

**COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT)**

**BASSI, JAIPUR**

*(Rajasthan University of Veterinary and Animal Sciences)*

**TERMS & CONDITIONS**

**OF OPEN BID (Open-TENDER OT-01) 2023-24**

**FOR THE PURCHASE OF**

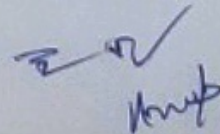
***"Branded Multi-function Photocopier Machine & Printers***

**COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT),**

**N.H. -21 AGRA ROAD, BASSI, JAIPUR-303301**

**E-mail ID: [cdftbassi@gmail.com](mailto:cdftbassi@gmail.com)**

**[www.rajuvas.org](http://www.rajuvas.org)**





OFFICE OF THE DEAN  
COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT),  
N.H. -21 Agra Road, Bassi, Jaipur-303301  
Rajasthan University of Veterinary and Animal Sciences (RAJUVAS)  
E-mail ID: [cdftbassi@gmail.com](mailto:cdftbassi@gmail.com)  
[www.rajuvas.org](http://www.rajuvas.org)

No. F. ( )/CDFT/2023-24/578-582

Date: 15/09/23

**OPEN TENDER NOTICE OT-01 (2023-24)**

Sealed tenders are invited from eligible original manufacturers/ authorized dealers/ suppliers/ distributors for Open Tender OT-01 under **Two Bid Systems** (Separate Technical Bid and Price Bid) for the supply and installation of "**Branded Multi-function Photocopier Machine & Printers**". The application will open for submission from **16.09.2023** to **29.09.2023 up to 04:00 PM** and after this, bids will be opened by purchase committee at Office of the DEAN, College of Dairy and Food Technology (CDFT), Bassi, NH-21, Agra Road, Jaipur-303301 (Rajasthan) on **30.09.2023** at 11:30 AM

Detailed Terms & Conditions and tender application form should be downloaded from the State Public Procurement Portal website <http://sppp.rajasthan.gov.in> and University website [www.rajuvas.org](http://www.rajuvas.org) or the (UBN No. \_\_\_\_\_)

**The DEAN, College of Dairy and Food Technology (CDFT), Bassi, Jaipur,** holds right to reject tender. The Bids/ Tendered not fulfilling prescribed terms & conditions or submitted after due date shall be rejected.

  
DEAN

**Copy to:**

1. P. S. to VC, RAJUVAS, Bikaner for kind perusal of Hon'ble Vice-Chancellor.
2. The Comptroller, RAJUVAS, Bikaner for information.
3. Nodal Officer (Website), RAJUVAS, Bikaner for uploading the tender notice OT-01 with tender Documents on RAJUVAS Website.
4. College Notice Board
5. Guard File.

  
DEAN



**CDFT- Open Tender OT-1 (2023-24) Branded Multi-function Photocopier Machine & Printers**

**OFFICE OF THE DEAN  
COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT),  
N.H. -21 Agra Road, Bassi, Jaipur-303301  
Rajasthan University of Veterinary and Animal Sciences (RAJUVAS)  
E-mail ID: [cdftbassi@gmail.com](mailto:cdftbassi@gmail.com)  
[www.rajuvas.org](http://www.rajuvas.org)**

**OPEN TENDER APPLICATION FORM**

***Open Tender OT-01 for the supply and installation of Branded Multi-function Photocopier Machine & Printers"***

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

- |  |  |
|--|--|
| 1. Open Tender Notice No. OT-01;   | Dated: <b>15.09.2023</b>   |
| 2. Date of Start of Tender Application:  | <b>16.09.2023</b>  |
| 3. Last Date for Tender Submission:  | <b>29.09.2023 by 04:00 PM</b>  |
| 4. Estimated cost:   | <b>6.00 Lakh</b>   |
| 5. A place to submit Bids:   | Office of the DEAN, CDFT, NH-21,<br>Agra Road, Bassi, Jaipur-303301,<br>Rajasthan. |
| 6. Date of Opening Technical Bids:   | <b>30.09.2023 at 11:30 AM</b>  |
| 7. The tender application form should be downloaded from the university website  |  |
| <b><u><a href="http://www.rajuvas.org">www.rajuvas.org</a></u> and the Rajasthan state portal <u><a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a></u></b> |  |

Cost of Tender Document: Bank Demand Draft/ Banker cheque of **Rs. 500** (Rupees Five Hundred Only) should be enclosed with the technical bid, otherwise, it will be rejected.

Earnest Money Deposit (2% of estimated value): Bank Demand Draft/ Banker Cheque of **Rs. 12,000** (Rupees Twelve Thousand Only)

Bank Demand Draft/ Banker cheque in favour of **"The Dean, CDFT, Bassi, Jaipur"** payable at **JAIPUR**

  
Retd. Sr. Asst.

**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:  
OFFICE OF THE DEAN, COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT),  
N.H. -21 Agra Road, Bassi, Jaipur-303301  
Rajasthan University of Veterinary and Animal Sciences (RAJUVAS)**



**SPECIFICATIONS****"Supply and installation Branded Multi-function Photocopier Machine & Printers"**

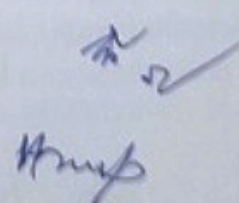
S. No.	Product Name	Specifications	Qty.
1	Branded Multi-function Photocopier Machine (Laser) (Preferably HP/ Canon/ Konica Minolta)	<p><b>Type of Machine : Multifunction Machine</b>  <b>Print Technology &amp; Functions: Laser &amp; Print, copy, scan</b>  <b>Type of Printing : Mono</b></p> <ul style="list-style-type: none"> <li>• Minimum Speed per Minute A4 Size Mono : 70 or Higher</li> <li>• Minimum Speed per Minute A3 Size Mono : 32 or Higher</li> <li>• Scan Speed : 90-150 PPM/180-280 IPM, simplex/duplex</li> <li>• Cartridge Technology : Separate Drum and Toner (Dual Component) having a developer Unit</li> <li>• RAM size : 6 GB or Higher</li> <li>• Hard Disk size : 256GB SSD or Higher</li> <li>• Control panel : 10 inches or Higher with Color Graphics Display (CGD) having touchscreen</li> <li>• Platen/Flatbed Size &amp; Paper Size (Original/Image): A3/A3</li> <li>• Processor speed : Quad Core (1.6GHz), Dual Core (1.4GHz) or advanced</li> <li>• Original Document Feeder Type : SPDF</li> <li>• Feeder Capacity (Number) : 300 or higher</li> <li>• Duplexing Scanning Feature Availability: Yes</li> <li>• Scan Resolution : 600 x 600 dpi or higher</li> <li>• Print Resolution : 1200 x 1200 dpi</li> <li>• Networking Feature Availability &amp; Wi-Fi : Yes (802.11b/g/n) &amp; Type of Network Interface : Ethernet 10/100/1000</li> <li>• Connecting cable to PC: Yes</li> <li>• Number of Main Paper Tray : 2 or higher</li> <li>• Each Main Paper Tray Capacity (Number) : 500 or higher</li> <li>• Bypass Facility : Yes (Bypass Tray Capacity : 100 or higher)</li> <li>• Magnification: 25-400% or higher</li> <li>• Media weight : 300-350 GSM</li> <li>• Yield of the cartridge (Number of prints) : 50000 or higher</li> <li>• Life of Drum in terms of number of Prints - Black : 300000 pages or higher</li> <li>• Security functions: Yes</li> <li>• Copy Protection: Password enabled</li> <li>• Duty Cycle (No of Prints/month) : Up to 300,000 pages A4 or higher</li> <li>• Photocopier Machine should have RoHS compliance system</li> <li>• Should have ISO 9001: 2015, ISO 14001, ISO 11798 certification</li> </ul> <p><b>Accessories Required</b></p> <ul style="list-style-type: none"> <li>• Extension Board: 4 Socket with fuse (Capacity 16 A), 4 meter Long wire with Branded Multi-function Photocopier Machine.</li> <li>• One spare Cartridge with Branded Multi-function Photocopier Machine.</li> </ul> <p>The Multi-function Printer should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, quick guide.</p> <p>In case of Branded Multi-function Photocopier Machine - An original equipment manufacturer authorization for submitting the bid (MAF) would be mandatory.</p> <p>Comprehensive Warranty: 5 years CMC including of every critical parts/ Items (Software and Hardware) would be mandatory which has to be ensured by the bidder.</p>	1
2	Branded Multi-function Laser Digital Copier Laser (Preferably HP/ Canon/ Konica Minolta)	<p>Multi-function Laser Digital Copier : A3/A4 Monochrome, Print, copy, scan</p> <ul style="list-style-type: none"> <li>• Automatic Document Feeder: 25 - 50 Pages</li> <li>• Should have Automatic Duplex printing</li> <li>• Connectivity: Network Interface Ethernet 10/100/1000and USB Cable</li> <li>• Scan Resolution: 600 x 600 dpi</li> <li>• Scan Speed: 30-40 IPM</li> <li>• Print Resolution: 1200 x 1200 dpi</li> <li>• Print Speed: 22-30 PPM</li> <li>• Life of Drum: Up to 70,000 pages (A4) or Higher</li> </ul>	1



**CDFT- Open Tender OT-1 (2023-24) Branded Multi-function Photocopier Machine & Printers**

		<ul style="list-style-type: none"> <li>• Processor speed : 600 MHz or Higher</li> <li>• Memory : 512 MB or Higher</li> <li>• Input Tray capacity: 250 sheets or higher</li> <li>• Cartridge yield: 12000-15000 Pages</li> </ul> <p><b>Accessories Required</b></p> <ul style="list-style-type: none"> <li>• Extension Board: 4 Socket with fuse (Capacity 16 A), 4 meter Long wire with Branded Multi-function Photocopier Machine.</li> <li>• One spare Cartridge with Branded Multi-function Photocopier Machine.</li> </ul> <p>The Multi-function Digital Copier should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, quick guide.</p> <p>In case of Branded Multi-function Digital Copier - An original equipment manufacturer authorization for submitting the bid (MAF) would be mandatory.</p> <p>Comprehensive Warranty: 5 years CMC including of every critical parts/ Items (Software and Hardware) would be mandatory which has to be ensured by the bidder.</p>	
3.	<b>Branded Multi-function Laser Printer</b> <b>(Preferably HP/ Canon/ Konica Minolta/ Brother)</b>	<p>Multi-function Laser Printer : A4 Monochrome, Print, copy, scan</p> <ul style="list-style-type: none"> <li>• Automatic Document Feeder: 25 - 50 Pages</li> <li>• Should have Automatic Duplex printing</li> <li>• Networking Connection Feature Availability &amp; Wi-Fi: Yes (802.11b/g/n) &amp; Type of Network Interface : Ethernet 10/100/1000 and USB Cable</li> <li>• Processor Speed: 1200 MHz or Higher</li> <li>• Scan Resolution: 600 x 600 dpi</li> <li>• Print Resolution: 1200 x 1200 dpi</li> <li>• Print Speed: 35 PPM or Higher</li> <li>• Input Tray Capacity: 200-250 Sheets</li> <li>• Media Weight: 60 to 170 g/m<sup>2</sup></li> <li>• Toner Capacity: 3000 pages or Higher</li> <li>• Duty Cycle: 80000 or Higher</li> <li>• Life of Drum: Up to 20,000 pages (A4) or Higher</li> <li>• Memory : 512 MB or Higher</li> </ul> <p><b>Accessories Required</b></p> <ul style="list-style-type: none"> <li>• Extension Board: 4 Socket with fuse (Capacity 16 A), 4 meter Long wire with Branded Multi-function Printer.</li> <li>• One spare Cartridge with Branded Multi-function Printer.</li> </ul> <p>The Multi-function Printer should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, quick guide.</p> <p>In case of Branded Multi-function Printer - An original equipment manufacturer authorization for submitting the bid (MAF) would be mandatory.</p> <p>Comprehensive Warranty: 5 years CMC including of every critical parts/ Items (Software and Hardware) would be mandatory which has to be ensured by the bidder.</p>	3

Signature of the Tenderer





**TERMS & CONDITIONS of the OPEN TENDER**

1. If the firm is participating in the Tender, it will be assumed that all terms & conditions to the office of the Dean are acceptable to the firm.
2. **Tender Application Form & Application Fee:** The tender document has to be downloaded from the University Website [www.rajuvas.org](http://www.rajuvas.org) and the Rajasthan state portal <http://sppp.raj.nic.in>. The prescribed Tender Application Fee of Rs 500/- should be submitted through a Bank Demand Draft/ Banker cheque in favor of "The Dean, CDFT, Bassi, Jaipur" payable at JAIPUR.
3. **Bidder must quote only certified items that are mentioned in specifications.**
4. **BID Submission:**

- a) Interested Bidders are requested to **submit their bids in TWO PARTS** duly sealed in separate envelopes.

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 -I-III) and Part - II Price Bid in another sealed envelope labeled "for Price Bid" (as per Annexure-IV). Both the sealed envelopes should then be put in another OUTER Envelope and labeled as "Open tender OT-01 of supply and installation of Branded Multi-function Photocopier Machine & Printer" and submitted to the Office of The Dean, College of Dairy and Food Technology (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan).

- b) Bidder shall ensure that their bids, complete in all respects, are submitted to the **Office of The Dean, College of Dairy and Food Technology (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan)**, to reach the office latest by **16.09.2023 (04:00 PM)** failing which the bids will be treated as late and rejected.
- c) Part- II (Financial Bid) shall be opened only for those tenderers who qualify for Technical Bid i.e., Part -I.
- d) The bid submitted by Telex/ Telegram/ Fax/ E-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- e) 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:

- Dully signed and sealed all pages from 1 to 18 of the terms and conditions of the open tender and **Additional conditions of the Contract.**
  - **Annexure I** - Covering/ Acceptance Letter
  - **Demand Draft/ Banker cheque of Rs. 500/-** for **Tender Application Fee.**
  - **Separate Demand Draft/ Banker cheque of Rs. 10,000** for **EMD Amount.**
  - **Annexure-II- Technical Bid** with Specifications that should not contain any price information.
  - **Annexure III** - Third Party Bank Details for Online Payments
  - **Annexure IV** - Undertaking
  - **Annexure V** - Declaration by the Bidder
  - **Annexure VI** - Non-conviction certificate
  - **Annexure VII** - Financial Bid
  - **GST Registration certificate and PAN No. (Copy to be enclosed)**
- The Technical Bid must be submitted typed or written in ball pen ink. Each Page of the document shall bear the seal and signature of the authorized signatory. Documents/catalogs/ brochures submitted must have relevance to the technical qualification.
- Each page of Technical Bid must be page numbered and every specification should indicate with page no. and underlying in the enclosed technical catalogs/ brochure.
- Manufacturing license/ Authorized dealer Certificate Attested Copy.

Signature of the Tenderer



**ENVELOPE Part - II (Price Bid):** The Price Bid should give all relevant price information as per **Annexure-VII**. 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. The OFFICE OF THE DEAN, COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan)**, and must be given in **Indian Rupees (INR) only**. Bids in Foreign Currency shall be rejected. The rate quoted for the items should be inclusive of all taxes and statutory levies including installation and demonstration if any. The Form of Annexure-IV must be filled, without any errors, erasures, or alterations.

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

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

6. **Earnest Money (EMD)/ Bid Security:** An Earnest Money Deposit of **Rs. 12,000** (Rupees Twelve Thousand Only) must be enclosed with the TECHNICAL OFFER through a Demand Draft/ Banker cheque issued by a reputed Bank drawn in favor of **"DEAN, CDFT, Bassi", 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 a bid is over. In case of successful bidder withdraws his offer within the validity of the bid OR does not honor his commitment within the validity of the bid and backs out after placing the order with him, the EMD will be forfeited

7. **Performance Security:** Successful tender @ 5% value of the tender value within 7 days. The earnest money will be adjusted in performance security (performance security is refundable after the expiry of the warranty period). No interest is payable for the security amount.

8. **Period of Validity of Offer/Bids:** The rates quoted for participation in the tender must be **valid/binding for at least 60 days** after the last date of submission of a bid. Bids valid for shorter periods may be rejected by the purchaser as non-responsive.

9. Only Technical Qualified Firms are Eligible for the opening of financial bids.

10. **Comprehensive Warranty:** - All the required Electric/ Electronic ITEMS along with accessories should have **5 years comprehensive warranty** including **Machine parts, Software, manufacturing defect, transport and every critical part/Item** would be mandatory which has to be ensured by the bidder. The following warranty clause shall be applicable and binding the warranty period (5 Year) even if the tendered does not specify it in the quotations.

- Correctness and Completeness of the Item:** -The bidder shall be responsible for proper packing 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 the destination. In the event of any loss, damage, breakage or leakage, or any shortage the bidder shall be liable to make a good such loss and shortage found at the checking/inspection of the material by the consignee. No extra cost on such an account shall be admissible.

11. The bidder shall be responsible for all the maintenance and rectify all the faults/ problems (Toll free or Company service center) occur during comprehensive warranty period.

12. **Delivery:** Within 15 Days (2 weeks) for Indigenous and 21 Days (3 weeks) for the Imported item (from an issue of Supply Order).

13. **Liquidated damages:** Part delivery will not be allowed. The Dean, CDFT, Bassi, and Jaipur will have the discretion to invoke the payment from the Bank or forfeit the EMD for any breach of contract and the firm may be blacklisted.

If there is any delay in supplying of order then liquidated damages shall be charged according to RTPP,

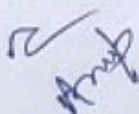
- 2.5% charges for delays up to one-fourth period of the prescribed delivery period
- 5.0% charges for delay exceeding one-fourth but not exceeding half of the prescribed delivery period
- 7.5% charges for delay exceeding half but not exceeding three fourth of the prescribed delivery period
- 10.0% charges for delay exceeding three fourth of the prescribed delivery period
- A custom duty exemption certificate may be provided by the office, if a successful bidder may ask for the same. The customs duty will be mentioned separately in the price bid document. In such a case, the supply period will be extendable by two weeks.

*Handwritten signature*



14. Taking NOCs or any other kind of issuance from Govt. of India/State govt. is the sole responsibility of the Bidders. The Office of the Dean is not responsible for this kind of issue.
15. Bidder shall ensure that all the items are originally manufactured by the OEM Company, locally assembled items will not accepted and the decision of purchasing committee shall be final.
16. A manufactures authorization for submitting the bid (MAF) from the OEM is required on OEM letterhead addressing this tender in case OEM is not participating directly.
17. Bidder should be registered with sales tax/GST department and have presence in Rajasthan, documentation proof is required.
18. The Branded Multi-function Photocopier Machine & Printers OEM should have **RoHS compliance system, ISO 14001, ISO 9001: 2015, ISO 11798 certification** for manufacturing of all types of Photocopier Machine & Printers should be from same OEM. The Bidder/s shall attach the copy of the OEM's ISO Certificate along with the bid.
19. Bidder and OEM should comply the Rule 13 of the Rajasthan Transparency in Public (RTTP) Rules, 2013 and Government of Rajasthan Notification No. F. 2(1) FD/G&T-SPFC/2017 dated 01.01.2021, 15.01.2021 and 30.03.2021 regarding prior registration with Industries department for bidders with beneficial ownership from countries sharing land border with India, for participation in any public procurement in the State. Documents proof should submit along with Bid.
20. For any other additional terms and conditions to be decided by the DEAN, CDFT, besides the above, if required, the same shall be notified before/ at the time of opening of tender and the tenderer shall have to accept the same.
21. The Office of The Dean, College of Dairy and Food Technology (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan), is not bound to accept the lowest tender.
22. Supply will be F.O.R. Office of The Dean, College of Dairy and Food Technology (CDFT), Bassi, Jaipur, and will be subject to the approval of the store of the office in terms of quality, and quantity, performance qualifications, etc.
23. The decision of accepting authority shall be final as to the quality of items.
24. **No Advance Payment will be made.**
25. The Office of The Dean, College of Dairy and Food Technology (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan), reserves the right to accept or reject the bid in part/full at any stage.
26. The successful bidder has to submit a dully signed and sealed agreement letter for terms and conditions on **Rs. 500.00** rupees non-Judicial stamp paper before getting the supply order.
27. All provisions of R.T.P.P. Rules 2013 and GF & AR Rules are to be in price and will be binding for Tenderer.
28. The university/ The Office of The Dean, College of Dairy and Food Technology (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan), shall have powers to accept or reject the bid in part/full at any stage without prior information and any reason, to the Tenderer.
29. Tenders must be filled with Ball pens or typed clearly. Those written using pencils or having to overwrite or are unclear to understand will be rejected. No part-offers shall be accepted.
30. The approved tenderer will NOT BE ALLOWED TO SUBLET THE TENDER to any other person/firm.
31. Once the supply of Branded Multi-function Photocopier Machine & Printers, the installation and training of Photocopier Machine & Printers would be mandatory by the bidder/ technical person of the concerned company.
32. In case of any dispute, the area of Jurisdiction will be Jaipur, Rajasthan.

  
DEAN



Signature of the Tenderer



### **Additional Conditions of Contract**

**1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during the evaluation of Financial Bids on the following basis:

- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

**2. Procuring Entity's Right to vary Quantities.**


- (a) At the time of award of contract, the number of goods, works, or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of the contract.
- (b) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to a change in circumstances, the Bidder shall not be entitled to any claim or compensation except otherwise provided in the conditions of contract.
- (c) In the case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of the last supply. If the Service Provider fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise, and the extra cost incurred shall be recovered from the Service Provider.

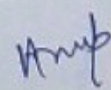
**3. Dividing quantities among one or more Bidder at the time of award (In case of procurement of Goods)**

As a general rule, all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and visit nature, the quantity may be divided between the Bidder, whose Bid is accepted and the second-lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

**Date:**

**Place:**

  
Signature & Seal of the Bidder





## Annexure I

(Letter to the Dean, CDFT, NH-21, Agra Road, Bassi, Jaipur, on the Bidder's Letterhead)  
(Technical Bid, to be submitted in envelope No.1 along with Tender form, D.D., etc.)

To,

DEAN,  
CDFT, Bassi,  
Jaipur-303301

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

Date: -16.09.2023 \_\_\_\_\_

Last Date: - 30.09.2023 up to 4:00 PM

Dear Sir,

We, the undersigned, declare hereby that:

A. We have submitted all required fees as per the details tabulated below:

Fee	Amount (Rs.)	Mode	No. and Date	Remarks
Tender Appl. Fee	500.00	DD/ BC		
EMD	12,000.00	DD/ BC		

- I /We ..... for M/s..... hereby confirm that the offer conforms with the terms and conditions as mentioned in your above referred Tender Letter and Enclosures, all inquiries/ clarifications have been made with The **OFFICE OF THE DEAN, COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan)** to our satisfaction. All terms and conditions of the tender document have been understood by us and as a token of the agreement, we place our signatures below.
- B. We have examined and have no reservations about 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 all the terms & conditions specified in the 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.
- C. We also understand that the **Office of The Dean, College of Dairy and Food Technology (CDFT), NH-21, Agra Road, Bassi, Jaipur-303301 (Rajasthan)**, has the right to reject the offer in full or in part without assigning any reasons whatsoever. The decision of the DEAN, CDFT, Bassi, Jaipur shall be final and will be acceptable to us.
- D. 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
- E. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive
- F. Our Important particulars as required are as given below:

S. No.	Particulars	Details
1.	Name of Tenderer Firm with Address, Pin-code, telephone/mobile No., Fax No., E-mail ID, etc.	
2.	Whether Proprietor/ Partnership/ Company	(Enclose a copy of the document)
3.	PAN No.	(Enclose copy)
4.	GST Regd. No.	(Enclose copy)
5.	Banker Details	Bank Name: Branch No.: IFSC Code: Address: A/c No: Type of Account: Saving/ FFD / Current/ Any other
6.	Our Firm is Exempted from paying, Custom Duty/ Excise Duty/Sales Tax? if YES, give details.	
7.	Any other important information related to the tender requirement.	

Yours faithfully,

Date:

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



## Annexure II

The specifications mentioned here are basic and are as per current needs. However, bidders can propose higher specifications 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- "Branded Multi-function Photocopier Machine & Printers"

S. No.	Product Name	Specifications	Qty.	Bidder's Response (Please indicate whether items/goods quoted conform to the Specifications)	Proof submitted at page no.
1	Branded Multi-function Photocopier Machine (Laser) (Preferably HP/ Canon/ Konica Minolta)	<p><b>Type of Machine : Multifunction Machine</b>  <b>Print Technology &amp; Functions: Laser &amp; Print, copy, scan</b>  <b>Type of Printing : Mono</b></p> <ul style="list-style-type: none"> <li>• Minimum Speed per Minute A4 Size Mono : 70 or Higher</li> <li>• Minimum Speed per Minute A3 Size Mono : 32 or Higher</li> <li>• Scan Speed : 90-150 PPM/180-280 IPM, simplex/duplex</li> <li>• Cartridge Technology : Separate Drum and Toner (Dual Component) having a developer Unit</li> <li>• RAM size : 6 GB or Higher</li> <li>• Hard Disk size : 256GB SSD or Higher</li> <li>• Control panel : 10 inches or Higher with Color Graphics Display (CGD) having touchscreen</li> <li>• Platen/Flatbed Size &amp; Paper Size (Original/Image): A3/A3</li> <li>• Processor speed : Quad Core (1.6GHz), Dual Core (1.4GHz) or advanced</li> <li>• Original Document Feeder Type : SPDF</li> <li>• Feeder Capacity (Number) : 300 or higher</li> <li>• Duplexing Scanning Feature Availability: Yes</li> <li>• Scan Resolution : 600 x 600 dpi or higher</li> <li>• Print Resolution : 1200 x 1200 dpi</li> <li>• Networking Feature Availability &amp; Wi-Fi : Yes (802.11b/g/n) &amp; Type of Network Interface : Ethernet 10/100/1000</li> <li>• Connecting cable to PC: Yes</li> <li>• Number of Main Paper Tray : 2 or higher</li> <li>• Each Main Paper Tray Capacity (Number) : 500 or higher</li> <li>• Bypass Facility : Yes (Bypass Tray Capacity : 100 or higher)</li> <li>• Magnification: 25-400% or higher</li> <li>• Media weight : 300-350 GSM</li> <li>• Yield of the cartridge (Number of prints) : 50000 or higher</li> <li>• Life of Drum in terms of number of Prints - Black : 300000 pages or higher</li> <li>• Security functions: Yes</li> <li>• Copy Protection: Password enabled</li> </ul>	1		



CDFT- Open Tender OT-1 (2023-24) Branded Multi-function Photocopier Machine & Printers

		<ul style="list-style-type: none"> <li>• Duty Cycle (No of Prints/month) : Up to 300,000 pages A4 or higher</li> <li>• Photocopier Machine should have RoHS compliance system</li> <li>• Should have ISO 9001: 2015, ISO 14001, ISO 11798 certification</li> </ul> <p><b>Accessories Required</b></p> <ul style="list-style-type: none"> <li>• Extension Board: 4 Socket with fuse (Capacity 16 A), 4 meter Long wire with Branded Multi-function Photocopier Machine.</li> <li>• One spare Cartridge with Branded Multi-function Photocopier Machine.</li> </ul> <p>The Multi-function Printer should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, quick guide.</p> <p>In case of Branded Multi-function Photocopier Machine - An original equipment manufacturer authorization for submitting the bid (MAF) would be mandatory.</p> <p>Comprehensive Warranty: 5 years CMC including of every critical parts/ Items (Software and Hardware) would be mandatory which has to be ensured by the bidder.</p>		
2	Branded Multi-function Laser Digital Copier Laser (Preferably HP/ Canon/ Konica Minolta)	<p>Multi-function Laser Digital Copier : A3/A4 Monochrome, Print, copy, scan</p> <ul style="list-style-type: none"> <li>• Automatic Document Feeder: 25 - 50 Pages</li> <li>• Should have Automatic Duplex printing</li> <li>• Connectivity: Network Interface Ethernet 10/100/1000 and USB Cable</li> <li>• Scan Resolution: 600 x 600 dpi</li> <li>• Scan Speed: 30-40 IPM</li> <li>• Print Resolution: 1200 x 1200 dpi</li> <li>• Print Speed: 22-30 PPM</li> <li>• Life of Drum: Up to 70,000 pages (A4) or Higher</li> <li>• Processor speed : 600 MHz or Higher</li> <li>• Memory : 512 MB or Higher</li> <li>• Input Tray capacity: 250 sheets or higher</li> <li>• Cartridge yield: 12000-15000 Pages</li> </ul> <p><b>Accessories Required</b></p> <ul style="list-style-type: none"> <li>• Extension Board: 4 Socket with fuse (Capacity 16 A), 4 meter Long wire with Branded Multi-function Photocopier Machine.</li> <li>• One spare Cartridge with Branded Multi-function Photocopier Machine.</li> </ul> <p>The Multi-function Digital Copier should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, quick guide.</p> <p>In case of Branded Multi-function Digital Copier - An original equipment manufacturer authorization for submitting the bid (MAF) would be mandatory.</p>	1	



**CDFT- Open Tender OT-1 (2023-24) Branded Multi-function Photocopier Machine & Printers**

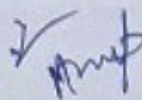
		<b>Comprehensive Warranty: 5 years CMC including of every critical parts/ Items (Software and Hardware) would be mandatory which has to be ensured by the bidder.</b>			
3	<b>Branded Multi-function Laser Printer (Preferably HP/ Canon/ Konica Minolta/ Brother)</b>	<p>Multi-function Laser Printer : A4 Monochrome, Print, copy, scan</p> <ul style="list-style-type: none"> <li>• Automatic Document Feeder: 25 - 50 Pages</li> <li>• Should have Automatic Duplex printing</li> <li>• Networking Connection Feature Availability &amp; Wi-Fi: Yes (802.11b/g/n) &amp; Type of Network Interface : Ethernet 10/100/1000 and USB Cable</li> <li>• Processor Speed: 1200 MHz or Higher</li> <li>• Scan Resolution: 600 x 600 dpi</li> <li>• Print Resolution: 1200 x 1200 dpi</li> <li>• Print Speed: 35 PPM or Higher</li> <li>• Input Tray Capacity: 200-250 Sheets</li> <li>• Media Weight: 60 to 170 g/m<sup>2</sup></li> <li>• Toner Capacity: 3000 pages or Higher</li> <li>• Duty Cycle: 80000 or Higher</li> <li>• Life of Drum: Up to 20,000 pages (A4) or Higher</li> <li>• Memory : 512 MB or Higher</li> </ul> <p><b>Accessories Required</b></p> <ul style="list-style-type: none"> <li>• Extension Board: 4 Socket with fuse (Capacity 16 A), 4 meter Long wire with Branded Multi-function Printer.</li> <li>• One spare Cartridge with Branded Multi-function Printer.</li> </ul> <p>The Multi-function Printer should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, quick guide.</p> <p>In case of Branded Multi-function Printer - An original equipment manufacturer authorization for submitting the bid (MAF) would be mandatory.</p> <p><b>Comprehensive Warranty: 5 years CMC including of every critical parts/ Items (Software and Hardware) would be mandatory which has to be ensured by the bidder.</b></p>	3		

Signature of Firm with SEAL (Name & Designation)

  
DEAN

Date:

**Note: Technical documents (Product of the Brochures, Leaflets, manuals etc., if any) must be enclosed with the Technical Bid.**





**Annexure - III**

All the Bidders are instructed to submit following information required for on-line payments. Please, write neatly and enclose photocopy of the Bank Passbook as well as a cancelled cheque in support of the details.

**Third Party Bank Details for Online Payment**

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 <b><u>BANK PASSBOOK</u></b> and a <b><u>Cancelled Cheque</u></b>	_____ (enclosed Yes / No)
GST Regd. No.	
PAN Number	
Aadhar No. of Authorized Person	
Mobile No. of Authorized Person	+91 - _____
E-mail ID	
Above details are correct and Copy of <b>BANK PASSBOOK</b> and a <b>CANCELLED CHEQUE</b> of same Bank Account is Enclosed	
Authorized Signature (with Seal)	



**Annexure - IV**

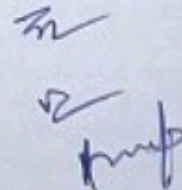
**UNDERTAKING**

**(On Firm Letter Head Dully Signed & Stamped)**

I, \_\_\_\_\_ Prop/ Partner/ Director of M/S \_\_\_\_\_ do hereby declare that:

1. I have read the terms and conditions of the Bid and I agree to abide by these terms and conditions and other guidelines issued in this regard.
2. I have enclosed all additional undertakings and / or certificates as required, as per Bid conditions. The information given by me in this tender form is true and correct to the best of my knowledge and belief and the rates quoted are not higher than the rates quoted to other Govt. / Semi Govt. / Autonomous / Public Sector Hospitals / Institutions / Organizations in the same financial year.
3. I have not been deregistered or black listed by any govt. /autonomous institution, hospital or body in India for an item which is being quoted here by me in this Bid or for participating in bid altogether.

**Signature of Bidder**





**Annexure - V**

**Declaration by the Bidder**

(Under Section 7 and 11 of the Act)

(On Non-Judicial Stamp of Rs. 100/- duly attested by Notary Public)

I, \_\_\_\_\_ Prop/ Partner/ Director of  
M/s \_\_\_\_\_  
having License Nos. \_\_\_\_\_, granted on (date \_\_\_\_\_) valid up to  
(date \_\_\_\_\_) do hereby declare that:

1. I have read the terms and conditions of the Bid and I agree to abide by these terms and conditions and other guidelines issued in this regard.
2. I have enclosed all additional undertakings and/or certificates as required, as per Bid conditions. The information given by me in this tender form is true and correct to the best of my knowledge and belief and the rates quoted are not higher than the rates quoted to other Govt. / Semi Govt. / Autonomous / Public Sector Hospitals / Institutions / Organizations in the same financial year.
3. I have not been deregistered or blacklisted by any govt. / autonomous institution, hospital or body in India for an item which is being quoted here by me in this Bid or for participating in the bid altogether.
4. This is to certify that our firm M/s \_\_\_\_\_ (Name of the firm with official address) has not been convicted by any of the state government or central government organizations during the last five years.

In relation to our Bid submitted to **OFFICE OF THE DEAN, COLLEGE OF DAIRY AND FOOD TECHNOLOGY (CDFT), Bassi, NH-21, Agra Road, Jaipur-303301 (Rajasthan)**, [procuring entity] for procurement of "**Branded Multi-function Photocopier Machine & Printers**" in response to their Notice Inviting Bids No F. ( )/CDFT/2023-24/ Dated 02/09/2023 we hereby declare under Section 7 and 11 of the Rajasthan Transparency in Public Procurement Act, 2012, that:

1. We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity; Declaration is given below as per Finance Department order F.1 (8) Vitta/GF&AR/2011 dated 04.02.2013.

In relation to my/our Bid submitted for procurement of **Branded Multi-function Photocopier Machine & Printers** to their Notice Inviting Bids No F. ( )/CDFT/2023-24/ Dated: \_\_\_\_\_ I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

- (a) I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
  - (b) I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document or applicable at the time of bidding.
  - (c) I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
  - (d) I/we do not have, and our directors and officers have not been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within three years preceding the commencement of this procurement process, or not have been otherwise disqualified under debarment proceedings;
  - (e) I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
2. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and 33this Bidding Document, till completion of all our obligations under the Contract; as per Finance Department order F.1(8) Vitta / GF&AR /2011 dated 04.02.2013.
  3. We agree that the Grievance Redressed process during the procurement process will be as per RTTP Act, 2012 & Rules, 2013 and Finance Department order F.1(8) Vitta/GF&AR/2011 dated 04.02.2013.
  4. We agree that the additional condition of the contract will be as per Declaration Finance Department Order F.1(8) Vitta/GF&AR/2011 dated 04.02.2013.

Date:

Place:

Address:

Signature of bidder

Name:

Designation:



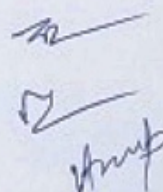
**Annexure-VI**

**NON-CONVICTION CERTIFICATE**

**(On Firm Letter Head Dully Signed & Stamped)**

This is to certify that our firm M/s..... (Name of firm  
with official address) having License Nos. .... granted on  
(date.....) valid up to (date.....) has not been convicted by any  
of the state government or central government organization during the last five years.

**Signature of Bidder**





**Annexure-VII**

**FINANCIAL BID**

**OPEN TENDER OT-01 FOR "Branded Multi-function Photocopier Machine & Printers"**

(NOTE: Rates per UNIT must be quoted and inclusive of all Taxes/ incidental charges etc.)  
(To be submitted in envelop No. 2)

Name of Firm:

PAN No:

GST /Service Tax Regd. No:

1	2	3	5	6			7
S. No.	Brief Description of Goods	Make and Model No. (To be filled by Bidder)	Estimated Quantity	Price per UNIT (Rs.)			Total Cost of the Tender 5 x 6 (c)
				Per Unit Cost (a)	GST Tax [Depict both as Value and % age] (b)	Per Unit Cost + Tax / GST (a + b) = (c)	
1.	Branded Multi-function Laser Photocopier Machine		1				
2.	Branded Multi-function Laser Digital Copier		1				
3.	Branded Multi-function Laser Printer		3				

Note: -

- Delivery Period:** -15 Days for indigenous / 21 Days for imported from receipt of Supply Order.
- Warranty Period:** - 5 years comprehensive including Machine parts, Software, manufacturing defect, transport and every critical part/Item would be mandatory for the manufacturer and Local service provider(MAF).
- 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

