

பெரியார் பல்கலைக்கழகம்



PERIYAR UNIVERSITY

Salem- 636011, Tamil Nadu

NAAC A++ Grade - State University - NIRF Rank 63 ARIIA Rank-10

Phone: 0427- 2345766, 2346268, 2346269 Fax: 0427- 2345124 Website: www.periyaruniversity.ac.in

Ref. No. PU/R-17/Xerox-50/4C- Contract /013899/22F59722/2022-14

Date.10.04.2023

TENDER NOTIFICATION (for Limited Tender)

Sealed Tenders are invited by the Registrar, for “Xerox machines Annual Maintenance 4C Contract (Comprehensive Customer Care Contract)” (R17 Section) of Periyar University Salem –11 from reputed firms.

The detailed tender documents with specifications, terms and conditions etc. can be downloaded from the University website www.periyaruniversity.ac.in. **The last date for receipt of the tender by this office is 02.05.2023 at 2.00 pm.**

TENDER SUMMARY

Tender Ref. Number	Ref. No. PU/R-17/Xerox-50/4C-Contract/013899/22F59722/2022-14
Name of Material / Work	“Xerox machines Annual Maintenance 4C Contract (Comprehensive Customer Care Contract)” of periyar University
Tender Document Cost (Separate DD for each Tender document)	Rs.1,180/- (with GST 18%) (Demand Draft shall be taken from any nationalized bank in favour of “The Registrar, Periyar University” , payable at “Salem”).
Amount of EMD (₹) (Separate DD for each Tender document)	<u>EMD Amount:Rs.5000/-</u> (Demand Draft shall be taken from any nationalized bank in favour of “The Registrar, Periyar University,” payable at “Salem”).
Last date for Tender cover submission	02.05.2023 at 2.00PM
Technical Specifications	(Fill here the required specification or attach it as an enclosure)

Registrar (FAC)

Tender Schedule

Ref. No. Ref. No. PU/R-17/Xerox-50/4C -Contract /013899/22F59722/2022-14

Date.10.04.2023

Name of the Material / Work: "Xerox machines Annual Maintenance 4C Contract (Comprehensive Customer Care Contract)" of Periyar University.

Details of the Tenderer:

Sl.No.	Particulars	Details
1.	Name and address of the Tenderer	
2.	Contact Phone / Mobile No.	
3.	Email id:	
4.	GST No.	
5.	PAN / TAN No.	
6.	<u>Bank A/c. Details</u> (Bank Name and Address, Account Number, IFSC & MICR Code, etc.).	
7.	Tender fees payment	DD. No. _____ / Dt. _____ Bank _____ Rs. _____/-
8.	Earnest Money Deposit	DD. No. _____ / Dt. _____ Bank _____ Rs. _____/-

9. Detailed Technical Specifications of the Material to be supplied / Work to be done (necessary brochures to be attached by the Tenderer for Technical Verification).

10. Compliance Statements for each of the technical specifications must be given by the tenderer.

Checklist for Tender documents attached (for limited tender):

Sl.No.	Particulars	Page No.	✓
1.	Tender Document Cost (DD Enclosed)		
2.	Earnest Money Deposit (EMD) (DD Enclosed)		
3.	GST / Company Registration Certificate		
4.	PAN / TAN Certificate		
5.	Customer List (Name and addresses of your valid customers)		
6.	The tender schedule is properly filled and signed (with seal) on all pages and each page was numbered		
7.	Your offer Letter, Tender Schedule		
8.	Price Schedule is attached in a separate sealed cover		
9.	Income Tax returns for the last three years		

(Terms and Conditions (for Limited Tender)

1. Sealed tenders will be received by the Registrar up to 2.00 pm on 02.05.2023 for **“Xerox machines Annual Maintenance 4C Contract (Comprehensive Customer Care Contract)”** of Periyar University” as per the technical specifications given in the tender schedules.
2. The tender shall be submitted in a sealed cover super scribed as **Xerox machines Annual Maintenance 4C Contract** for use of Periyar University due on 02.05.2023 at **2.00 pm**.
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 2.00 pm.
4. Each tender shall accompany a **Tender Document Cost of Rs..1,180/-** The Tender Document Cost in the form of the Demand Draft shall be drawn in any nationalized bank in favour of **“The Registrar, Periyar University, payable at Salem”**. (Separate DD for each Tender). Wherever exemptions are applicable necessary support documents shall be attached.
5. Each tender shall accompany an **EMD amount Rs.5,000/-**. The EMD in the form of the Demand Draft shall be drawn in any nationalized bank 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. Wherever exemptions are applicable necessary support documents shall be attached.
6. **Tenders received late will be returned to the tenderer unopened.**
7. The entries in the tender schedules shall be as much as possible without scoring, corrections, and overwriting and shall be legible. The unavoidable correction or scoring shall be attested by the full signature of the tenderer.
8. The tenderer should sign, affix seal, and number on all pages of tender documents.
9. **The tenderer should quote his/her rate and tax for each item separately in figures and words in the corresponding column in the Price schedule and has to be kept in a separate sealed cover.**
10. If the rates quoted in the schedule differ in words and figures, only the lowest quoted rate will be considered.
11. No revision of rates will be permitted after submission of the Tender document. Rates quoted shall be final.
12. The quoted rates shall be for delivery at the University Campus, including charges such as packing and forwarding. The tenderer is solely responsible for the delivery of materials in good condition.
13. **The tenderer should produce the materials as per the specifications given in the tender schedule.**
14. Tender shall be submitted only in this official form and the tenderer should sign on each page of the tender and all relevant enclosures without any omission.
15. The tender shall be valid for one year from the date of opening. The 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.
16. The EMD of the unsuccessful tenderers will be refunded immediately.
17. **The successful tenderer shall also furnish a security deposit at 2% of the value of the order. The Security Deposit will be refunded after the warranty period.**
18. 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 instead of rejecting or not delivering goods, the excess cost and expenses will be worked out and recovered from the tenderer.
19. Successful tenderer should execute an agreement on stamp paper to the value of **₹.100/-** 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 forfeiture of the EMD.
20. Any dispute arising out of this contract shall be settled only on the court having jurisdiction of Salem.

21. The authority competent to accept the tender reserves the right to reject the tender without assigning reasons thereof.
22. Regarding the acceptance of supply concerning 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.
23. This University's General rules for the supply of the materials and works will apply to this purchase also.
24. The goods should be supplied and works to be done within the time prescribed by the University, after receipt of the Purchase / Work order.
25. If the tenderer fails in the due performance of his supply within the time fixed, the tenderer is liable to pay us liquidated damages up to 2% per month for the supply value of such portion of the materials as have not been delivered.
26. Percentage of payment to be withheld for the effective performance of the contract, provided that the withheld amount does not exceed ten percent of the contract's total value.
27. The cost must include the warranty and maintenance as specified under the technical specification of the tender document.
28. The Tenderer's complete address, including the year of Establishment, Phone No., Fax No., E-mail address, etc., must be furnished.
29. The tenderer should be responsible for the erection & installation of the equipment at the destination site and for making it fully operational. Payment and terms and conditions would be specified by the tenderer separately; if any.
30. Canvassing in any form in connection with tender/quotation will be liable for rejection of the Tender.
31. The photo copies of TIN/GST/PAN/TAN/Company Registration Certificate must be enclosed.
32. List of details of works executed and a list of customers shall be attached.
33. Provide your Bank details (Bank Name, Address, Account Number, IFSC & MICR Number for EMD & Security Deposit Return and Payment Purpose).

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

Signature of the Tenderer
(with Seal)

PRICE SCHEDULE

(This price schedule shall be filled and kept in a separate sealed cover along with Tender Document)

Ref. No. Ref. No. PU/R-17/Xerox-50/4C-Contract/013899/22F59722/2022-14

Date.10.04.2023

Name of the Material / Work: "Xerox machines Annual Maintenance 4C Contract (Comprehensive Customer Care Contract)" of Periyar University.

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

The rates should be quoted for the mentioned brand or its equivalent only.

The rates should be inclusive of all taxes. Taxes must be exhibited separately in the bill. If not, a deduction of tax (GST) will be made at the final payment.

The Unit rates noted below are those governing payments.

The rates quoted are for delivery at the University Campus.

Sl. No.	Name of the Company	Nos. of Xerox Machine	4C Contract Rate per copy (A)	GST % (B)	Gross Amount (with GST) (A+B)	Terms and Condition
1.	Canon	12				
2.	Ricoh	35				
3	Kyocera,	01				
4	Toshiba,	01				
5	Sharp,	01				
	Total	50				

Gross amount of the tender is Rupees.(in words) _____

_____.

Signature of Tenderer

(with Seal)