

To

**Sub: MANUU – Purchase & Stores – Supply and installation of Photocopier machines at MANUU Campus – Limited Tender Enquiry – Reg.**

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The University intends to supply and install various photocopying machines at MANUU Campus as per the specifications mentioned below from the original manufacturer of the Equipment / authorized dealer only. You are requested to submit quotations in sealed envelope along with **EMD of Rs. 80,000/-** (Exemption as per GoI norms will only be considered on production of documentary proof) as per Annexure-I on or before **31.01.2017** by 3.00 p.m. The tender will be opened on the same day at 3:00 p.m. in the presence of prospective bidders.

**Specification of equipment / material:**

Sl.	Material Description	Qty
1.	<b>Photocopier (B&amp;W-Laser minimum 600 dpi) : Minimum of 20 pages per minute</b> Printing/Networking enabled (with windows 2007 or above & Linux); Auto Reverse Document Feeder with minimum 30 paper feeding capacity; Size of tray/input/scan: minimum A5 to A3 maximum; two main trays with minimum 250 sheets (80 gsm plain paper) capacity supporting A4, Fullscape & A3 size papers; By-pass tray with minimum 50 sheets (80 gsm plain paper) capacity duplex; Scanning (minimum 300 dpi); With auto sort facility; 50-200 zoom/reduction with 1% zoom/reduction option; With trolley and stabilizer (Warranty : One Year) Life of the Machine 5,00,000 copies or 5 years whichever is earlier. Certificate from OEM to this extend is to be produced alongwith the tender.	11nos
2.	<b>Photocopier (B&amp;W-Laser minimum 600 dpi) : Minimum of 35 pages per minute</b> Printing/Networking enabled (with windows 2007 or above & Linux); Auto Reverse Document Feeder with minimum 50 paper feeding capacity; Size of tray/input/scan: minimum A5 to A3 maximum; Two main trays with minimum 500 sheets each (80 gsm plain paper) capacity supporting A4, Fullscape & A3 size papers; By-pass tray with minimum 50 sheets (80 gsm plain paper) capacity Duplex; Scanning (minimum 300 dpi); With auto sort facility; 50-200 zoom/reduction with 1% zoom/reduction option; With trolley and stabilizer (Warranty : One Year) Life of the Machine 8,00,000 copies or 8 years whichever is earlier. Certificate from OEM to this extend is to be produced along with the tender.	05nos



**PURCHASE & STORES SECTION**

**Terms & Conditions:**

1. Price's are to be quoted both in figures and in words. In case of a discrepancy, that quoted in words/ lowest amount will be taken as valid.
2. The bidder should be an Original Manufacturer of the Equipment or authorized dealer of the above items. In case of authorized dealer, authorization letter from OEM specific to this tender to be enclosed, failing which the bid will be rejected. The OEM certificate shall also include the details of machine life (no. of copies/years).
3. Incomplete / conditional bids will be rejected.
4. The bid must be as per mentioned specifications **Annexure – I**.
5. The quantity included in the bid can be increased or decreased at the discretion of the Competent Authority, Maulana Azad National Urdu University Hyderabad.
6. The supply of said items has to be made within a period of **three weeks** from the date of receipt of Purchase Order. In case of delay, 0.5% cost of the whole supply for every week as late supply will be deducted from the bill/Performance Guarantee to the maximum of 10% after which the order will be cancelled. In case, if the firm supplies inferior quality, the University may at its decision reject the entire material and impose penalty.
7. Items offered in the tender enquiry may be re-ordered at the same rate, terms & conditions within a period of twelve months/one year from the date of issue of Purchase Order, a separate acceptance letter to this extent shall have to be furnished along with the bid.
8. The amount quoted should include all the charges including taxes, transportation, etc.
9. All pages of the tender document are to be signed and stamped by the tendering firm and to be attached along with the bids.
10. Items should carry OEM warranty of at least 1 year. The firm should replace/repair the part / item on their own cost within one week from the date of such compliant.
11. The University reserves all the rights to place the order **item wise** with the firm quoted L-1 rates. In case, if two or more number of firms quotes the same rate, the Committee reserves right to place order as per the additional features and other inputs as quoted in the bid.
12. The firm should submit EMD of Rs. 80,000/- (Exemption as per GoI norms will only be considered).
13. The L-1 firm should submit 10% value of Purchase Order as Performance Guarantee in the form of D.D / Fixed Deposit (Joint Account) / Bank Guarantee in favour of MANUU which will be released after 60 days after completion of warranty and after fulfilling of all tender obligations.
14. For any query/clarification, you may contact Purchase & Stores Section.
15. The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
16. In case of any dispute, Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.

**Assistant Registrar**  
(Purchase & Stores)

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

PURCHASE & STORES SECTION



Annexure-I

1.	Name of Firm	M/s.
2.	Details of EMD of Rs. 80,000/- (if exempted, documentary proof)	D.D. No. _____ dated: _____ Bank _____
3.	Details of Registration with income tax	
4.	Original Equipment Manufacturer (OEM) authorization certificate specific to this tender	
5.	Acceptance letter of clause No. 7	
6.	Signed of copy of the Tender	

Price Schedule:

Sl.	Material Description	Qty	Brand	Unit Price	Total (inclusive of all)
7.	<b>Photocopier (B&amp;W-Laser minimum 600 dpi) : Minimum of 20 pages per minute</b> Printing/Networking enabled (with windows 2007 or above & Linux); Auto Reverse Document Feeder with minimum 30 paper feeding capacity; Size of tray/input/scan: minimum A5 to A3 maximum; two main trays with minimum 250 sheets (80 gsm plain paper) capacity supporting A4, Fullscape & A3 size papers; By-pass tray with minimum 50 sheets (80 gsm plain paper) capacity duplex; canning (minimum 300 dpi); With auto sort facility; 50-200 zoom/reduction with 1% zoom/reduction option; With trolley and stabilizer (Warranty : One Year) Life of the Machine 5,00,000 copies or 5 years whichever is earlier. Certificate from OEM to this extend is to be produced along with the tender.	11nos			
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9.	<b>Any other information</b>				

Place : .....

Date : .....2017

Signature of the authorized  
representative of the firm with stamp

Gachibowli, Hyderabad – 500 032

☎ 040-23001697, EPABX No.2300 6612 -15 / Extn: 106, 191 & 119, Fax: 2300 6604, 23001697

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