could be recorded in individual quota	YES / NO
7	Usage from IOS devices could be recorded in individual quota	YES / NO
8	WIFI printing from different subnet(s)	YES / NO
9	Automatic Usage Report Generation	YES / NO
10	Detail reports of all individual user / department	YES / NO
11	Support print anywhere – release print job at any connected MFP with authentication	YES / NO
12	Available to perform user authentication by card, PIN, username & password	YES / NO please specify:
13	5 Years Warranty and Support Service	_____ Years Warranty Provided
14	Device License for machines in this tender	YES / NO
15	Card Readers for machines in this tender	YES / NO
16	NO extra cost involved in 5 Years Contract Period in case : - Update Version of CMS - Troubleshoot of abnormal scenario related of Printing - Bug Fixing	YES / NO

17	Training for staff, please provide details:	YES / NO Details:
18	Initial setup of user accounts, groups and related policies	YES / NO
19	Support notification to notify users of the printing job status	YES / NO
20	Support enquiry for user to check status of printing jobs and printer status	YES / NO
21	Default printer setting to B/W for all devices and user accounts	YES / NO
	Migrate existing Papercut NG authentication data and quota balance to new system	YES / NO

End of PART F

PART G

Supply and Installation of Server Hardware for Centralized Management System (CMS)		
Item	Expectations	Please fill in
1	Dell R340 1U Rackmount Server	YES / NO
2	Intel Xeon E-2224 3.4GHz, 8M cache, 4C/4T, turbo (71W) x 1	YES / NO
3	16GB 3200MT Memory	YES / NO
4	600GB 10K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive x 2	YES / NO
5	H330 Raid Controller Included	YES / NO
6	Dual 1GB On board LAN	YES / NO
7	Internal DVDRW Drive Included	YES / NO
8	iDRAC 9 Enterprise Included	YES / NO
9	3 Years 8 x 5 x NBD Onsite Warranty	YES / NO
10	Microsoft Window Server Std 2019 Academic License	YES / NO
11	Include onsite hardware installation & Configuration	YES / NO

End of Part G

Part H

Pricing Scheme		
Item	Description	Order QTY
1	Part A - B/W Production Grade Copier	2 Units
2	Part B - Color Multifunction Copier (Low Speed)	1 Unit
3	Part C - Color Multifunction Copier (High Speed)	2 Units
5	Part D - B/W Multi Function Copier	6 Units
6	Part E - B/W Multi Function Copier with Fax Function	2 Units
7	Part F - Centralized Management System (CMS)	Include Necessary Device License & Card Readers Additional cost for device license and card readers: _____
8	Part G Server Hardware	1 Unit included installation, setup & migration
9	Monthly Payment by School	HKD \$_____ per month (for a contractual period 60 months)
10	Free copies included in Monthly Payment (Shared by all devices listed in this tender)	<u>128,000</u> B/W per month, <u>3,000</u> Color per month <u>(1,536,000</u> B/W per year, <u>36,000</u> Color per year)
11	Same Charge for A3 / A4	Yes / No
12	Policy for unused monthly copies	Details:

13	Policy for unused copies at the end of contract	Details:
14	Excess Meter Rate	HKD \$_____ per copy (B/W) (Yearly <u>1,536,000</u> or above) HKD \$_____ per copy (Color) (Yearly <u>36,000</u> or above)
15	All Brand New Machines	Yes / No
16	Minimum 5 years free warranty which included all spare parts for normal wear and tear, renewable consumables, labour costs and future modifications	Yes / No
17	One set of spare toner for each printer supplied	Yes / No
18	The machines will be replaced at no charge, with an identical model of a machine with comparable features and capabilities if the performance of equipment is not satisfied within 5 years.	Yes / No
19	Delivery & Installation Charge (if any, please specify)	_____
20	Auto Meter Reading/Consumables Ordering/ Parts Renewal Notification for all devices	Yes / No
21	Transition plan for handling our current printing service contract and deploying the service in this tender in early August 2021 to maintain stable printing service in the school	Details:

22	Maintenance response time and policy for failing to provide service on time	Details:
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End of Part H

PART II : Declaration of suppliers

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART III : Prevention of Bribery Ordinance

- I. The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

- II. If a school employee or supplier or contractor has committed any of the above offenses, the tender will not be considered and the contract signed will be invalidated even if it has come into effect.

PART IV :

Duly authorized to sign tenders for and on behalf of :- _____

whose registered office is situated at _____

_____ Hong Kong.

Business Registration Certificate No. : _____ (Expiry date : _____)

Telephone No. : _____ Fax No. : _____

Signature : _____

Name of Person In Charge : _____ Company Chop : _____

Title of Person In Charge : _____ Date : _____

(State official position, e.g. Director, Manager, Secretary, etc.)