



UNIVERSITY OF CALICUT
(Purchase Division)

No.45401/PURCHASE-ASST-A3/2017/Admn

Calicut University
16.02.2018

TENDER NOTICE

The Registrar, University of Calicut invites open tenders (**under two cover system**) for the supply of two Printer/Photocopier as per the specifications given in the schedule below. The rates quoted should include taxes and all other charges including charges for delivery of the articles at the places mentioned in the schedule below.

The Tender form can be had from the Purchase Division or 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 first sealed cover (**technical cover**) shall contain only the technical details of the product offered including brochures, other detailed specifications, profile of the firm, experience certificates, registration details etc. The tender form, EMD and tender cost shall be submitted in the technical cover.

The second sealed cover (**financial cover**) shall contain only the amount quoted by the firm for the tender. Both covers, the technical cover and financial cover, shall be enclosed in a single sealed for submission.

The last date for submission of tender, date of tender opening, period for price firmness, place of delivery, the amount of EMD and tender cost and the details for superscription are given below.

Tender Notice No	45401/PURCHASE-ASSTA3/2017/Admn Dated 16.02.2018
Last date and Time for submission of bid	05.03.2018 4.00 PM
Bid-opening date	06.03.2018 11.00 AM
Date up to which rates are to be firm	90 days from the date of first supply order
Place of Delivery	University of Calicut Thenjipalam, Malappuram Dist, Kerala 673635 One photocopier to Office of Pro-vice Chancellor and one School of Distance Education.
Adress for tender submission	Deputy Registrar Purchase Division University of Calicut, PIN - 673635
Superscription	Tender for the purchase of Printer/Photocopiers
Earnest Money Deposit (EMD)	Rs.1,500/-
Cost of tender	Rs.448/-

Specifications

SI No	Item with Specifications	Qty	Place of Delivery
1	Printer/Photocopier Functions : Copy/Print/Scan Size : A3 Speed : 20ppm or above Memory : 256MB or above Duplex : Yes Network : Yes Paper tray : 250 x 1 Bypass tray : 100 sheets Zoom : 50- 200 % Resolution : 600 x600 O.S support : Windows & Linux Warranty : 3 Year on-site (with spares)	2	1. Office of the Pro-Vice Chancellor, Administration Block, University of Calicut, PIN - 673635 2. School of Distance Education, University of Calicut, PIN - 673635

The firms which had been blacklisted already are not eligible to apply. The amount quoted should be inclusive of all taxes and charges including delivery charges (loading and unloading charges).

The successful bidders shall furnish performance security equivalent to 5 percent of the total contract value and purchase agreement in Rs.200/- Kerala Stamp paper towards fulfillment of the contract. The performance security and EMD are returnable.

Terms & conditions:-

1. The bidder should clearly mention the make and model of the item quoted.
2. The bidder must attach the technical data sheet of the item quoted.
3. The bidder should be an OEM or OEM authorized partner and the copy of the authorization letter should be attached along with the tender.
4. The bidder should have local presence with service centre in Kerala.
5. The bidder should have a minimum of 3 years experience in the same field.
6. The price quoted should be inclusive all charges including taxes, duties, transportation, delivery (loading/unloading charges) and installation charges etc. The firm shall have valid GST registration and shall furnish the registration details in the technical bid.
7. The base rate, GST charges and other charges, if any should be shown separately in the tender.
8. After scrutiny of technical papers and verification of samples (if required), the financial cover of only of those firms will be opened, whose products are found of requisite quality and suitable to the University. The decision of the University will be final in this regard.
9. The successful tenderer shall deliver the items in 7 days of receipt of communication of acceptance of tender.
10. The final acceptance of the tenders rests entirely with the University who do not bind themselves to accept the lowest or any tender
11. All relevant Kerala Government rules will be applicable to the tender.


Shajee K
Deputy Registrar (Purchase)
For Registrar