



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/049/2024-2025

Tender No.

Date: 03.8.2024

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

Last Date: 20.8.2024

Subject: Quotation for Installing A3 Size Two Nos. Heavy Duty Photocopying Machines ON PER COPY RATE CONTRACT basis for the period of two years

Gentleman,

Kindly quote the most competitive rate for Installing A3 Size Two Nos. Heavy Duty Photocopying Machines ON PER COPY RATE CONTRACT basis for the period of two years for Confidential Examination work considering the following Terms & Conditions.

1. Installed Two Nos. Heavy Duty Photocopying Machines must comply the following Technical Specifications:
 - Size: A3
 - Type: Mono (i.e. Black and White)
 - Speed: 45 ppm
 - Resolution: Minimum 600 X 600 dpi
 - Feeding Trays: Installed Photocopying Machines must have minimum Two Cassettes in addition to bypass tray.
 - Thickness of Paper/Card Photocopying Capacity: From Cassettes-60 to 128 GSM and From Bypass: 52 to 220 GSM
 - DADF-Duplexing Automatic Document Feeder: Must have DADF facility, to scan both sides in one pass by using two independent scan heads instead of the single head.
 - Computer Connectible: Computer Connectivity compatible, required Driver with its installation and Data Cables will be provided by the bidder at no extra cost.
2. Per Copy Rate be quoted excluding paper. (Approx. 4 lakh Copies per Annum-Volume may alter)
3. Only electricity charge, paper and manpower will be provided by the University Press. All the required toner, spare-parts and service will be provided by the party.
4. The bidder has to ensure that, the installed Photocopying Machines operate properly without any trouble; so the Confidential work is executed in time. Periodical Pre-maintenance Services must be done, to avoid any halt.
5. Installed Two Nos. Heavy Duty Photocopying Machines must assure duplex photocopying on 75 GSM A3/A4 Size paper without any jamming. The bidder has to supply two toners in buffer, so that seamless photocopying can be done.
6. During the heavy workload in Examination, bidder's skilled person has to attend University Press at the schedule given by the Press Manager and will not leave Press premises without prior consent of the Press Manager / Representative of the Press Manager and the bidder shall manage his Meal/Breakfast at bidder's cost. This person will not be allowed to operate mobile phone during this time.
7. Penalty clauses will be applicable as decided by the University authority, if needed.

Please submit the rate in the prescribed Tender's Price-Offer **on or before 20.8.2024 for Option 1- For Refurbished Photocopying Machines and/or Option 2-For Brand New Photocopying Machines** in a duly sealed envelope **by Courier or Regd. AD Post only** at the above address superscribed with "Quotation for Installing A3 Size Two Nos. Photocopying Machine ON PER COPY RATE CONTRACT".

Note:

- The Cheque/Demand Draft of Rs. 5,000/- (Rupees Five thousand only) payable to, "Manager, The M. S. University of Baroda Press" must be enclosed along with the prescribed Tender's Price-Offer as an amount for Earnest Money Deposit. The offer without Earnest Money Deposit will not be considered.
- The rate must be quoted in the prescribed form-PRICE OFFER only, attached to this tender form. Quote the rate inclusive of all taxes or **clearly specify if any Tax/GST is applicable. It is expected that, the Same Per Copy Rate is Quoted irrespective the A4/Legal/A3 Size. If Size-wise separate Per Copy Rate is Quoted for A4 Size, Legal Size and A3 Size; in that case the rate comparison will be made size-wise and as the A4 Size Copies are photocopied the most, A4 Size Rate will be considered to recommend the successful bidder.**
- **The bidders are invariably required to fill the details and submit supporting documents, as mentioned below-**
 1. **Self-attested Copy of PAN and GST Registration**
 2. **The turn-over of the bidder must be minimum Rs. 6,00,000/- per year for the last three financial years, ie. 2020-21, 2021-22 and 2022-23. The bidder must also enclose the copy of IT Returns filed for the last three financial years, i.e. 2020-21, 2021-22 and 2022-23.**
 3. **Compliance of A3 Size Mono (i.e. Black and White) Photocopying Machines' Technical Specifications for the quoted model(s) on back side of the Price-Offer with due Seal and Signature of the Authorized person.**
- **The Price-Offers of the only bidders will be considered who fulfill the above mentioned requirements, as mentioned on Page 3 of this tender.**
- The authority of The Maharaja Sayajirao University of Baroda reserves all the rights to reschedule, cancel or reject the tender without assigning any reason(s) thereof. The accepting authority may award the order bearing to higher quoted firms, looking to other aspects; at its discretion. The accepting authority may also shorten or extend the duration of the contract.
- Applicable Income Tax / GST will be deducted on the bill amount as per the Government Rules.

If you have any queries regarding the above, please contact or call to the undersigned on any working day except Sunday and Public Holiday.

(Jatin H. Somani)
Press Manager

Name and Address of the Bidder:

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The bidders are invariably required to fill the details and submit supporting documents-

1. **PAN No.** (Attach Self-attested Copy)
2. **GST Registration No.** (Attach Self-attested Copy)
3. **Details of Annual Turnover (Enclose CA's Certified Copies):**

Year (F.Y.)	Rs in Figures	Rs in Words
2020-21	Rs	Rs
2021-22	Rs	Rs
2022-23	Rs	Rs

4. **The bidder must also enclose the copy of IT Returns filed for the last three financial years, i.e. 2020-21, 2021-22 and 2022-23.**

5. **Compliance of A3 Size Mono (i.e. Black and White) Photocopying Machines'**

Technical Specifications for the quoted model(s):

Sr. No.	Technical Specifications as per Tender	Offered Technical Specifications (mention the details/affirm writing Yes)
1.	Speed: 45 ppm	Speed:
2.	Resolution: Minimum 600 X 600 dpi	Resolution:
3.	Feeding Trays: Minimum Two Cassettes in in addition to bypass tray.	Feeding Trays:
4.	Thickness of Paper/Card Photocopying Capacity: From Cassettes: 60 to 128 GSM and From Bypass: 52 to 220 GSM	Thickness of Paper/Card Photocopying Capacity: From Cassettes: From Bypass:
5.	DADF-Duplexing Automatic Document Feeder: Must have DADF facility, to scan both sides in one pass by using two independent scan heads instead of the single head.	DADF-Duplexing Automatic Document Feeder: Yes/No
6.	Computer Connectible: Computer Connectivity compatible, required Driver with its installation and Data Cables will be provided by the bidder at no extra cost.	Computer Connectible: Yes/No Required Driver with its installation and Data Cables will be provided by the bidder: Yes/No

Seal & Signature of Authorized Person

To,

Tender No.

Press Manager,

Date:

The Maharaja Sayajirao University of Baroda Press (Sadhana Press)

Near Palace Gate, Palace Road, Vadodara – 390 001, Gujarat

**Tender Notice No. MSUP/049/2024-2025, Dt. 03.08.2024 for
Installing A3 Size Two Nos. Photocopying Machines
ON PER COPY RATE CONTRACT basis for the period of two years**

PRICE OFFER

To be submitted in Sealed Envelope

Name and Address of the Bidder:

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Option 1-For Refurbished Photocopying Machines

No.	Particulars	Rate (Rs.) per Copy
1.	Rate per Copy	Common for ALL Sizes:
		For A4 Size:
		For Legal Size:
		For A3 Size:

Option 2-For Brand New Photocopying Machines

No.	Particulars	Rate (Rs.) per Copy
1.	Rate per Copy	Common for ALL Sizes:
		For A4 Size:
		For Legal Size:
		For A3 Size:

Quote the rate inclusive of all taxes or clearly specify if any Tax/GST is applicable.

I/We have properly understood the Terms & Conditions mentioned and are bound to observe the same.

Place:

Seal & Signature of Authorized Person