

Punjabi University, Patiala

(Established under Punjab Act # 35 of 1961)

SHORT TERM E-TENDER NOTICE

E-Tenders for items (on per item rate based) are invited by Punjabi University, Patiala to make purchase of Desktops, MFP & UPS for its different departments and branches. E-Tenders are to be submitted through the website www.tenderwizard.com/PUNJAB. All interested Manufacturers/ Suppliers/ Authorized Dealers/ OEMs/ Vendors etc., fulfilling the eligibility criteria mentioned herein can quote for.

1. Last date and Time for receipt of Tender online 24-06-2019(till 5:00 PM)
2. Last date for submitting sealed Folder- "A" to be submitted in University Computer Centre, Punjabi University, Patiala 25-06-19 (till 1:00 PM)
3. Time and date of opening Technical bid (refer to Annexure A) in the Computer Lab of University Computer Centre, Punjabi University, Patiala Campus 26-06-2019 (10:00 AM)
4. Time and date of opening Financial bid (refer to Annexure B) in the Computer Lab of University Computer Centre, Punjabi University, Patiala Campus 26-06-2019 (02:00 AM)

<i>Name of Supply</i>	<i>Earnest Money (Refundable)</i>	<i>Tender Fees (Non Refundable)</i>	<i>Bid processing fee.</i>
Purchase of Photostat Machines for its different departments and branches (On Each Item Basis Separately).	<i>Gross Total of all items = Rs. 3800/- (You are kindly requested to calculate Earnest Money to be paid on per item basis as explained in the procedure given below)</i>	Rs. 2000/-	Rs. 2360/-

Aspiring Tenderer who has not obtained the User ID and password for participating in e-tendering may obtain the same by registering in the e- procurement portal www.tenderwizard.com/PUNJAB. The Tenderers once registered can participate in any of the department tenders. For any clarification contact 9257209340, 0172-5035985, 8146699866 or E-mail : etenderhelpdeskp@gmail.com, pavitar.s@etenderwizard.com

Important Information: -

1. The last date for Bid Processing fees, Earnest Money, Tender fees through e- payment (Direct Debit or Internet Banking, NEFT, RTGS) and submission of e- tender on e-procurement portal www.tenderwizard.com/PUNJAB is 24.06.2019 (till 5.00 pm) .

2. In case Earnest Money, Tender Processing Fees and Bid Processing Fees of the requisite amount are not deposited, the bid will not be considered and rejected straightaway.
3. In case the rate quoted in tender received from OEM (Manufacturer), authorised dealer or any vender (not an authorised dealer) are same. The preference shall be given as follows:-
 - 1) OEM
 - 2) Authorised Dealer
 - 3) Any Vendor (not an authorised dealer)
4. Pre-qualification Requirements shall be ensured by submitting the documents such as Registration, PAN No., GST Number, Income Tax Return (last 2 returns filed) and Non Black List Self certificate that they have not been debarred/ blacklisted by any Govt./ Semi Govt. Organization or any Corporation at any stage., should be uploaded on e-procurement portal www.tenderwizard.com/PUNJAB
5. In case of eventuality the tenderer came to know about any mistakes in the filled tender/ want to give some clarification or want to give additional input regarding the product price or company. The same shall be uploaded vide scanned copy of the official letter pad of the company on e-procurement portal.
6. The Folder “A” shall contain:-
 - a. Brochure related to technical specifications of the product.
 - b. Please provide Technical specifications, make, model, etc. of the various components/ parts (OEM or third party) used in the product/equipment being supplied on the official pad of the Supplier/Vendor along with the warranty.
 - c. The Supplier/Vendor will give an undertaking on their company pad, that company is bound to provide warranty on all the parts of the product supplied by them.
7. The vendor is also required to upload the list of items being quoted along with the earnest money of each item.
8. Corrigendum/ Addendum/ Corrections, if any, will be published on the University Website. The parties are advised to frequently check the University website.www.punjabiuniversity.ac.in.

Please note that Quantity mentioned below is indicative in nature. It is subject to change as per the actual requirements. It may increase/ decrease or may not be purchased at all.

Sr. No.	Qty	Specifications	Earnest Money (Rs.)
1.	01	Photocopier: A-3 Size (Original/Image), Speed 20 CPM (A-4), Digital Photocopier with minimum 512 MB RAM Memory, Automatic Reverse Document Feeder, Duplex, Zoom ratio up to 400%, ID Card Copying Function, Reduction/ Enlargement, 600 DPI Resolution, Multiple copy: 1 to 99 Network Printer/ Colour Scanner, Sort Function and Wi-Fi enabled including Voltage Stabilizer. Warranty: 1-2 years.	2000

2.	02	Photocopier Machine:- Speed 20 CPM/ PPM, minimum memory 256 MB, Network Ready, paper size Standard paper tray(s): A3, A4, A5, By-pass Tray A3, A4, A5, A6, Paper Input Capacity Standard: 350 sheets, Paper Weight Standard paper tray(s):52 - 105 g/m ² , Bypass tray: 52 - 216 g/m ² , Duplex: 64 - 105 g/m ² , Multiple Copying Up to 99 copies, Resolution Up to 600 dpi, Zoom From 50% to 200%, Scan Speed Colour: Maximum 6 originals per minute, B/W Maximum 15 originals per minute, Resolution Maximum 600 dpi.	1800
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Terms and Conditions: -

1. Prices should be inclusive of all taxes and levies in INR on F.O.R. basis at Punjabi University Patiala.
2. Payment will be released on successful installation.
3. Order can be placed to different vendors for different Items.
4. All items, OEM or third party, to be supplied shall be amply supported with onsite warranty. All RMA, shall be in name of Punjabi University, Patiala.
5. Vendor shall be responsible for onsite deployment.
6. All costs related to the installation of the equipment (including all necessary materials, labour, etc.) will be the responsibility of the vendor.
7. If there is holiday on the opening day of the tender, the tender may be opened on the next working day at the same time and at the same place.
8. The Purchase Committee reserves the right to reject the tender without assigning any reason before/ after opening of the tenders and the tenderers shall have no right or any claim what so ever for the same on this account.
9. The University reserves the right to increase/ decrease the quantity of items. The Suppliers/ Tenderers shall have no right or any claim what so ever for the same on this account.
10. The rate quoted by the Supplier/ Tenderer shall be inclusive of all the taxes i.e. GST or any other taxes levied by Central Govt. or State Government Authority or Local Bodies including their variations as notified by the Concerned Authority from time to time and of all the new taxes and levies that may be imposed. Firm will supply the material on quoted Rates which include F.O.R., Loading, Unloading, stacking and inclusive of all taxes. Nothing Extra shall be paid.
11. **Delivery Time: 30 Days (Maximum)**
12. Item wise earnest money has been depicted in the e-Tender Notice on the website www.punjabiuniversity.ac.in.
13. The Supplier/ Tenderer shall comply with the proper by- Laws and legal order of the local body or authority under the jurisdiction of which the supply is executed and pay all fees and charges for which Supplier/ Tenderer may be liable. Nothing extra shall be payable by the University on this account.
14. In case of failure of supply of material as per by Punjabi University, Patiala in corroboration with the information provided by the vendor in the Folder "A" the University reserve the right to reject the supply and can forfeit the earnest money deposited by the firm.
15. In case of any dispute, the decision of the Vice-chancellor, Punjabi University, Patiala shall be final and binding on both the parties. Dispute leading to litigation the jurisdiction will be Patiala (Punjab) only.

16. ANY CORRIGENDUM RELATED TO THE ABOVE SAID PURCHASES WILL BE NOTIFIED ON THE UNIVERSITY WEBSITE. Please keep on referring to the website regularly for latest notifications. <http://tenders.punjabiversity.ac.in>

Dean Academic Affairs
Punjabi University, Patiala.

ANNEXURE 'A'

Sr. No.	Qty	MINIMUM REQUISITE TECHNICAL SPECIFICATIONS	Will Supply the Item with the requisite configuration	Make/ Model of the Item Being Quoted
1.	01	Photocopier: A-3 Size (Original/Image), Speed 20 CPM (A-4), Digital Photocopier with minimum 512 MB RAM Memory, Automatic Reverse Document Feeder, Duplex, Zoom ratio up to 400%, ID Card Copying Function, Reduction/ Enlargement, 600 DPI Resolution, Multiple copy: 1 to 99 Network Printer/ Colour Scanner, Sort Function and Wi-Fi enabled including Voltage Stabilizer. Warranty: 1-2 years.	(YES/ NO)	
2.	02	Photocopier Machine:- Speed 20 CPM/ PPM, minimum memory 256 MB, Network Ready, paper size Standard paper tray(s): A3, A4, A5, By-pass Tray A3, A4, A5, A6, Paper Input Capacity Standard: 350 sheets, Paper Weight Standard paper tray(s):52 - 105 g/m ² , Bypass tray: 52 - 216 g/m ² , Duplex: 64 - 105 g/m ² , Multiple Copying Up to 99 copies, Resolution Up to 600 dpi, Zoom From 50% to 200%, Scan Speed Colour: Maximum 6 originals per minute, B/W Maximum 15 originals per minute, Resolution Maximum 600 dpi.	(YES/ NO)	

ANNEXURE 'B'

Sr. No.	Qty	FINANCIAL BID	UNIT PRICE IN Rs.	TOTAL PRICE IN Rs.
1.	01	Photocopier: A-3 Size (Original/Image), Speed 20 CPM (A-4), Digital Photocopier with minimum 512 MB RAM Memory, Automatic Reverse Document Feeder,		

		Duplex, Zoom ratio up to 400%, ID Card Copying Function, Reduction/ Enlargement, 600 DPI Resolution, Multiple copy: 1 to 99 Network Printer/ Colour Scanner, Sort Function and Wi-Fi enabled including Voltage Stabilizer. Warranty: 1-2 years.		
2.	02	Photocopier Machine:- Speed 20 CPM/ PPM, minimum memory 256 MB, Network Ready, paper size Standard paper tray(s): A3, A4, A5, By-pass Tray A3, A4, A5, A6, Paper Input Capacity Standard: 350 sheets, Paper Weight Standard paper tray(s):52 - 105 g/m ² , Bypass tray: 52 - 216 g/m ² , Duplex: 64 - 105 g/m ² , Multiple Copying Up to 99 copies, Resolution Up to 600 dpi, Zoom From 50% to 200%, Scan Speed Colour: Maximum 6 originals per minute, B/W Maximum 15 originals per minute, Resolution Maximum 600 dpi.		