



Central University of Orissa
(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 020.
Phone:06852-288235/238 Fax.06852-288225

Ref.: CUO/Admn./Photocopier/55

Dt.18/07/2016

LIMITED TENDER NOTICE

Sealed limited tenders are invited from the original manufacturers or their appointed distributors /dealers for supply of 03 (three) Nos. of Photocopier Machines Make(s): Canon/Ricoh/Sharp/Konika Minolta/ other reputed equivalent brand for the University. The sealed quotations are to be submitted on or before 11/08/2016 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please visit University website: www.cuo.ac.in.

Sd/-
Vice-Chancellor

(Ref.: CUO/Admn./Photocopier/55 Dt.18/07/2016)

Sealed limited tenders are invited for "Supply, Installation and Commissioning of Photocopier Machines Make(s): Canon/Ricoh/Sharp/Konika Minolta/ other reputed equivalent brand" for the University.

TERMS & CONDITIONS

(I) ELIGIBILITY CRITERIA:

The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected:-

1. The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.
2. If the tenderer is the authorized dealer/sole distributor of Photocopier Machine, the Certificate to this effect should be attached (not applicable for the manufacturer of the product).
3. The tenderer must have completed satisfactorily during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year at least (a) One supply order of Rs.3.20 Lakh each or more **or** (b) Two supply orders of Rs. 2.40 lakh each or more **or** (c) Three supply orders of Rs.1.60 thousand or more issued by any Govt./Autonomous/PSU Organisation (Central or State) for supplying the same or similar item.
[N.B.: (i) the supply in progress irrespective of any value against any supply order not satisfactorily completed/executed shall not be considered; (ii) Supply in any private organization shall not be considered.]
4. The tenderer must have the total turnover of at least Rs.24.00 lakh during the combined period of the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year.
5. The tenderer must deposit earnest money of Rs.16,000/- (Rupees Sixteen thousand only) along with their tender in the form of account payee Demand Draft favouring Central University of Orissa payable at Koraput.
6. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of account payee demand draft in favour of Central University of Orissa payable at Koraput only (non-refundable).
7. The tenderer must have its own bank account, PAN, TAN, TIN, VAT and Service Tax No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer must submit the following documents (self attested) along with the tender failing which their offer will be summarily rejected:-

1. Documentary proof of the registration/license etc. issued by the Competent Authority.
2. Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.3 of Eligibility Criteria. The certificate must contain (i) Full name (with description) of items supplied (ii) Supply order No. (iii) Supply order date (iv) Quantity supplied (v) Value of the complete supplies made (vi) Commencement of date of supply (vii) Completion of date of supply (viii) Whether the supply was made satisfactorily or not.
3. Copy of income tax return and/or annual accounts of the last 03 Financial Years.
4. Photocopies of bank account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.
5. Original demand draft of Rs.16,000.00 (Rupees Sixteen thousand only) pertaining to earnest money in the form of account payee demand draft in favour of Central University of Orissa payable at Koraput only.
6. Original demand draft of Rs.500.00 (Rupees Five hundred only) (non-refundable) being the cost of tender document in the form of account payee demand draft in favour of Central University of Orissa payable at Koraput only
7. Certificate of dealership/distributorship as applicable.

(III) OTHER TERMS & CONDITIONS:

1.0. Submission of Bids:

1.1. The tenderer shall submit their bid on the letterhead of the tenderer addressed to the Dy. Registrar, Central University of Orissa, Koraput, containing the information detailed at **Annexure-01, 02 and 03.**

1.2. Mode of Submission. (i) Bid **must** be placed in a sealed envelope clearly super-scribed as "Tender for Supply of Photocopier vide Ref. No.... dated...."

(ii) Tenders/bids submitted through Fax or e-mail will not be considered at all.

1.3. Bid Opening. The Bids shall be opened by the University in accordance with the extant procedure, tender terms and conditions.

2.0 **Tender Documents Availability & Cost:** The tenderer/bidder may download the tender document from the University Website (i.e. www.cuo.ac.in). The tenderer are required to enclose along with their Bid a demand draft of Rs.500.00 (Rupees Five hundred only) as the cost of the tender document (non-refundable).

3.0 **Validity of Bids:** Tender/Bids must be valid for 120 days from the tender opening date.

4.0 **Tendered Quantity and Variation:** The approximate required quantity of Photocopier Machines is 03 (three) nos. and may vary (more or less) as per the requirement of the University.

5.0 **Delivery Period.** The successful tenderer must be able to supply and install the goods within 15 days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty/liquidated damages.

6.0 **Penalty:** If the suppliers fails to deliver and place any or all the Photocopier machines or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

7.0 **Payment.** 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the supply, successful installation and commissioning of Photocopier Machines, subject to submitting Performance Security Deposit.

8.0. **Performance Security Deposit.** The successful tenderer shall deposit within 07 days of issue of supply order @5% of the total value of the supply order as performance security deposit with the University in the form of Bank Guarantee or Fixed Deposit Receipts issued by Nationalised banks with validity up to 03 (three) months after warranty period. The performance security deposit shall remain with the University till the completion of warranty period.

9.0 **Tender Opening:** Tender Box shall be sealed at 1500 hrs on 11/08/2016 and the same will be opened at 1530 hrs on the same day. The bidders or their authorised representative may also witness the opening.

10.0 **Installation & Warranty Declaration:** Suppliers must give the comprehensive on-site warranty of at least 02 years from the date of successful installation of goods against any manufacturing defects. The supplied goods must be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered.

If any item covered under warranty fails, the same shall be replaced free of all costs. Also, the University shall have the right to recover the cost(s) of inconvenience to be levied by the University for not getting uninterrupted service of the supplied goods during the warranty period.

11.0 **Settlement of Disputes.** In the event of any dispute or difference(s) between the Central University of Orissa and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of courts at Koraput only.

12.0 **Return of EMD to unsuccessful tenderers.** The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by the University till the performance security deposit of the full amount is deposited by him in the form of bank guarantee/FDR.

13.0 **Condition of goods.** The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the University.

14.0 **Dispatch of tender bids by the tenderer.** (i) The tenderers may drop in person their sealed envelopes containing their bids in the tender box to be kept in the office of the Central University of Orissa, Landiguda Campus, Koraput up to 1500 hrs of 11/08/2015.

(ii) The tenderers may also send their bids by speed post or registered post only addressed to the Dy. Registrar, Central University of Orissa, Landiguda, Koraput – 764 020, Odisha so as to reach the University before 1500 hrs of 11/08/2016.

(iii) The bids sent through normal post or courier or Fax or e-mail shall not be considered.

15.0 Central University of Orissa, Koraput reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

Sd/-
Vice-Chancellor

(Ref.: CUO/Admn./Photocopier/55 Dt.18/07/2016)

BIDDERS' PROFILE

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
 - (a) Telephone No.
 - (b) Mobile No.,
 - (c) Fax No.,
 - (d) E-mail id
4. Details of Earnest Money Deposit (Rs.16,000/-) :
(DD must be placed in the Bid envelope)
 - (a) D.D. No.
 - (b) D.D. date
 - (c) DD amount
 - (d) Issuing Bank
5. Details of cost of tender document deposited (Rs.500/-):
(DD must be placed in the Bid envelope)
 - (a) D.D. No.
 - (b) D.D. date
 - (c) DD amount
 - (d) Issuing Bank
6. List of Documents enclosed:

| Sl.No. | Name of the document | Information to be filled in this column | | Whether photocopies of the documents enclosed (pl. tick) |
|--------|---|---|-----|--|
| 1. | License/Registration (Number) | | | Yes / No |
| 2. | Dealership/Distributorship Certificate (Number) | | | Yes / No |
| 3. | Supply order completion certificate (Name of the organization, value, supply completion date) | | | Yes / No |
| 4. | Income Tax Return (Annual Income during last 03 Financial Years) | 2013-14 | Rs. | Yes / No |
| | | 2014-15 | Rs. | |
| | | 2015-16 | Rs. | |

| | | | | |
|-----|--|---------|-----|----------|
| 5. | Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years | 2013-14 | Rs. | Yes / No |
| | | 2014-15 | Rs. | |
| | | 2015-16 | Rs. | |
| 6. | Bank Account (Bank Name, Branch & Account No.) | | | Yes / No |
| 7. | PAN (Number) | | | Yes / No |
| 8. | TIN (Number) | | | Yes / No |
| 9. | TAN (Number) | | | Yes / No |
| 10. | VAT (Number) | | | Yes / No |
| 11. | Service Tax (Number) | | | Yes / No |

7. Validity period of the Bid:

8. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

DETAILS OF TECHNICAL SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work : Supply, Installation and Commissioning of Photocopier Machines

**Make(s): Canon/Ricoh/Sharp/Konica Minolta/
other reputed equivalent brand**

Quantity Required : 03 Nos.

Technical Specification:

| Items | Minimum Specifications required by the University (N.B.: Tenderer's specification can also be higher than that required by University) | Specifications proposed to be supplied by the tenderer (N.B.: Tenderer's specifications may be higher than those required by University strictly within the required brand name) |
|--|---|---|
| Imaging System | Laser Electrostatic System | |
| Resolution | 600X600 dpi or above | |
| Copy/Print Speed | 40 cpm or above with electronic sorting feature | |
| Duplex | Standard | |
| Paper Size | A4, A3 | |
| Interface | Ethernet 1000Base/100Base-TX with IP V6 , USB | |
| Multiple Copies | 1 to 999 or above | |
| Power Source | Single Phase AC 230 +/- 10 % Volts, 50 Hz with Shorter warm up time | |
| Stand | Trolley Mounted | |
| Zoom/Magnification Ratio | 20 % to 400% increment of 1% | |
| Supported OS to monitor & Control Remotely | Windows 7 Professional , Windows 10 Professional | |
| Scanner | Color Network Scanner with following scan function Scan to Box(HDD),Scan to PC, Scan to USB, Scan to Network | |
| Memory | Minimum 512 MB & expandable | |
| Paper Source | Paper Cassette 2x500 Paper Bypass 100 | |
| Acceptable Paper Weights | Paper Cassette 64 to 90 GSM Stack Bypass 64 to 128 GSM | |
| HDD | 250 GB & expandable | |

| | | |
|--------------------|--|--|
| Print Option | Using Network & USB cable, also Direct USB Printing(Through Flash drive | |
| Environment Impact | Certified by numerous environmental programmes like Energy Star Standard, Euro Standard & must conforms with Green Technology. | |
| Drum & Toner | Having High Yield Capacity will be preferable. Toner - 15000 min Drum – 125000 min | |
| Warranty Period | One Year or above | |

Date :
Place :

Signature of authorised person
Full name & designation:
Seal:

BILL OF QUANTITIES

1. Name of the Item :
2. Quantity required : **03**
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:

| Sl.No. | Make (Brand) | Model | Total Unit Rate (TUR) inclusive of basic cost, freight, all taxes, insurance, all duties etc. | Total Amount (Quantity x TUR) (Rs.) |
|--------|--------------|-------|---|-------------------------------------|
| 01. | | | | |

(Total Amount in Words Rupees)

5. Break-up of Total Unit Rate (TUR):

| Sl.No. | Component | Amount | Remarks |
|------------|-------------------------------------|--------|---------|
| 1. | Basic cost | | |
| 2. | Freight | | |
| 3. | Insurance | | |
| 4. | Excise duty | | |
| 5. | Customs duty | | |
| 6. | Sales tax/VAT | | |
| 7. | Discount, if any | | |
| 8. | Any other (entry tax/toll tax etc.) | | |
| TOTAL(Rs.) | | | |

6. Validity period of the bid:
7. Delivery Period:
8. Warranty Period:
9. Installation Period:

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal: