



PONDICHERRY UNIVERSITY
PURCHASE & STORES

17.01.2018

Tender Notification

Sub: Tender for Supply & Installation of Digital Copier & LCD Projector with Ceiling Kit – Reg.

Sealed Tenders are invited from reputed manufactures/authorized dealers of reputed manufacturers for supply and Installation of Digital Copier & LCD Projector with Ceiling Kit as per the specifications mentioned in the Annexure under single bid systems.

In respect of Digital Copiers, LCD Projectors with Ceiling Kit participating firm are requested to **quote the rates of brands available in the Government of India GeM Portal only**. Other brands/makes will not be considered.

The Tender should be sent by post (Speed/Registered/Courier) accompanied by appropriate Illustrative literature/ catalogue/ pamphlets/technical details and specification as the case may be. The price quoted should include all the cost viz., delivery, installation, testing all taxes, etc,. **The last date for submission of the Tenders is 09-02-2018 by 3.00 P.M and the tenders will be opened on the same day at 3.30pm in the presence of the available tenderers.**

I. Tenders are invited in a sealed cover for supply of:

Sl.No	Category	Items
1	A	Digital Photocopier
2	B	LCD Projector along with Ceiling Kit

II. Specifications: Enclosed Annexure-I and Annexure-II

III. Terms & Conditions of Contract:

1. Tenders are to be submitted in single bid systems:

The cover should be placed in a general tender sealed cover along with other documents addressed to the Registrar, Pondicherry University.

2. Make /Brands Approved by the Government of India GeM:

In respect of Digital Copiers, LCD Projectors with Ceiling Kit the Tenderers are requested to **quote the rates of brands/make available in the Government of India GeM Portal only.(Screenshot of the relevant page of the GeM Portal to be enclosed).** Other brands / makes will not be considered.

3. Place to Supply the Equipments:

The Supply shall be made at Pondicherry University Premises and at Karaikal campus.

4. Payment terms:

Normally 90% Payment will be released upon successful Installation and Testing of the equipments. However, 100% Payment will be considered, if the supplier provides Bank Guarantee towards performance security for the 10 % of the total cost to cover the warranty period.

5. Settlement of Disputes:

In case of any dispute in respect of the Tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

6. Liquidated damages:

Timely supply of the ordered items, installation, commissioning (wherever applicable) etc., is the essence of contract. In case of failure to supply within the time specified in the Purchase Order, a penalty/ LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5 % in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

7. Time limit for the supply:

Delivery is to be made within **10 Days** from the date of receipt of the Supply Order.

IV. General Instructions to the Tenderer:**1. Purchase of Tender Document:**

The Tender document can be downloaded from the University website www.pondiuni.edu.in and the tender document fee and Earnest Money Deposit (EMD) should be remitted in the form of separate Demand Drafts drawn from any one of the Nationalised Banks, in favour of **The Finance Officer, Pondicherry University, payable at Pondicherry.**

2. Submission of Tender Document:

The tender should be submitted in the sealed cover, superscribing **Tender for 'Digital Copier and LCD Projector with Ceiling Kit' for Pondicherry University.** The name and address of the tenderer should also be mentioned clearly at the "From Address" space.

Tenders are to be dropped in the tender box placed at the Information facilitation counter, Pondicherry University, or sent by Registered post / courier service addressed to the **Registrar, Pondicherry University, R.V.Nagar, Kalapet, Puducherry – 605 014.**

3. Tender document fee and EMD rates

The Tender Document Fee and EMD should be submitted as per the details mentioned below in a separate cover superscribing Bank Demand Drafts. The Small Scale Units/Industries are exempted from payment of EMD, provided the proof of Exemption Certificate issued by the Competent Authority is to be enclosed.

Sl.No	Item	Tender Document Fee	EMD
1.	Category –A	Rs. 500	Rs. 10,000
2.	Category-B	Rs. 500	Rs. 5,000

4. Last date and item of receipt of the Tenders: 09/02/2018 at 3.00 p.m.**5. Date & Time of opening of Tender: 09/02/2018 at 3.30 p.m.****6. Quoting the Core Price & Tax, Duties, Discount etc.,**

The taxes/duties/discounts, if applicable, are to be explicitly and separately shown in the tender and under no circumstances these components shall be added to the basic price and shown as single price. All the components of taxes, if applicable, should be shown explicitly and separately.

7. Electrical Power:

The equipment must operate at 230V/50 Hz single phase and / or equivalent three phase electrical power.

8. The validity of the Quotation:

The validity of the quotation should be at least for ONE YEAR from the closing date.

9. **Late Bids:**

The offers will not be considered if received after the tender closing date and time

10. **Invalid quotes:**

The offers through telex / tele-fax/ e-mail will not be accepted by the University under any circumstances.

11. **In case of Postal Loss:**

The University shall not be responsible for any delay/ loss or non-receipt of the tender by post/courier service.

12. **No unsolicited correspondence:**

No unsolicited correspondence shall be entertained after the submission of the tender.

13. **Purchase Agreement:**

If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.

14. **Addition in terms & conditions:**

Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.

15. **Non-transferable:**

Tender is not transferable

16. **Power to reject the offer:**

Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, any deviation between tender specification and tenderer specification may lead to rejection of the tender.

Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

V. Other Terms & Conditions:

1. The supply should be strictly as per the specifications. In case of any deviation, the University has the right to reject the goods. No claim of any nature will be entertained in this regard.
2. Company / Firms registration Certificate under Companies Act, PAN, TIN No., GST Registration Certificate etc., should be provided.
3. The Firm should submit Income Tax Returns details for the last three years (i.e. 2014-15, 2015-16, 2016-17)(Proof to be enclosed).
4. Quoting merely the lowest price does not confer any right to any tenderer for the award of supply Order. The University Purchase Committee reserves the right to select any tender under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support and training, offer of additional/special features, compatibility with the existing systems, etc.
5. **The rates should be quoted for a single unit.** Delivery and Training Charges, Tax etc., shall be shown separately. The prices quoted shall remain the same for next one year.
6. The tenderer should be the Manufacturer/Authorized Dealer. **Letter of Authorization (ink signed)** from the Original Equipment Manufacturer (OEM)/ Distributor should be enclosed along with tender. Tenders without ink signed authorization letter will not be considered.

7. Tenderer should be in the business of similar products atleast **for 3 years** as on the date of submission of the bid (proof to be enclosed).
8. If any item found defective during warranty period, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.
9. A list of customers to whom major supply were made during last 3 years may be furnished along with their contact details, email address in the tender.
10. The Tender should be quoted in English only and Operating Manual, Pamphlets if any, should be provided in English only.
11. The Tender is open to manufacturers and authorized distributors, who are having **atleast 3 years of experience** in supplying of Digital Copier and LCD Projector with Ceiling Kit to the Ministries / Government Department/Public Sector undertakings.
12. The selected firm will also supply & install the equipments at Karaikal campus.
13. Filled in signed check list is to be compulsorily enclosed along with the tender.

Registrar (i/c)

Pondicherry University

ANNEXURE-I

Category-A (Specifications of DIGITAL COPIER):

Required Specification (No deviation in the specifications are acceptable)		Specification submitted by the firm	Verified by the committee	Amount per unit/ Incl. all
Technology: with separate Drum and Toner Paper Size(original/Image)-A3/A3 Minimum Speed per Minute in A4 size-20CPM Hard Disk –Without HD GB Document Feeder-Platen Cover Other Specification:				
Type	Basic Digital Copier			Rs.
Technology	With Separate Drum and Toner			
Paper Size (Original/Image)	A3/A3			
Minimum Speed Per Minute In A4 Size	20 CPM			
Memory (RAM)	256 MB			
Hard Disk	Without Hard Disk GB			
Duplexing Feature Availability	No			
Network Feature Availability	No			
Document Feeder	Platen Cover			
Wifi Availability	No			
Tray Capacity	250 Number			
Yield (No. Of Copies)- M/c	750000 Number or more(Proof to be attached)			
Yield (No. Of Copies)- Drum And Toner	150000 AND 15000 nos or More (Proof to be attached)			
Yield (No. Of Copies)- Cartridge	15000 or more(Proof to be attached)			
Mandatory BIS Registration	Yes			
Warranty	3 years			

ANNEXURE-II

Category-B (Specification of LCD PROJECTOR with Ceiling Kit):

Required Specification (No deviation in the specifications are acceptable)		Specification submitted by the firm	Verified by the committee	Amount per unit /Incl. all
Projection Method - Front Native Resolution - 1024x768 (XGA) Brightness - 3000 Lumens Zoom Feature - Yes Aspect Ratio - 4:3 Other Specification:				
Technology	LCD			Rs.
Projection Method	Front			
Native Resolution	1024 x 768 (XGA)			
Brightness	3000 Lumens(Proof to be attached)			
Contrast Ratio (Minimum)	15000			
Zoom Feature	Yes			
Zoom	1.20%			
Throw Ratio	1.482x1.77			
Aspect Ratio	4:03			
Keystone Correction	Automatic			
Projection Lamp	UHP			
Minimum Life Of Projection Lamp (In Normal Mode)	2500 Hours(Proof to be attached)			
Lamp Hour Counter (In-Built)	Yes			
Video Compatibility	PAL			
Inbuilt Speaker	No			
HDMI/DVI Port	Yes			
Analog RGB In Port	Yes Hours			
Analog RGB Out Port	Yes			
Audio In	Yes			
Audio Out	Yes			
Video In	Yes			
Storage Media Port (USB- Type A)	Yes			
WiFi Availabilty	No			
LAN Connectivity	No			
3D Ready	No			
Power Consumption In Sleep Mode	STD Watt			
Power Consumption In Normal Mode	STD Watt			
Noise Level In Sleep Mode	37 dB			
Noise Level In Normal Mode	48 dB			
Power Supply	210V-240V, 50 Hz			
Battery	No			
Battery Backup Time	NA Hours			
Warranty Period	3 Years (excl. of Lamp)			
Quote for Ceiling Kit: Ceiling Kit with Accessories & Installation (15mtrs VGA cable, 15mtrs Power cable, 15mtrs HDMI cable)				Rs.

Checklist is to be submitted along with the Tender (Digital Copier/LCD Projector with Ceiling Kit)

Sl. No	Particulars	To be submitted by the firm	verified by the Pondicherry University
1	Name of the firm and address		
2	Earnest Money Deposit (EMD)	Name of the bank:	
		Amount:	
		Date:	
3	Tender Document Fee	Name of the bank:	
		Amount:	
		Date:	
4	Exemption Certificate for Small Scale Units/Industries (if applicable)		
5	Registration Details of the firm, PAN,TIN		
6	GST Registration Copy		
7	Income Tax Returns details for the last three years.		
8	Letter of Authorization from the Original Equipment Manufacturer (OEM) (ink signed) / Distributor(Please Note ink Signed authorization letter not enclosed, tender will be rejected.		
9	Brands available in the Govt. of India Portal (GeM) are only quoted (Screenshot of the relevant page of the GeM portal to be enclosed)		
10	Tenderer should be in the business of similar products atleast for 3 years as on the date of submission of the bid. (Proof to be submitted)		
11	A list of customers with contact details to whom major supply were made during last 3 years may be furnished		

**Signature of the authorized
person of the firm**

Committee Members:

