



# பெரியார் பல்கலைக்கழகம்

**PERIYAR UNIVERSITY**

Salem – 636 011, Tamil Nadu, India  
NAAC A Grade – State University NIRF 68  
GST No:33AAAJP0951B1ZP

## TENDER NOTICE

**No. PU/R/R14/COE/008714/2019**

**Date: 27-08-2019**

Sealed tenders are invited by the Registrar, Periyar University, Salem – 11 for **“Purchase of Xerox Machine (Buy back scheme) for the use of Office of the Controller of Examinations(R14 section)”** from reputed firms.

The detailed tender documents with specifications, terms and conditions etc., can be had from our University website [www.periyaruniversity.ac.in](http://www.periyaruniversity.ac.in) The last date for receipt of the tender in this office is 17-09-2019 at 11.00 A.M.

Tender Ref. Number	PU/R/R14/COE/008714/2019
Tender Document cost Rs. (Downloadable one)	Rs.3,360/- (Demand draft drawn in any Nationalized bank in favour of the Registrar, Periyar University payable at Salem) (Separate DD)
Amount of EMD(Rs.)	1% of the quoted value (Demand draft drawn in any nationalized bank in favour of the Registrar, Periyar University payable at Salem) (Separate DD)
Tender cover submission	Upto 11.00 A.M. on 17-09-2019

**REGISTRAR i/c.**

To

The Co-ordinator(for Website)  
Dept. of Computer Science

**Phone: 0427-2345766, 2346268, 2346269, Fax: 0427- 2345124**

**Website:[www.periyaruniversity.ac.in](http://www.periyaruniversity.ac.in)**



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PERIYAR UNIVERSITY

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NAAC A Grade – State University NIRF 68

GST No:33AAAJP0951B1ZP

From  
Dr.K.Thangavel  
Registrar i/c.  
Periyar University  
Salem – 636 011.

To  
M/s.

**No.PU/R/R14/COE/008714/2019**

**NAME OF THE SUPPLY:**

**“Purchase of Xerox Machine (Buy back scheme)  
for the use of Office of the Controller of  
Examinations (R14 section)”**

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## ***Tender Conditions***

1. Sealed tenders will be received from the Registrar upto **11.00 a.m. on 17<sup>th</sup> September 2019** for the **“Purchase of Xerox Machine (Buy back scheme) for the use of Office of the Controller of Examinations (R14 section)”** as per the specifications given in the tender schedules.
2. The tender shall be submitted in sealed cover superscribed as **“Purchase of Xerox Machine (Buy back scheme) for the use of Office of the Controller of Examinations(R14 section)”** for use of Periyar University due on **17<sup>th</sup> September 2019 at 11.00 A.M.**
3. If the last day fixed for the receipt of tender happens to be a holiday tenders will be received on the next working day upto 4.00 p.m.
4. Each tender shall accompany with an EMD of 1% of the quoted value. The EMD in the form of the Demand Draft drawn in favour of the Registrar, Periyar University, payable at Salem. Tenders without E.M.D. will be summarily rejected. E.M.D. will not carry any interest.
5. Tenders received late will be returned to the tenderer unopened.
6. The entries in the tender schedules shall be as for as possible without scoring and corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.

7. In the tender schedule, the tenderer should quote his rate for each item separately in figures and words in the corresponding column,
8. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.
9. No revision of rates will be accepted. Rates quoted shall be firm.
10. The rates quoted shall be for delivery at University Campus inclusive of charges such as packing and forwarding. Discount if any should be indicated prominently. The tenderer is solely responsible till delivery in good condition.
- 11. The tenderer should produce the materials as per the specifications given in the tender schedule. Tender documents are not transferable.**
12. Tender shall be submitted only in this official form and the tenderer should sign on each page of the tenderer enclosed without any omission. Tenders with price variation will not be accepted.
13. The tender shall be valid for a period of One year from the date of opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after opening, the E.M.D. will be forfeited.
14. The E.M.D. of the unsuccessful tenderers will be refunded on their request immediately after the disposal of tender by the competent authority.
- 15. The successful tenderer shall also furnish security deposit at 2% of the value of the order. The Security Deposit will be refunded after one year from the date of supply of materials.**
16. In case of failure by the tenderer to supply items demanded within the period prescribed, the Registrar shall have the power to purchase from others in lieu of rejected or not delivered goods, the excess cost and expenses will be worked out and recovered from the tenderer.
- 17. Successful tenderer should execute an agreement on stamp paper to the value of Rs.20/- within seven days from the date of receipt of intimation about acceptance of the tender. Failure to execute the agreement in the stipulated time will entail in forfeiture of the E.M.D.**

18. Any dispute arising out of this contract shall be settled only on the court having jurisdiction of Salem.
19. The authority competent to accept the tender reserves the right to reject the tender without assigning reasons therefore.
20. Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Registrar shall be final. The rejected materials should be removed within 15 days at Tenderer's cost.
21. This University's General rules for the supply of the materials and works will apply on this purchase also.
22. The goods should be supplied within 10 days of the receipt of order.
23. If the tenderer fails in the due performance of his supply within the time fixed, the tender is liable to pay as liquidated damages upto 2% per month for the supply value of such portion of the materials as have not been delivered.
24. The tender schedule is not transferable and it should be used only by the tenderer to whom it is officially issued.
25. Percentage of payment to be withheld for the effective performance of the contract, provided that withheld amounts do not exceed ten percent of the total value of contract.
26. The cost must include the warranty maintenance for 5 years from the date of installation.
27. Complete address including Phone No., Fax No., E-mail address etc., may be furnished.
28. The tenderers shall be responsible for erection & installation of the equipment at destination site and for making it fully operational. Payment and terms and conditions if any for the same would be specified by the tenderer separately.
29. Canvassing in connection with tender/quotation is strictly prohibited.

This tender is submitted subject to and agreeing to the above conditions.

**Details of EMD Enclosed**

S.No.	Details of EMD/Demand Draft No. & Date	Amount

**Details of Tender Document cost (DD) Enclosed**

S.No.	Details of Demand Draft No. & Date	Amount

**Details of the Firm**

S.No.	Particulars	
1	Name of the firm	
2.	Full address	
3.	Phone/Mobile No.	
4.	Email ID	
5.	GST No.	

## **TENDER SCHEDULE**

### **Purchase of Xerox Machine for the use of Office of the Controller Examinations**

The quantities given below are approximate and are likely to be increased/reduced.

The rates should be quoted for the brand mentioned only.

The rates should be inclusive of all taxes, if any tax should be shown separately in the bill if not tax will be deducted from the amount.

The Unit rates noted below are those governing payments.

The rates quoted are for delivery at the University Campus.

<b>Sl.No</b>	<b>Name of the items</b>	<b>Qty</b>	<b>Rate in</b>	<b>Amt in `</b>
01	<b>Xerox Machine:-</b> iR Adv6555i with Duplex & SPDADF(Cannon)	1No.		
	<u>Less:-</u> Buy back scheme(Ricoh MP 6001)	1No.		
Total				
Add: GST				
Grand total				

Signature with seal

