



**UNIVERSITY OF CALICUT**  
**(Purchase Division)**  
**TENDER NOTICE**

No.77731/PURCHASE-AAST-A3/2016/Admn

Calicut University P.O  
04.04.2018

The Registrar, University of Calicut invites open tenders for the installation of five photocopiers on rental (per copy rate) basis as per the specifications and terms and condition given below.

The Tender form can be downloaded from the University website. Sealed tenders with cost of tender form and EMD shall be submitted to **The Deputy Registrar, Purchase Division, University of Calicut, Calicut University P.O Malappuram Dt. Kerala -673 635, (Ph. 0494 2407130).**

The tender cost and EMD shall be submitted in separate Demand Drafts drawn in favour of the Finance Officer, University of Calicut. The last date for submission of tender, date of tender opening, place of delivery, the amount of EMD and tender cost and the details for superscription are given below.

Tender Notice No.	No.77731/PURCHASE-ASST-A3/2016 04.04.2018
Last date for submission of bid	23.04.2018, 04.00 PM
Bid-opening date	24.04.2018, 11.30 AM
Places of Installation	The following offices in University Campus, Thenhipalam, Malappuram Dist:  1. DSFC 2. EDE Branch 3. Administration Roneo-1 4. Administration Roneo-2 5. CHMK Library
Superscription	Installation of photocopiers on rental basis
Address for tender submission	Deputy Registrar, Purchase Division, University of Calicut, Calicut University P.O., Malappuram Dist, Kerala 67363
Earnest Money Deposit (EMD)	Rs.3,000/-
Cost of tender	Rs.672/-

The firms which had been blacklisted already are not eligible to apply. The successful bidders shall furnish performance security equivalent Rs.5,000/- and copy contract agreement in Rs.200/-

Kerala Stamp paper towards fulfillment of the contract. The performance security and EMD are returnable.

In the tender, the bidder shall furnish per copy rate and the applicable taxes as given below.

Per copy rate	Tax rate per copy	Tax amount	Total rate per copy

**Specifications for the machine**

1. The minimum speed of the photocopier should be 20 PPM.
2. The Photocopier should support both Windows and Linux O.S
3. The photocopier should have Print, copy and Scan facility.
4. The Photocopier should have duplex facility.

**Terms & Conditions**

1. Discount on Wastage will be 2 percent.
2. Payment will be sanctioned on production of bills on monthly basis.
3. The firm has the right to check the condition of the machines installed at any time during the office hours except when it is being used for confidential works.
4. Service call should be attended and rectified on site within 2 hours.
5. Paper, Electricity and Manpower will be supplied by the University. The contractor shall at his/her expense provide service, maintenance and repairs, all labour and parts that may be required to keep the machines in good working condition.
6. In cases of major break down, spare machine of same capacity should be installed without affecting the routine work.
7. The period of agreement will be one year from date of supply order.
8. The successful tenderer shall install the machine in 7 days from the date of purchase order.
9. The final acceptance of the tenders rests entirely with the University who do not bind themselves to accept the lowest or any tender.
10. The successful bidder shall furnish agreement in Rs.200/- stamp paper.
11. The University as well as the contractor may withdraw from the agreement by serving 45-days notice to each other.
12. All relevant Kerala Government rules will be applicable to the tender.

MP  
5/4/18



Shajee K

**Deputy Registrar(Purchase Division)**

**For Registrar**