



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/051/2024-2025

Date: 03.8.2024

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

Last Date and Time: 20.8.2024 till 5:00 pm

Tender No.

Subject: Quotation for Installing Two Colour Laser Printers ON PER COPY RATE CONTRACT basis for A4 Size 15,000 to 20,000 Copies for the period of one month

Gentleman,

Please quote the most competitive rate for Installing Two Colour Laser Printers ON PER COPY RATE CONTRACT basis for the period of one month for Confidential Printing work with the following Terms & Conditions. Submit the rates **on or before 20.8.2024 till 5:00 pm** in duly sealed envelope **by Courier or Regd. AD 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 be quoted excluding paper (Approx. 15,000 to 20,000 Copies-Volume may alter). Only electricity charge, paper and manpower will be provided by the University Press. All the required software(s)-to run the printer, required wires/accessories, Original toners, spare-parts and service will be provided by the party. 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 230 GSM on a synthetic uncoated paper made up of silica with polyolefin which is mono layer sheet of 230 GSM or 350 microns which is microporous in natural appearance and water resistant, static dissipative high tear endurance, with Four color 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 Text. 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 Demand Draft 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. No advance payment will be made. Any conditional offer will not be considered.
6. The successful vendor will have to install Two 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 should be quoted in the prescribed form-PRICE OFFER, attached to this tender form. Quote the rates inclusive of all taxes or clearly specify if any Tax/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. 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/051/2024-2025, Dt. 03.8.2024 for
Installing Two Colour Laser Printers ON PER COPY RATE CONTRACT basis for
A4 Size 15,000 to 20,000 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	Rate (Rs.) per Copy
1.	Rate per Copy for Installing Two Colour Laser Printers	

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 bound to observe the same.

Place:

Date:

Seal & Signature of Authorized Person