

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-04(2015-16)



Tender Notice for Purchase of Multi-function Printer- 10 Nos.

(Single Bid System)

Release Date : April 29, 2015

Last Date : May 20, 2015; 3:00P.M.

City Campus, Mansa Road, Bathinda- 151001,
E-mail: registrar@cup.ac.in, Tel: 0164-2864155,

Central University of Punjab, Bathinda

Central University of Punjab invites sealed tenders from Reputed Manufacturers/Authorized Dealers for supply of *Multi-function Printer*.

Tender Notice Number	:	P-04(2015-16)
Release Date of the Tender	:	April 29, 2015
Last date for the submission of Tender	:	May 20, 2015; 3:00 P.M.
Opening date of Tender	:	May 20, 2015; 4:00 P.M. (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
Name and Address of the University	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
Tel.	:	0164-2864155
E-Mail Address	:	registrar@cup.ac.in
Tender Fee (Non-Refundable)	:	Rs. 500/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.
Earnest Money Deposit(EMD)	:	Rs. 5,000/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.

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GUIDELINES FOR PREPARATION OF TENDER

1. Tender fee along with Earnest Money Deposit (EMD) and all other necessary documents should be submitted for the equipment. The main envelop should super- scribe: “***Tender for Multi-function Printer Last date of submission May 20, 2015; 3:00 P.M.***”.
2. For those bidders submitting tenders for more than one equipment, separate applications for each equipment must be placed in individual sealed envelopes and these envelopes must be placed inside a bigger envelope.
3. Blank Tender Forms for the above items along with details can be downloaded from www.cup.ac.in or www.cup.edu.in. The non-refundable application fee must be accompanied with tender.
4. Tenders must accompany a copy of the “***General Financial Terms and Conditions***” section of this document, signed and stamped on each page indicating that they agree to these.
5. Last date of submission of tender along with requisite fee, EMD and all documents is **May 20, 2015**.
6. The DD for application fee, EMD or any other must be drawn in favour of “Central University of Punjab, Bathinda”.
7. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
8. Apart from all these terms and conditions, specific terms as specified for equipment must also be complied.
9. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.

GENERAL FINANCIAL TERMS AND OTHER CONDITIONS

1. **Prices:** Quoted prices should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda and complete break up of all taxes and duties payable by the university should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
2. **Payment terms:** 100% payment will be made through RTGS/by cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter.
3. **Parts of Equipment:** Where the equipment is composed of several subunits/components, the rate should be quoted for each subunit/ component. The University reserves the right to increase or decrease the number of subunits/ components and number of equipment according to its requirements. The rates in ambiguous terms will render the bids liable to rejection. The words “Not quoting” should be clearly written against any item of equipment for which the tenderer is not quoting.
4. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
5. **Validity:** Tenders/Quotations should be valid for three months from the last date of its submission.
6. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders/Quotations will be opened at the University campus as per given schedule, if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
7. **Incomplete or Misleading Tenders / Quotations:** Tenders/Quotations duly sealed and sent only by post/courier will be considered. Tenders/Quotations received late or incomplete in any respect/ misleading without earnest money& without required documents will out rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.
8. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders/Quotation sat any time without assigning any reason.
9. **Delivery Schedule:** Delivery schedule should be clearly mentioned in the Tenders/Quotations. In case of imported item, the supplier their Indian agent will be responsible for delivery of the material from the place of discharge of material to final point.
10. **Installations:** Installations and Training of the equipment/systems under purchase, if any, will be of free of cost.
11. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.
12. **Custom Duty & Excise Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is requested to get the consignments cleared on behalf of the University. The admissible Custom Duty will be reimbursed to the Supplier on production of

documentary evidence of payment of Custom Duty and also satisfactory installation report from the Indenter. The equipment should not be taken to warehouse/ Go-down and should come straight from the nearest Airport to the University. In case of inspection by the Custom, legible seal of Custom Officials should be present along the tearing of consignment.

13. **Security Deposit:**

a. You are required to submit within 30 days security deposit amounting to 5 per cent of ordered value either in demand draft in favour of the “Central University of Punjab, Bathinda” or in the form of Bank Guarantee (BG).

b. On faithful execution of the Supply/Work order/contract on all respects, including warranty period, the security deposit of the contractors/supplier shall be released.

c. In the event of default on your part in faithful execution of Supply/Work order/contract, the security deposit shall be forfeited by an order of the Registrar of the University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the university under relevant provisions of the Supply/Work Order/contract like penalty/damages for delay in delivery provisions under Negligence& default clause including suspension of business dealings with the university for a specific period.

14. **Warranty/ Guarantee:**

a) The supplier/contractor shall be responsible to replace free of cost with no transportation and insurance expenses to the University up to the destination of material equipment, the whole or any part of the material which under normal and proper use and maintenance, proves defective in material or workmanship within 24 months from the date, it is taken over by the University or 30 months from the date of installation whichever expires earlier, provided the University gives prompt written notice of such defects to the supplier/contractor. Such replacement shall be effected by the supplier/contractor within a reasonable time not exceeding 6 months of the intimation of defects. Supplier's/Contractor responsibility arising out of supply of material or its use whether on warranties or otherwise shall not in any case exceed the cost of correcting the defects or replacing the defective part/material and upon the expiry of the warranty period stipulated above, all such liabilities shall terminate.

b) The above provision shall equally apply to the material so replaced/repared by the Supplier/Contractor under this clause in case the same is again found to be defective within 12 months of the replacement/repair.

c) In case the replacement /repair of defective material is not carried out within six months of intimation of defects, the Supplier/Contractor shall have to pay interest @ 12 per cent per annum on the value of each complete operational unit of equipment beginning from the date of becoming defective up to date of its re-commissioning after replacement/repair.

15. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.

16. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

17. Bids received after the specified date and time shall not be considered.

18. Conditional bids shall not be considered.

19. The CUPB reserves the right to increase or decrease the quantity of the tender items.

**TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET FOR
MULTI-FUNCTION PRINTER**

**Meke: Brother/ HP/ Canon/ Ricoh/ Xerox
Qty- 10 Nos.**

S.No.	Features	
1.	Memory	128 MB
2.	Print Speed	Up to 25ppm (Normal A4)
3.	Print Resolution	600 x 600 dpi, Black Normal
4.	Enlargement / Reduction	600 x 600dpi 25% - 400%
5.	Maximum Number of Copies	Upto 99
6.	Duplex	Automatic
7.	Fax speed	Letter: Max 4 sec per page
8.	Connectivity	USB 2.0, fe 10/100, phone line port
9.	Paper Input (Standard Tray)	250-sheet
10.	Multi-Purpose Tray / Priority Manual Slot	10-sheet
11.	Automatic Document Feed (ADF)	35-sheet
12.	Paper Output	100-sheet
13.	Optical Scanning Resolution	ADF: 300 x 300 dpi, Flatbed: 600 x 600 dpi
14.	Support	Warranty 24 months

APPLICATION FORM

To be Filled Completely and Signed

1. Contact details of the head office of proposing firm:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

2. Name and full address of local office of proposing firm nearest to Bathinda:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

3. Name and full address of manufacturer:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

4. Name of advising bank and account number:

5. SWIFT Code:

6. PAN and TAN Number:

7. Manufacturing type (tick mark):
 - i. Imported
 - ii. Indigenous
 - iii. Both

8. Country(s) of origin:

9. Any other relevant information:

DECLARATION BY SUPPLIER

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm.”

Place:

Signature of Authorized Person

Date:

Designation

Seal

CHECK LIST

(TO BE FILLED COMPLETELY & PLACED IN ENVELOPE)

Sr. No.	Points to be verified	Yes/ No
1	Technical specification compliance sheet	
2	EMD	
3	Tender Fee	
4	Photocopy of PAN and TAN card	
5	User list and certificates issued by clients	
6	Copy of income tax return certificate	
7	All other certificates as asked for in tender document a) Spare part availability certificate b) Certificate indicating country of manufacture c) Sales tax registration certificate d) Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page	

Place:**Signature of Authorized Person****Date:****Designation****Seal**