

# Alipurduar University



P.O. Alipurduar Court  
Dist Alipurduar  
Pin 736122

## **Tender inviting Notice No. 007/apdu/reg dated 03.09.2024**

A formal Tender is invited from reputed vendors for supply and installation of a Digital Photocopier machine in the Finance Department, Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122.

Sl. No.	Item	Completion Time
1.	Digital Photo-copier machine including 1 no. automatic voltage stabilizer – 2 KVA as per Annexure-I	<b>10 days from the date of issuance of supply order</b>

### **TERMS AND CONDITIONS :**

- 1) The base price and GST shall be shown separately
- 2) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- 3) The terms and conditions of payment shall be declared clearly.
- 4) Copy of current year Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]
- 5) The vendor shall submit authorization certificate from OEM along with the technical bid.(Non Statutory documents).
- 6) The vendor shall provide Company details as per Annexure-II.
- 7) The vendor shall have credential of supply of similar Photo-copier machine in any University / institution / Govt. Organization. Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).
- 8) The vendor shall clearly state the pre-installation requirements and take all responsibilities to arrange the same.
- 9) The Digital Photo-copier shall carry minimum 1 (One) year on site warranty from the date of installation.
- 10) The service engineer shall attend the call within 24 hrs for trouble shooting to be done on no wait basis.
- 11) The successful tenderer shall complete the installation of the Photo-copier machine within 15 (Fifteen) days from the date of issuance of the supply order.
- 12) The University authority reserves the right to accept or reject any/all quotations.
- 13) The quotation should be valid up to 31.12.2024.
- 14) The brochure /catalogue of the Photo-copier machine shall accompany the technical bid documents (Non Statutory documents).

- 15) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated. Subsequently, financial bids of only the technically accepted offers will be opened for furnishing value and ranking before finalization and issuance of supply only. After evaluation the lowest rate (L<sub>1</sub>) financial bid from among the technically qualified bidders will be accepted.
- 16) The bid (Technical & financial) shall be submitted to the under noted address;
- Registrar (Additional Charge)  
Alipurduar University  
P.O. Alipurduar Court  
Dist. Alipurduar  
PIN- 736122
- 17) 92% of the total order value shall be released after the successful installation / commissioning of the equipment against the submission of the test report duly certified by the concerned authority. The remaining 8% of the bill value shall be deducted and kept aside as security deposit which will be paid after 3(three) months from the date of satisfactory installation, subject redress of complaints, if any
- 18) The last date of submission of tender form is upto 17.09.2024 at 3.00 P.M. and to be opened on 19.09.2024 at 12.00 Noon in the chamber of the Registrar (Additional Charge)
- 19) The tenderers may remain present at the opening of tender.
- 20) All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.
- 21) For any clarification regarding tender please contact with the Sri Amlan Datta, Accounts Officer (Additional Charge), Alipurduar University. (Tel. No. 9733254103), email Id-amlanecoapdc@gmail.com, Alipurduar University.

Sd/-  
Registrar (Additional Charge)  
Alipurduar University

**Annexure-I**

## Specification of Digital Photocopier machine

Sl. No.	Instrument Name	Specification
1.	Digital Photo-copier Machine	Comprising: - Memory (RAM) – 1.0 GB - Paper input capacity – Standard 1x250 sheet paper tray - Paper size – A3 to A5 - Power Source – 220-240V ; 50/60Hz - Copy Speed : 24 copies per minute - Resolution : 600 X 600 DPI - Multiple copies : 1-999 copies - Network Connectivity with Wi-Fi. - Touch Screen Panel Board. - 25 – 400% Reduction & Enlargement facility - Network Printer with “A3” size Scanner - Automatic Both-side Printing
2	Automatic voltage stabilizer	- 2 KVA reputed made

**BIDDERS DETAILS****(To be provided on company letter head)**

NIT NO.:

TENDER ID:

1	NAME OF THE BIDDER	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory (with seal &amp; Stamps)