



**The Maharaja Sayajirao University of Baroda Press
(Sadhana Press)**

The Maharaja Sayajirao University of Baroda

Nr. Palace Gate, Palace Road, Vadodara – 390 001

Ph.: (+91-265) 2433072

Grade A+ by NAAC

Ref. No. MSUP/051/2026-27

Date: 31.8.2026

Tender Fee: Rs. 500/- (Non-refundable)

Last Date and Time: 14.9.2026 till 18:00 Hrs.

Tender No.

Subject: Quotation for Installing Two Nos. Colour Laser Printers ON PER COPY RATE CONTRACT basis for A4 Size 14,000 to 16,000 Copies for the Period of One Month

Gentleman,

Please quote the most competitive rate for Installing Two Nos. Colour Laser Printers ON PER COPY RATE CONTRACT basis for the period of one month for Confidential Printing work with the following Terms & Conditions. Please submit the rates **on or before 14.9.2026 till 6:00 pm** in duly sealed envelope **by Courier/Regd. AD/Speed Post only** at the above address superscribed with “Quotation for Installing Two Colour Laser Printers ON PER COPY RATE CONTRACT”.

Terms & Conditions -

1. Per Copy Rate should be quoted excluding paper (Approx. 14,000 to 16,000 Copies-Volume may alter). Only electricity, paper and manpower will be provided by the University Press. All the required software(s)-to run the printer, required wires/accessories including stabilizers, Original toners, spare-parts and service will be provided by the bidder. No additional charges will be paid for installation. The Original toners must be used – so as to produce bright and sharp image, no compatible toners will be allowed. During the Confidential Printing work, if any of the installed Colour Laser Printers is not working properly; then another Colour Laser Printer of the same specification must be installed immediately.
2. The Colour Laser Printers must be able to run through A4 Size Secure Degree/Diploma Certificate Paper of 375 GSM on a synthetic uncoated paper made up of silica with polyolefin which is mono layer sheet of 375 GSM or 400 microns which is microporous in natural appearance and water resistant, static dissipative high tear endurance, with Four colour printing on front side. The printing is to be done in colour, only on one side of the said A4 Paper containing Human Photo with Texts. The Reference Sample can be seen on any working day during working hours.
3. The Colour Laser Printer's Speed must be minimum 25 ppm. Its Output Resolution must be minimum 600 x 600 dpi. The Colour Laser Printer's Monthly Copy Volume must be minimum 30,000 Copies.

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4. The vendors-who wish to download this tender form and not to collect from the above address, can download it from the website: www.msubaroda.ac.in; but they will invariably have to submit the amount of Tender's Price Rs. 500/-'s by Demand Draft/Cheque payable to "Manager, The M. S. University of Baroda Press" with the filled tender form.
5. The validity of quoted rate must be of minimum 180 days. This is only one time contract. Any conditional offer will not be considered.
6. The successful vendor will have to install Two Nos. Colour Laser Printers within 2-3 days from the date of Purchase Order. The initial trial copies at the time of installation will not be counted for billing.
7. The expected time to undertake the whole lot's printing is one month only, but if due to some unavoidable circumstances the time is stretched; this office will retain Two Colour Laser Printers for another 15 working days.
8. The rate must be quoted in the prescribed form-PRICE OFFER, attached to this tender form. Please clearly specify if GST is applicable.
9. Authority of The Maharaja Sayajirao University of Baroda reserves all the rights to alter the quantity; reschedule, cancel or reject the tender without assigning any reason thereof. The accepting authority at its discretion will give preference to award the order bearing the same/higher quoted firm, looking to other aspects; at its discretion. The accepting authority may extend the date of receiving the filled tenders.
10. No advance payment will be made. Applicable Income Tax / GST will be deducted on the bill amount as per the Government Rules.
11. Interested participating bidder may remain present at the time of rates opening at his own cost. The schedule and venue will be informed to the participating bidders by suitable mode of communication.
12. Penalty clause will be applicable as decided by the University authority, if needed.

(Jatin H. Somani)
Press Manager

To,

Tender No.

Press Manager,

Date:

The Maharaja Sayajirao University of Baroda Press (Sadhana Press)
Near Palace Gate, Palace Road, Vadodara – 390 001, Gujarat

**Quotation Notice No. MSUP/051/2026-27, Dt. 31.8.2026 for
Installing Two Nos. Colour Laser Printers ON PER COPY RATE CONTRACT basis for
A4 Size 15,000 to 18,000 Copies for the Period of One Month**

Sir,

I/We have properly understood the Terms & Conditions mentioned and submit the Price Offer as under.

PRICE OFFER

To be submitted in Sealed Envelope

Name and Address of the Bidder:

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No.	Particulars	Gross Rate (Rs.) per Copy	GST	Total Rate (Rs.) per Copy
1.	Rate per Copy for Installing Two Nos. Colour Laser Printers			

Please clearly specify, if GST is applicable.

The quoted rate mentioned is for the Colour Laser Printer of minimum 25 ppm Speed, Output Resolution of minimum 600 x 600 dpi and Monthly Copy Volume of minimum 30,000 Copies or above.

I/We have properly understood the Terms & Conditions mentioned, Scope of Work and bound to observe the same.

Place:

Seal & Signature of Authorized Person