**BHARATHIAR UNIVERSITY: COIMBATORE – 641 046**

**TENDER NOTICE**

## Ref. No.21424/R-D5/D-Sec./Copier/2022-23 Date : 01.03.2023

Sealed Tenders are invited by the Registrar, Bharathiar University, Coimbatore 641 046 **up to 3.00 P.M on 16.03.2023 (Separate Technical and Price bid)** from the reputed firms for supply of **1 No. of Multifunctional Digital Copier Machine** to the Registrar’s Office – Purchase Section, Bharathiar University.

|  |
| --- |
| **LAST DATE FOR SUBMISSION OF TENDERS : 16.03.2023 up to 3.00 P.M.**  **TECHNICAL BIDS OPENING DATE : 16.03.2023 at 4.00 P.M.** |

Tender Documents can be downloaded from **our website:** [www.b-u.ac.in](http://www.b-u.ac.in) and Government website [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in). **From 02.03.2023 to 16.03.2023.** The cost of the tender documents **Rs.885/-** (Inc. of 18% GST) **and EMD Rs.10,750/-** has to be enclosed in the form of DD or by bank challan in the Bank of India, Bharathiar University drawn in favour of **“The Registrar, Bharathiar University, Coimbatore” while submitting the tender.**

## REGISTRAR i/c

## BHARATHIAR UNIVERSITY

Copy to :

1. P.S to the Vice-Chancellor.
2. P.A to the Registrar i/c.
3. The Finance Officer, B.U.
4. The Registrar’s Office- Purchase Section, B.U.
5. The Coordinator, Data Center, BU- with a request to upload the Tender Documents

in the University Website and Government Website.

1. Notice Board.

**BHARATHIAR UNIVERSITY –COIMBATORE - 641 046**

**TENDER TERMS AND CONDITIONS**

1. Sealed Tenders will be received by the **Registrar, Bharathiar University from the reputed firms** up to **3.00 p.m. on 16.03.2023 in two bids (Technical & Price Bid) towards supply of** **1 No. of Multifunctional Digital Copier Machine** to the Registrar’s Office – Purchase Section **as specified in the schedule (Appendix) and the tenderer should be filled the enclosed Technical Bid - Annexure-I & Price Bid - Annexure-II.**
2. Tender should be addressed to the Registrar, Bharathiar University and should be only in sealed covers by Registered post / or in person. Tenders received in ordinary covers without seal will not be considered.
3. The tender cover with **Ref. No. should be superscribed as “Tender for the supply of 1 No. of Multifunctional Digital Copier Machine to the Registrar’s Office – Purchase Section, Bharathiar University, Due on 16.03.2023.** Thecovers received without such superscription will be rejected summarily. All covers containing the tender should be sealed. Separate sealed covers should be used for technical and price bid and please be superscribed on the cover.
4. **Technical Bids will be opened on 16.03.2023 at 4.00 p.m. by the Registrar or his/her nominee in the presence of the tenderers** or their representatives may be present at the time of opening. The representatives of the tendering firms who attends during opening of the tenders must produce their identification proof and authorization letter from the tendering firms.

## Price bids will be opened after technical evaluation of bids which will be informed later.

1. The tender shall be accompanied with the requisite Tender Cost of **Rs.885/- and EMD Rs.10,750/-** in the form of DD drawn in one of the Nationalized Banks in the name of “Registrar, Bharathiar University” payable at Coimbatore. Cheques and Bank Guarantees will not be accepted.
2. Tenders without EMD shall be summarily rejected. EMD will not carry any interest. If tenderers specifically exempted by the Government from the payment of earnest money deposit /tender cost necessary certificate (SSI, NSIC, MSME) in respect of the item for which the registration certificate has been obtained .

## The University is not responsible for any postal delay in receipt of tender. Delayed/Late bids will not be accepted at any circumstances. Any tender received after the due date will be returned to the tenderer unopened.

1. The tender shall be valid for a **maximum period of 180 days** from the date of opening of the tender in acceptance. If the tender validity is less than **180 days** the tender will be rejected as non- responsive tender. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after it opened, the EMD will be forfeited and black listed.

## Faxed bids will be rejected.

1. **TECHNICAL BID - Eligibility Criteria**

**The bidders must fulfil the following eligibility conditions and also submit the documentary evidence in support of fulfilling these conditions while submitting the technical bid.**

* The brief description of the equipment with make and model.
* A tenderer should be a manufacturer possessing a valid manufacturing license from the competent authority for manufacturing the items. (Documentary evidence to be furnished).
* The manufacturer’s certificate.

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* Documentary evidence should be enclosed.
* Authorized Dealer can also bid with authorization letter from the Principal Manufacturer of OEM for the proposed equipment who has supplied in India over the past three years. (Documentary evidence to be furnished).
* **A manufacturer shall not authorize more than one dealer / distributor** for participating in this tender.
* In case a tenderer is participating as an authorized Dealer/Distributor the manufacturer of the item should satisfy the conditions mentioned at (b) and (c) above.
* The Copy of the GST Registration Certificate and Copy of PAN.
* The annual turnover of the bidder for the last three financial years.
* The tenderer submitting their offer must have supplied and installed of similar nature of the item most preferably orders received for previous two/three years from Govt department/ Institutions/University/Govt undertaking/organizations (documentary evidence to been closed).
* The tenderer should not have been blacklisted or debarred from participating in tenders by any Central/State Government agencies or autonomous bodies or universities/institutions. (An undertaking to this effect should be furnished).

The bidders who fulfil the eligibility criteria laid down will be considered for technical valuation. The price bid of the technically qualified bidders will be opened for negotiation.

1. **PRICE BID :**

The tenderer shall not carry out any alteration in the format prescribed for Price Bid. The tenderer shall not enclose any other document or statement that will influence the price. In such an event, the tender inviting authority shall summarily reject the tender.

**Imported** : The tenderer shall quote the price in currency for **CIP Chennai/FOR Coimbatore**

**inclusive of all other charges** (break up details necessary) up to the destination and

should be indicated clearly both in words and figures.

**Indigenous**: The tenderer shall quote the basic price and GST with warranty. No separate

charges for warranty period will be considered.

Any scoring or overwriting in the price bid should be attested by the bidder with full signature. The rate quoted should be firm and should not be subject to any variation clauses.

University shall not pay any increase in duties, taxes and surcharges on account of any revision by the Govt. after allotment /issue of work order / at the time of supply.

## Price bid evaluation will be done for imported inclusive of the customs duty. For indigenous inclusive of GST.

1. **THE EMD IS LIABLE TO BE FORFEITED :**
2. If the Tenderer withdraws his tender after the tenders are opened, the EMD will be forfeited and black listed.
3. If the successful tenderer fails to furnish the required security deposit or the agreement, within the stipulated time limit.
4. The EMD of the unsuccessful tenders will be refunded immediately after the tenders are disposed of by the competent authority.
5. Successful tenderer has to furnish Security Deposit equivalent to **5% / 5.5%** of the ordered value in form of Demand Draft drawn in favour of “The Registrar” Bharathiar University payable at Coimbatore otherwise the amount will be deducted from the bill.
6. Any dispute arising out of this contract shall be settled only at the court having jurisdiction of Coimbatore.
7. The authority competent to accept the tender reserves the right to reject or accept any tender without assigning any reasons thereof.
8. Regarding the acceptance of supply with reference to the specification and quality of materials supplied, the decision of Registrar shall be final.
9. For the fulfillment of the order, Successful tenderer shall execute an agreement for the fulfillment of contract in Rs.100.00 Non judicial stamp paper of Tamil Nadu Government. If failed to execute the agreement, the EMD will be forfeited. The conditions stipulated in the form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to be right of the University and to recover any consequential loss from the successful tenderer.
10. Loss or Damage: External damages or shortages that are prima facie the results of rough handling in transit or due to defective packing will be intimated within a fortnight from the date of receipt of the material, Internal defects, damages of any internal parts that cannot ordinary be exhibited on superficial inspection though due to bad handling in transit or defective packing will be intimated within two months from the date of receipt of the stores. In either case the damaged or defective stores will have to be taken back at supplier‟s cost and risk.
11. The Supplier shall undertake to repair free of charge or replace any defective part of the equipment supplied due to defective or faulty design or bad workmanship during a period of three years from the date of commissioning of the equipment.
12. Full descriptive particulars and manuals of the equipment offered should accompany the tender. Information regarding the country of manufacturer or origin of materials in the manufacture of articles should be furnished.
13. Manufacturer‟s certificate for the routine tests specified in the BSS of the test issue or as per manufacturer‟s standard practice should be forwarded in duplicate. The materials will be rejected, if the test results are not satisfactory.
14. If the successful tenderer failed to act up to the tender or backs out when his tender accepted, Security deposit will also be forfeited .
15. The material should be supplied strictly in accordance with the specifications given in the Appendix and should fulfill the successful tests carried out by the Competent Authority of the University. The supply and installation should be made as per the delivery schedule The guarantee period shall take effect from the date of installation. Successful tenderer shall be liable to change any defective part during the warranty period. In either case the damaged or defective items will have to be taken back at supplier’s cost and risk.
16. No communications from any tenderer adding to/adhering or explaining any terms of the tender will be considered prior to the submission or after opening of the tenders by the competent authority
17. Amendment

Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary.

In case of any modifications in specifications/terms and conditions/ any clarifications to the bid document it will be uploaded in the website only and bidders are requested to verify the amendments before the submission of the tender provided no such change could be effected 48 hours prior to the time fixed for opening of the tender.

The tender shall be submitted subject to and agreeing the above terms and conditions duly attested and certified.

1. The tender is governed by the Tamilnadu Tender Transparency Act 1998 and 2000 as amended from time to time.

## TO BE FILLED IN BY THE TENDERER:

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender Cost** | | **EMD** | |
| **DD No /Date** | **Amount** | **DD No/Date** | **Amount** |
|  |  |  |  |

**SIGNATURE OF THE TENDERER WITH SEAL**

**APPENDIX**

**SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Specification** | **Qty.**  **req.** |
| **1.** | **Multifunctional Digital Copier :**  **Type :** A3 Laser Multifunctional Copier  **Speed :** 45 Pages per minute  **Size :** A5-A3  **Control Panel :** 10.1’’ Touch Screen  **Paper Trays :** 500\*2 sheets  **By pass tray :** 100 sheets  **Memory :** 3.5 GB RAM  **Hard disk :** 256 GB (SSD)  **Zoom :** 25 to 400%  **Print Resolution :** 1200 x 600dpi  **Supported OS :** Latest Operating System  **Network Printing/Colour Scanning :** YES  **Duplex Printing and copying :** YES fully Automatic with DADF/RADF  **Network Connectivity :** Inbuilt LAN and Inbuilt Wifi  **Tonner Yield :** 42000  **Warranty :** One Year | **1 No.** |

**SIGNATURE OF THE TENDERER**

**NOTE:**

1. Please quote the price with make of the items, without make the tender will not be considered.
2. The University is registered with DSIR and eligible for exemption towards customs duty as per the Government Notification No.43/2017-Customs dated 30.06.2017, Notification No.47/2017-Integrated Tax (Rate) dated 14.11.2017, 10/2018-Integrated Tax (Rate) dated 25.01.2018 and 45/2017-Central Tax (Rate) dated 14.11.2017. Hence the item price may be quoted separately (i.e.) Unit. Price & Taxes etc. only. Government Notification No: 51/ 96 Customs Dt.23.7.1996.and Central excise duty as per Government Notification No.10/97 Central Excise Dt: 1.3.1997. The University will give necessary exemption certificates.
3. The firm may be quoted the rate as per the tender specification, the rate quoted by the firm will be considered if it is only as per the tender specifications. If there is any deviation of specification from the tender specification, the tender will not be considered.
4. The Original tender form should be submitted to this office along with the tender schedule.

**ANNEXURE – I**

**TECHNICAL BID**

**Tender reference No:**

* 1. **Name and address of Bidder**
  2. **The details of EMD**

**Amount of EMD Rs. , DD No. dt Bank:**

* 1. **Due Date of bid :**
  2. **The bid shall remain valid for acceptance for 180 days, from the date of tender opening.**
  3. **Schedule of Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Brief description of stores | | Qty Required | Qty Offered | Delivery |
| 1 |  | |  |  | **At Bharathiar University Coimbatore** |
| (ii) | Warranty |  | |  |  |
| (iii) | Others, if any | | | - | - |

**Note: 1. All columns must be filled up.**

1. **Adhering to the format given above is a pre- requisite for considering your bid.**
2. **Please indicate applicability.**

**I/certify that I/We have completely read and understood and agree to all the terms & conditions given in Part II.**

**Date : Signature of Bidder :**

**Office Stamp Signing as :**

**Name in block letters :**

**Mobile No. Fax No. e mail -**

**ANNEXURE - II**

**PRICE BID**

**Tender reference No:**

1. **Name and address of Bidder**
2. **The details of EMD**

**Amount of EMD Rs. , DD No. dt**

**Bank:**

1. **Due Date of bid :**
2. **The bid shall remain valid for acceptance for 180 days, from the date of tender opening.**
3. **Rates for items given in Techno-commercial offer at Schedule of requirements are as follows:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Brief description of stores | | | | Qty.  Offered | Delivery | Unit  Price Rs. | Total  Cost Rs. |
| 1 | As per Schedule | | | |  | At Bharathiar University  Coimbatore |  |  |
| (i) | Warranty : | | | | | |  |  |
| (ii) | GST |  | % |  | - | - |  |  |
| (iii) | Other charges, if any | | | | - | - |  |  |
| **Grand Total Rs.** | | | | | | |  | |
| Total cost (in words) Rupees. | | | | | | | | |

**NOTE : 1. All columns must be filled up.**

1. **Adhering to the format given above is a pre- requisite for considering your bid.**
2. **Please indicate applicability.**

**Date : Signature of Bidder :**

**Office Stamp Signing as :**

**Name in block letters :**

**Tele No. Fax No. e mail -**

**BHARATHIAR UNIVERSTIY : COIMBATORE - 46**

**Tender No.**

**Date :**

**To**

**THE REGISTRAR BHARATHIARUNIVERSITY**

**COIMBATORE – 641 046**

**I/We agree to furnish required supplies / services as detailed in the Tender schedule or such portions thereof as you may specify in the Acceptance of Tender in accordance with the General Terms and Conditions governing the contract / supply order enclosed hereto duly accepted on receipt of the order for the same.**

**I/We agree to hold this offer open until ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and shall be bound to supply / omission / erect the equipment and dispatch the same within the specified period.**

**I/We agree to supply and commission / erect the equipment and complete the whole of the work and hand over to the purchaser within the period of weeks. From the date of receipt of intimation from you regarding acceptance of this tender / receipt of supply order.**

**Signature of the bidder**

**With office stamp**

**Name & Address**

**Station**

**Date:**