

**Post Graduate Institute of Veterinary Education and Research, Jaipur**

[Under Rajasthan University of Veterinary and Animal Sciences (RAJUVAS)]

**NH-11, Agra Road, Jamdoli, Jaipur-302031**

No. F.6 ( )/PGIVER/Purch./Tender/2021-22/ 1868

Date: 24-02-2022

**Tender Notice No. L-3**

(Limited Tender - Year 2021-22)

Sealed Tenders are invited from eligible original manufacturers / distributors for limited tender in **Two Bid System** (separate Technical Bid and Price Bid) for the supply of "**Hi-Speed Multifunction Photocopier Machine**". Tender application will be open for submission from 24-02-2022 to 03.03.2022 (2.00 PM) and after this bids will be opened by tender opening committee at PGIVER on Same day (03.03.2022) at 3.30 PM onwards.

Detailed Terms & Conditions for the tender are available on State Procurement Portal website <http://www.sppp.raj.nic.in> and University website [www.rajuvas.org](http://www.rajuvas.org).

S. No.	Particulars	Estimated cost	Application Fee	EMD	Tender start date	Tender closing date	Bid will open on
1.	<b>Hi-Speed Multifunction Photocopier Machine</b>	Rs. 1,68,000	Rs. 200/-	Rs. 3400/-	24.02.2022	03.03.2022 (2:00 PM)	03.03.2022 (3:30 PM)

The Dean, PGIVER, holds right to reject one or more tender. The Bids / Tenders not fulfilling prescribed terms & conditions or submitted after due date shall be rejected.

*ban*  
DEAN

**Copy to:-**

1. The Comptroller, RAJUVAS, Bikaner, for information please.
2. Dr. Urmilla Panu, Nodal Officer (Website), RAJUVAS, Bikaner for uploading the Tender Notice-03 with Tender Documents on RAJUVAS website. <websiterajuvas@gmail.com>
3. The State Procurement Portal (SPPP) Website for uploading the Limited Tender Notice-L-3 with Tender Documents.
4. College Notice Board.
5. Guard File.

*ban*  
DEAN

**Post Graduate Institute of Veterinary Education and Research,**  
N.H. 11, Agra Road, Jamdoli, Jaipur – 302031  
(Rajasthan)

No.....

**LIMITED TENDER APPLICATION FORM**

**LIMITED TENDER for "Hi-Speed Multifunction Photocopier Machine"**

**LIMITED TENDER NOTICE No: L-3**

(Financial Year 2021-22)

**PART-A (for Office Use only)**

1. Limited Tender Notice No. L-3 ; dated 24 February, 2022
2. Date of Start of Tender Application 24 February 2022
3. Last Date for Tender Submission: 03 March 2022 by 2:00 pm noon
4. Place to submit Bids: Dean Office, PGIVER, Jamdoli, Jaipur
5. Date of Opening Technical Bids: 03<sup>th</sup> March 2022 at 3:30 pm

A.A.O.-I,  
PGIVER, Jaipur

Cost of Tender Document: **Rs. 200** (Rupees Two Hundred Only)

Earnest Money Deposit (2% of estimated value): **Rs. 3400/-** (Rupees Three Thousand & Four Hundred Only)

Bank Demand Draft in favour of "DEAN, PGIVER" payable at JAIPUR

**PART-B (to be filled by the Bidder Firm only)**

1. Name of Firm:
2. Name of Contact Person (Authorized Bid Signatory):
3. Address with Pin code:
4. Mobile No and Telephone (with STD Code)
5. E-Mail ID
6. Website (if any):

Date: .....

Signature

for M/s.....

**For any Information / Clarification, please Contact:**

The DEAN,  
Post Graduate Institute of Veterinary Education and Research,  
NH-11, Agra Road, Jamdoli, Jaipur-302031 (Rajasthan)  
Tel: 0141-2681211; Email: papgiver@gmail.com

## LIMITED TENDER NOTICE No: L-3

(Financial Year 2021-22)

### LIMITED TENDER ENQUIRY for "Hi-Speed Multifunction Photocopier Machine"

Dear Sir / Madam,

The PGIVER, Jaipur, invites sealed bids from eligible original manufacturers/ authorized supplier distributors for Limited Tender in **Two Bid System** (Technical Bid and Price Bid) for the supply of "Hi-Speed Multifunction Photocopier Machine" Total estimated cost is below Rs. 1.68 Lacs from your ready stock, under a sealed cover to the undersigned latest by **03 March 2022 (2:00 pm)**. The Technical bids shall be opened by Tender Opening Committee at PGIVER on the same day at **3:30 pm** onwards.

The detail of items required is presented below:-

S. No.	Name of Item	Specifications		Qty	Total Cost		
01	Hi-Speed Multifunction Photocopier Machine (B&W)	a	Type	Laser Multifunctional; Monochrome, Auto-Duplex functioning for Print & Scan both, A4 to A3 ; Print-Scan-Copy-Send Options	01 No.	Below Rs 1.99 Lakhs only	
		b	Copy Speed	A4			Min 35 cpm/ppm or above
				A3			Min 16-20 cpm/ppm or above
		c	Memory	Min 2 GB to 4 GB			
		d	HDD	250 GB			
		e	Output Copy Sizes in auto Duplex	A3 to A4 ; Output copy size of min A5 and max A3			
		f	Magnification / Zoom	25% to 400 % (at 0.1% increment)			
		g	Print resolution	Min 600x600 dpi and atleast upto 1200x600			
		h	Interface	Digital Panel approx 6-7 inch Basic; Ethernet, wi-fi option and USB also			
		i	Scan Resolution	Full Colour Scanner available; Scan speed 35-40 cpm for simplex; Auto-Duplex Scanning Option also reqd;			
		j	Scanning Output	Scan options from 200 dpi to 600 dpi atleast; Scan Output Formats: TIFF, JPEG and PDF must.			
		k	Print OS Capability	Windows 10/8.1/7, Windows server 2008/2012 etc.			
		l	Accessibility to machine for Print/Scan function	Through USB cable, LAN, and wi-fi			
m	Print & Scan Interface	Network on Ethernet					
		Local Print Scan using USB device and attaching USB cable					

		between desktop and photocopier (with as well as without LAN availability) Wi-fi option required
n	Scan Destinations	Scan to Email; Network Folders as well as local desktop folders (without LAN)
o	Paper Sizes	A3, B4, A4, A4R and B5 and Full scape
		Duplex Document Feeder
p	Secure Print and Authentication with user ID	Function must be available and functional
q	Max paper capacity (approx 80g/m)	3500 sheets
r	Multiple Copies	1 to 9,000 atleast
s	Paper TRAYS	Maximum Paper Sources = 4 (incl bypass tray and doc feeder) Atleast 2 Trays, (other than bypass tray) with 500 page paper capacity each.. Total machine tray capacity - approx 1400 pages and above
t	Toner Life	Upto 20,000 to 25,000 (A4 typed matter)
u	Toner / Drum technology	Separate Drum and Toners
v	Additional Functionalities	Reverse Automatic Document Feeder required in machine with capacity of 120-130 sheets or more Job Separators with tray 1 and 2 is required
x	Accessories	Suitable TROLLEY (one) for machine and one STABILIZER
y	Warranty	Min 1 year; And routine AMC support for 3 Years
NOTE: Any device that cannot provide PRINT or SCAN function over desktop attached to Photocopier AND HAVING NO ACCESS to Internet or broadband wi-fi, MUST NOT BE QUOTED as such locked-in options are not required.		

Handwritten signatures and initials in blue ink, including a large signature and the initials 'AG' and 'SN'.

## TERMS & CONDITIONS of the LIMITED TENDER

1. If the firm is participating in the Tender, it will be assumed that all terms & conditions of the Institute are acceptable to the firm.
2. **Tender Application Form & Application Fee:** The tender document may either be can be downloaded from University Website <[www.rajuvas.org](http://www.rajuvas.org)> and Rajasthan state portal <http://apppl.raj.nic.in>. Tender form will NOT BE sent by post. The prescribed Tender Application Fee of Rs 200/- should be submitted through a Bank Demand Draft in favour of "Dean, PGIVER" and payable at "Jaipur". Only those who quote for all the items shall be considered eligible.
3. **BID Submission:**
  - a) Interested bidders are requested to **submit their bids in TWO PARTS** duly sealed in separate envelopes.
  - b) The Bids should **COMPULSORY** be submitted in two bids system containing two parts, Part - I Technical Bid in one sealed envelope and labeled as "for Technical Bid" (as per Annexure -II) and Part - II Price Bid in another sealed envelope labelled "for Price Bid" (as per Annexure - IV). Both the sealed envelopes should then be put in another OUTER Envelope and labeled as "**Limited Tender for Hi-Speed Multifunction Photocopier Machine**" at PGIVER".
  - c) Bidder shall ensure that their bids, complete in all respects, are submitted to The DEAN, Post Graduate Institute of Veterinary Education and Research, (PGIVER), NH-11, Agra Road, (Oppo Chanda Garden), Jarndoli, Jaipur-302031 (Rajasthan), so as to reach the College latest by 03.03.2022 upto 2.00 p.m. failing which the bids will be treated as late and Rejected.
  - d) The Part- II (Financial Bid) shall be opened only for those tenderers who qualify for Technical Bid i.e. Part - I.
  - e) The bid submitted by Telex/Telegram/Fax/E-mail etc. shall not be considered. No correspondence will be entertained on this matter.
  - f) The bid not submitted, in Separate Envelopes / for all the listed items / not in prescribed formats / incomplete in details is liable for rejection. Bid received without separate Sealed Envelopes as mentioned above will not be accepted.

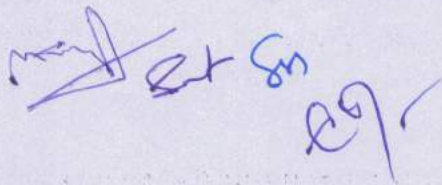
**ENVELOPE Part- I (Technical Offer):** The Technical offer should be complete in all respects and contain all information asked for, except prices. The Technical offer should include all components asked for that are as follows:

- **Annexure I** - Covering / Acceptance Letter
- Cash Receipt / Demand Draft of **Rs. 200/-** for Tender Application Fee.
- Separate Demand Draft/Receipt of **Rs. 3400/-** for EMD Amount.
- Tender document set duly signed by Tenderer on each page.
- **Annexure II** - Technical Offer with Specifications that should not contain any price information.
- **Annexure III** - Bank Details for Third Party Online Payment
- **GST Tax Registration No./ PAN No.** (Copy to be enclosed)

The Technical Bid must be submitted typed or clearly written in ball pen ink. Each Page of the document shall bear seal and signature of the authorized signatory. Documents submitted must have the relevance with the technical qualification.

**ENVELOPE Part - II (Price Bid):** The Price Bid should give all relevant price information as per Annexure IV. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Commercial offer must not contradict the technical offer in any way.

The prices must be quoted **F.O.R. PGIVER, Jaipur** and must be given in **Indian Rupees (INR) only**. Bids in Foreign Currency shall be Rejected. Rate quoted for the items should be inclusive of all taxes and statutory levies, if any. The Form of Annexure-IV must be filled in completely, without any errors, erasures or alterations.



4. **Alternate Proposal / Modifications in Same Bid (Not Allowed):**

- a) The quotations submitted should be for a fully functional accessory/item/ instrument along with all required parts/accessories for its functional use. Any counter proposals or Modifications by the Tenderer will NOT be acceptable.
- b) **Only one proposal must be submitted** for each item / instrument in a single Tender. In case of offering multiple options for single item/instruments, tender of firm for that particular item/instrument shall be technically rejected.
- c) Alternative specification also will NOT be acceptable.

5. **Earnest Money (EMD):** An Earnest Money Deposit of **Rs. 3400/-** (Rupees Three Thousand Four Hundred Only) must be enclosed with the TECHNICAL OFFER through a Demand Draft issued by a reputed Bank drawn in favour of "**DEAN, PGIVER**", payable at **Jaipur**. It should be valid for at least 90 days. Bid received without Earnest Money Deposit will not be considered. The EMD of unsuccessful bidders shall be returned without any interest after the process of bid is over.

In case of successful bidder withdraws his offer within the validity of bid OR does not honour his commitment within the validity of bid and back out after placing the order with him, the EMD will be forfeited. For successfully firm EMD will be released only after successfully completion of warranty period.

6. **Bid Security:** Not Applicable. However EMD of L-1 successful firm will be retained till atleast 1 year and 3 month for security the service requirement & functioning of machines.

7. **Period of Validity of Offer/Bids:-** The rates quoted for participation in tender must be **valid / binding for a period of atleast 60 days** after the last date of submission of Bids/quotations. Quotations valid for shorter periods may be rejected by the purchaser as non-responsive. Once the Tender has been accepted, the rates shall remain valid for the period of atleast 6 months ending on **31.08.2022** and this period can be extended by mutual agreement.

8. **Warranty:-** On the required **ACCESSORIES**, any damage during supply transit, installation and in-built damages covering all parts involved in functioning will be covered under transit warranty and for equipment/apparatus/mechanical item, a period of minimum 1 year warranty from the date of satisfactory supply / installation and commissioning / acceptance of the items by PGIVER. The following warranty clause shall be applicable and binding for the warranty period (1 year resp.) even if the tendered does not specify it in the quotations.

9. **Delivery & Installation Period :-**

The PGIVER, Jaipur would like to have the following time schedule for completion of the activities from the date of placement of orders.

- a. Delivery: **21 Days (3 weeks)** from Receipt of Supply Order.
- b. The bidder shall be responsible for proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- c. Part delivery will not be allowed. The DEAN, PGIVER will have the discretion to invoke the payment from the Bank or forfeit the EMD for any breach of contract.

10. **LIQUIDATED DAMAGES.**

i. **The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidder shall arrange supplies within the stipulated period on receipt of the supply order from the Purchase Officer.**

ii. **in case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of Stores pending to be supplied –**

- Delay up to ¼ period of the prescribed Delivery period – 2.5%
- Delay exceeding ¼ but not exceeding ½ of the prescribed delivery period - 5%
- Delay exceeding ½ but not exceeding ¾ of the prescribed delivery period - 7.5%
- Delay exceeding ¾ but is not exceeding the period equal to the prescribed delivery period – 10%

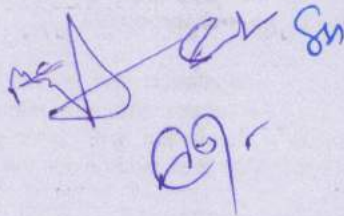
Note: - **Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.**

iii. **The maximum amount of liquidated damages shall be 10%. Delay in supplies exceeding the period equal to the prescribed delivery period shall render the supply order cancelled and any supplies made beyond this period shall be the sole risk of the approved supplier. Dean Post Graduate Institute of Veterinary Education and Research (PGIVER), Jaipur Rajasthan shall not be liable for any payments whatsoever on this account.**

*[Handwritten signature and initials]*

11. The Institute is not bound to accept the lowest tender. Tenders may be rejected at any stage by institute.
12. Supply will be F.O.R. of for Central Stores, PGIVER, Jamdoli, Jaipur (will be shared exact details with L-1 bidder) will be subject to the approval of the College/ Concerned department in terms of quality, quantity, installation/performance qualifications etc.
13. The decision of accepting authority shall be final as to the quality of stores.
14. No Advance Payment will be made.
15. The PGIVER, Jaipur reserves the right to accept or reject the quotation in part/full at any stage.
16. The university / Institute (PGIVER, Jaipur) shall have powers to accept or reject the quotation in part/full at any stage without prior information and without any reason, to the tenderers
17. Tenders must be filled with Ball pens or typed clearly. Those written using pencils or having overwriting or are unclear to understand will be rejected. No part-offers shall be accepted.
18. The approved tenderer will not be allowed to sublet the awarded tender to any other person / firms.
19. in case of any dispute, the area of Jurisdiction will be Jaipur.

DEAN

Handwritten signature and initials in blue ink, including a large stylized signature and the initials 'SN'.

(Letter to the DEAN, PGIVER on the bidder's letterhead)

To,  
The DEAN,  
PGIVER, Jaipur-302031

Bid Ref. No. \_\_\_\_\_

Date:- \_\_\_\_\_

Last Date:- \_\_\_\_\_

**Sub:- Limited Tender for Supply of "Hi-Speed Multifunction Photocopier Machine"**

Sir,

We, the undersigned, declare hereby that:

- A. We have submitted all required fee as per details tabulated below:

Fee	Amount	Mode	No. and Date	Remarks
Tender Appl. Fee	200/-	DD/ BC		
EMD	3400/-	DD/ BC		

- B. I / We..... for M/s..... hereby confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred Tender Letter and Enclosures, All enquiries/clarifications have been made with PGIVER to our satisfaction. All terms and conditions of tender document have been understood by us and as token of agreement we place our signatures below.
- C. We have examined and have no reservations to the Bidding Document, including its all Addenda. We offer to supply Goods/Services in conformity with the Bidding Document and in accordance with the delivery schedule and the all the terms & conditions specified in Bidding Documents. Our Bid shall remain binding upon us for a period specified in the Bid Document and may be accepted at any time before the expiration of that period
- D. We also understand that the PGIVER, Jaipur is not bound to accept the offer either in part or in full and that the PGIVER, Jaipur has right to reject the offer in full or in part without assigning any reasons whatsoever. Decision of Dean, PGIVER, Jaipur shall be final and will be acceptable to us.
- E. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed
- F. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive
- G. Our Important particulars are as given below:

S. No.	Particulars	Details
1.	Name of Tenderer Firm with Address, Pin-code, telephone/mobile No., Fax No., and E-mail ID etc.	
2.	Whether Proprietor/ Partnership/ Company	(Enclose copy of document)
3.	PAN No.	(Enclose copy, if available)



4.	GST Regd. No.	(Enclose copy)
5.	Manufacturer Certificate / Authorization Certificate	(Enclose copy)
6.	Are Firm is Exempted from paying, Custom Duty/ Excise Duty/Sales Tax? if YES, give details..	(Enclose copy)
7.	Any other important information related to the tender requirement.	

Yours faithfully,

Date:

Authorized Signatories  
(Name & Designation, seal of the firm)

*[Handwritten signature]*  
*[Handwritten initials]*  
*[Handwritten initials]*

The specifications mentioned here under are as per current needs. However, bidders can propose higher specification keeping the future needs and scalability as already mentioned in the tender but it should be of a complete functional unit.

No column under technical bid should be left blank. The vendor must specify either compliance or deviations

**TECHNICAL BID**

**Specification- "Hi-Speed Multifunction Photocopier Machine"**

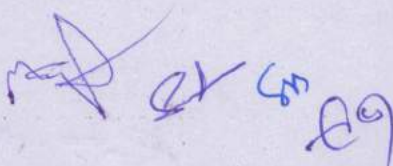
S. No.	Name of Item	Specifications		Bidder's Response Please indicate whether items/goods quoted conform to the specifications (Yes/No). Deviations, if any, must be pointed out. (To be filled by bidder)	Proof submitted at page No.		
01	Hi-Speed Multifunction Photocopier Machine	a	Type	Laser Multifunctional; Monochrome, Auto-Duplex functioning for Print & Scan both, A4 to A3 ; Print-Scan-Copy-Send Options			
		b	Copy Speed	A4			Min 35 cpm/ppm or above
				A3			Min 16-20 cpm/ppm or above
		c	Memory	Min 2 GB to 4 GB			
		d	HDD	250 GB			
		e	Output Copy Sizes in auto Duplex	A3 to A4 ; Output copy size of min A5 and max A3			
		f	Magnification / Zoom	25% to 400 % (at 0.1% increment)			
		g	Print resolution	Min 600x600 dpi and atleast upto 1200x600			
		h	Interface	Digital Panel approx 6-7 inch Basic; Ethernet, wi-fi option and USB also			
		i	Scan Resolution	Full Colour Scanner available; Scan speed 35-40 cpm for simplex; Auto-Duplex Scanning Option also reqd;			
		j	Scanning Output	Scan options from 200 dpi to 600 dpi atleast; Scan Output Formats: TIFF, JPEG and PDF must.			
		k	Print OS Capability	Windows 10/8.1/7, Windows server 2008/2012 etc.			
		l	Accessibility to machine for Print/Scan function	Through USB cable, LAN, and wi-fi			
m	Print & Scan Interface	Network on Ethernet					
		Local Print Scan using USB device and attaching USB cable between desktop and photocopier (with as well as without LAN availability) Wi-fi option required					

n	Scan Destinations	Scan to Email; Network Folders as well as local desktop folders (without LAN)
o	Paper Sizes	A3, B4, A4, A4R and B5 and Full scape
		Duplex Document Feeder
p	Secure Print and Authentication with user ID	Function must be available and functional
q	Max paper capacity (approx 80g/m)	3500 sheets
r	Multiple Copies	1 to 9,000 atleast
s	Paper TRAYS	Maximum Paper Sources = 4 (incl bypass tray and doc feeder)
		Atleast 2 Trays, (other than bypass tray) with 500 page paper capacity each. Total machine tray capacity - approx 1100 pages and above
t	Toner Life	Upto 20,000 to 25,000 (A4 typed matter)
u	Toner / Drum technology	Separate Drum and Toners
v	Additional Functionalities	Reverse Automatic Document Feeder required in machine with capacity of 120-130 sheets or more Job Separators with tray 1 and 2 is required
x	Accessories	Suitable TROLLEY (one) for machine and one STABILIZER
y	Warranty	Min 1 year; And routine AMC support for 3 Years
NOTE: Any device that cannot provide PRINT or SCAN function over desktop attached to Photocopier AND HAVING NO ACCESS to Internet or broadband wi-fi, MUST NOT BE QUOTED as such locked-in options are not required.		

Signature for Firm with SEAL (Name & Designation)

Date:

Note:- Technical documents (Product of the Brochures, Leaflets, manuals etc., if any) should be enclosed with the Technical Bid, wherever needed.



**THIRD PARTY DETAILS for ONLINE PAYMENTS**

Name of the Firm / Company	
Address	
Name of the Bank	
Branch Address of the Bank	
IFSC Code of the Bank	
Bank Account Number	
Photocopy of Bank PASSBOOK or a Canceled Cheque	_____ (enclosed Yes / No)
GST Regd. No.	
PAN Number	
Aadhar No. of Authorized Person	
Mobile No. of Authorized Person	+91 - _____
E-mail ID	
<b>Above details are correct and Copy of BANK PASSBOOK or a CANCELLED CHEQUE of same Bank Account is Enclosed</b>	
Authorized Signature (with Seal)	

*Handwritten signature in blue ink:*  
 Alex S  
 29/

**LIMITED TENDER FOR "Hi-Speed MULTIFUNCTION PHOTOCOPIER MACHINE"**

(NOTE: Rates per UNIT must be quoted and inclusive of all Taxes/incidental charges etc.)

Name of Firm:

FAN No:

GST Tax Regd. No:

NOTE: The Rates may be quoted on UNIT RATE Basis only

1	2	3	4	5	6			
					Price per UNIT (Rs.)			
S. No.	Brief Description of Goods	Make and Model No.	Country of State of Origin	Quantity (Nos.)	Ex - factory/ Ex -warehouse /Ex-showroom /OT - the shelf  Per Unit Cost  (A)	GST (if any)  [Denot both as Value and %age]  (B)	FINAL UNIT PRICE including GST  (C)	Total COST (at Consignor Rate)  F.O.B. basis (Rs.)  = 5 x B / C
1.	<b>Hi-Speed MULTIFUNCTION PHOTOCOPIER MACHINE</b>			01				

Note: -

1. Delivery Period: - **21 Days** from receipt of Supply Order.
2. Warranty Period: - Minimum 1 year for appliance / machinery / items, for manufacturing defects and including during transport.
3. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Date:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature with Seal of Bidder: \_\_\_\_\_

*St Gm  
29*