



## **PALAMURU UNIVERSITY :: MAHABUBNAGAR :: 509 001**

**TENDER NOTICE NO.128/E-TENDERS/ADMN/ITE/PU, DATED 20-07-2023.**

### **E-TENDER NOTIFICATION FOR SUPPLY, INSTALLATION OF XEROX MACHINES AND PRINTERS TO PALAMURU UNIVERSITY CAMPUS AND PG CENTRE GADWAL, PG CENTRE KOLLAPUR AND PG CENTRE WANAPARTHY.**

Online e-Procurement tenders are invited from Firms/Distributors for Supply and Xerox Machines and Printers to Palamuru University Campus and PG Centre Gadwal, PG Centre Kollapur and PG Centre Wanaparthi. The online Tender shall consist of two parts (i) Technical bid (ii) Commercial bid. The details of tender conditions and terms can be downloaded from the electronic procurement platform of Government of Telangana i.e., <https://tender.telangana.gov.in>. The Bidders need to register on the electronic procurement market place of Government of Telangana i.e., <https://tender.telangana.gov.in>. On registration on the e-Procurement market place they will be provided with a *User Id and Password* by the system using which they can submit their bids online. The University will not accept any bid submitted in the paper form. The bidders who are desirous of participating in 'e' procurement shall submit their Technical Bids etc., in the standard formats prescribed in the Tender documents displayed at 'e' market place. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in the 'e' market place in support of their Technical bids. The bidder shall sign on all the statements, documents, certificates uploaded by him/her owning responsibility for their correctness / authenticity. The University shall carry out the Technical Bid evaluation solely based on the uploaded certificates / documents, DD towards EMD in the e-procurement system and open the price bids of the responsive bidders. The bidder is solely responsible for the correctness of the particulars furnished in the online bid form. The bid document can be downloaded from 20-07-2023 @ 1.00 PM to 07-08-2023 @ 3.00 PM Time and date of opening of tenders: (a) Technical Bid (PQ Stage) 07-08-2023 @ 3.01 PM followed by opening of commercial bid. Under no circumstances, they will be relaxed unless otherwise extended by an official notification. The Bidders need to contact Office of the Registrar, Administrative Building, Palamuru University Campus, Telangana State – 509001, for information on e-Procurement tender. Email: [registrar@palamuruuniversity.ac.in](mailto:registrar@palamuruuniversity.ac.in) , Contact No.: 7989731204

The detailed tender documents can also be downloaded from the University's website [www.palamuruuniversity.ac.in](http://www.palamuruuniversity.ac.in) Please note that the application fee should be remitted through **Demand Drafts drawn in favour of the Registrar Palamuru University** and uploaded along with the e-tender bid. However original DD's must be handover to The Registrar, Palamuru University, on or before the last date and time. Bids not accompanied with the tender document fee are liable to be rejected. ***The EMD should be paid online in form of e-challan or net banking.***

**Sd/-  
REGISTRAR,**



## **PALAMURU UNIVERSITY : MAHABUBNAGAR :: 509 001**

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**Sub: Palamuru University** – Supply and Xerox Machines and Printers to Palamuru University Campus and PG Centre Gadwal, PG Centre Kollapur and PG Centre Wanaparthi - Tender Notification – Regarding.

Palamuru University hereby invites e-procurement tenders from firms/distributors for providing Supply and Xerox Machines and Printers to Palamuru University Campus and PG Centre Gadwal, PG Centre Kollapur and PG Centre Wanaparthi.

#### **Part – I**

#### **TENDER SCHEDULE**

- |  |   |
|--|---|
| 1. Name of the Tender  | : Supply and Xerox Machines and Printers to Palamuru University Campus and PG Centre Gadwal, PG Centre Kollapur and PG Centre Wanaparthi.   |
| 2. Sale of Tender Schedule   | : From 15-06-2023 from 1:00 PM to 07-08-2023 upto 3:00 PM at e-procurement website  |
| 3. Closing date and time<br>(For receiving duly filled in tender bids) | : 07-08-2023 by 3.00 PM   |
| 4. Submission of Tender bids   | : e-tenders in two parts (i) Technical bid (Annex-I) and (ii) Commercial bid (Annex-II) should be 3 submitted at e-procurement tenders  |
| 5. Date & Time of opening  | : 07-08-2023 at 3: 01 P.M on E-procurement Website  |
| 6. Earnest Money Deposit (EMD)   | : EMD of Rs. 50,000/- (Rupees Fifty Thousand only)<br>Payable through online mode of payment in favour of Registrar, PU. The Tenders without accompanying EMD will not be considered and will be summarily rejected.  |
| 7. Application Cost  | : Application cost of Rs. 5,000/- (Five Thousand only) should be payable in favor of the Registrar, Palamuru University and should submit on or before last date and time (or) Payable by online mode to A/c No. 62070795208, IFSC: SBIN0016375, State Bank of India, Ganesh Nagar, Mahabubnagar. |
| 8. Security Deposit  | : 5 % of the total cost of the product in the Form of Bank Guarantee in favour of The Registrar, Palamuru University, payable at Mahabubnagar from any Nationalized Bank, after award of the contract for a period of 3 Years   |
| 9. Warranty Period   | : Onsite Warranty of the products installed should be 3 Yrs.  |
| 10. Payment Terms  | : No advance payment will be made. Payment will be arranged in accordance with the satisfactory Installation of the items.  |
| 11. Agreement  | : Agreement should be executed by the successful bidder upon issue of work order. However, EMD will be retain till the submission of Bank Guarantee.  |

**Sd/-Registrar, PU.**

Annexure-II

TECHNICAL SPECIFICATIONS – MFP A3 Monochrome with Additional (One) Toner Cartridge

<b>Laserjet MFP PRINTER - Mono - A4, A3 with Additional (One) Toner Cartridge</b>		
<b>Sno.</b>	<b>Specification</b>	<b>Description</b>
1	Print/Copy Speed	A4 - 50 PPM or above; A3 – 25ppm or above
2	Scan Speed	<b>90 PPM/ 180 IPM Or better with Single Pass Duplex Scanner</b>
3	Paper Size	A4, A3
4	Print Resolution	Upto 1200 x 1200 DPI
5	Copy Resolution	600X600 DPI
6	Processor	Quad Core (1.6GHz), Dual Core (1.4GHz)
7	Hard Disk Capacity	500 GB or Above
8	RAM	6 GB Or Above
9	Duplex	Yes
10	RADF	<b>200 Sheet or Above</b>
11	Scan Destinations	Scan to e-mail; save-to-network folder; save-to-USB drive; send to Sharepoint; send to FTP; send to sFTP; send to LAN fax; send to Internet Fax; local address book; SMTP over SSL; auto color sense; compact PDF; image adjustments (darkness, contrast, background cleanup, sharpness); optimized text/picture (text, mixed, printed picture, photograph); content orientation; ID scan; job build; watermark; stamps; book mode scans; erase edges; image preview; blank page suppression;
12	Print Languages	PCL 5e, PCL 6, Postscript level 3 emulation, PDF (v 1.7), AirPrint™ compatible
13	Paper Capacity	520 sheetsX2, 100 sheet By Pass
14	Network	1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0
15	Duty Cycle	200000 Pages or more
16	Recommended Monthly Print Volume	60000 Pages or more
17	Display	<b>10.1" Touch screen or better with Extended Keyboard</b>
18	Scan file formats	PDF, Hi-Compression PDF, PDF/A, Hi-Compression PDF/A, JPEG, TIFF, MTIFF, XPS
19	Drum Life	350000 Pages or More
20	Warranty	One Year Warranty
Make / Brand : Canon / Epson / HP / Xerox		

**TECHNICAL SPECIFICATIONS – A3 MFP Colour with Additional (One) Toner Cartridge**

<b>LaserJet Managed MFP PRINTER - Colour - A3, A4 with Additional (One) Toner Cartridge</b>		
<b>Sno.</b>	<b>Specification</b>	<b>Description</b>
1	Print/Copy Speed-A4	35 PPM Color and Mono
2	Scan Speed	90 PPM/ 180 IPM Or better with Single Pass Duplex Scanner
3	Paper Size	A3, A4
4	Resolution	Print- Upto 1200 DPI
5	Processor	Quad Core (1.6GHz), Dual Core (1.4GHz)
6	Hard Disk Capacity	500 Gb Or Above
7	RAM	6 GB Or Above
8	Duplex	Yes
9	RADF	200 Sheet or Above
10	Scan Destinations	Standard: Scan to Email; scan to network folder; scan to USB drive; scan to SharePoint; scan to FTP; scan to sFTP; scan to LAN fax; scan to Internet Fax; local address book; SMTP over SSL; automatically detect color/monochrome; high compression PDF; image adjustments (darkness, contrast, background cleanup, sharpness); optimize text/picture (text, mixed, printed picture, photograph); content orientation; scan mode (book, 2-sided ID); erase edges; auto page crop; job build; image preview; blank page suppression; automatically
11	Print Languages	PCL 5c, PCL 6, Postscript level 3 emulation, PDF (v 1.7), AirPrint™ compatible
12	Paper Capacity	520 sheetsX 2, 100 sheet By Pass
13	Network	1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0
14	Duty Cycle	110000 Pages or more
15	Recommended Monthly Print Volume	20000 Pages or more
16	Display	10.1" Touch screen or better
17	Scan file format	Hi-Compression PDF; JPEG; MTIFF; PDF; PDF/A; TIFF; XPS
18	Warranty	One Year
Make / Brand : Canon / Epson / HP / Xerox		

## TECHNICAL SPECIFICATIONS – MFP A4 Colour

TECHNICAL SPECIFICATION FOR A4 COLOR LASERJET - A4	
Print speed black (ISO, A4)	Up to 21 ppm
Print Speed Color (ISO)	Up to 21 ppm
First page out black (A4, ready)	As fast as 10.5 sec
First page out color (A4, ready)	As fast as 12.2 sec
Duty cycle (monthly, A4)	Up to 40,000 pages
Recommended monthly page volume	150 to 2500
Print technology	Laser
Print quality black (best)	Up to 600 x 600 dpi
Print quality color (best)	Up to 600 x 600 dpi
Display	2.7 (6.86 cm) color graphic screen
Mobile printing capability	ePrint
	,Apple AirPrint™
	Mobile Apps
	Wi-Fi® Direct printing
	Mopria™ -certified
Wireless capability	Built-in 802.11 b/g/n
	authentication via WEP, WPA/WPA2, or 802.1X
	encryption via AES or TKIP
	WPS
Connectivity, standard	Wi-Fi Direct
	Hi-Speed USB 2.0 port
	built-in Fast Ethernet 10/100Base-TX network port
	802.11n 2.4/5GHz wireless
	Walkup host USB port
Compatible Operating Systems	Windows 11
	Windows 10
	Windows 8
	Windows 7
	Windows Vista
	macOS 10.12 Sierra
	macOS 10.13 High Sierra
	macOS 10.14 Mojave
Memory	macOS 10.15 Catalina
	256 MB DDR, 256 MB NAND Flash
Maximum Memory	256 MB DDR, 256 MB NAND Flash
Paper handling input, standard	250-sheet input tray
Paper handling output, standard	100-sheet output bin
Duplex printing	Automatic (standard)
Finished output handling	Sheetfed
Media sizes supported	Letter(216 x 280)
	Legal(216 x 356)
	Executive(184 x 267)
	Oficio 8.5x13(216 x 330)
	4 x 6(102 x 152)
	5 x 8(127 x 203)

	A4(210 x 299)
	A5(148 x 210)
	A6(105x148)
	B5(JIS)(182 x 257)
	B6(JIS)(128 x 182)
	10x15cm(100 x 150)
	Oficio 216x340mm(216 x 340)
	16K 195x270mm(195x270)
	16K 184x260mm(184x260)
	16K 197x273mm(197x273)
	Postcard(JIS)(100 x 147)
	Double Postcard(JIS)(147 x 200)
	Envelope #10(105 x 241)
	Envelope Monarch(98 x 191)
	Envelope B5(176 x 250)
	Envelope C5(162 x 229)
	Envelope DL(110 x 220)
	A5-R(210 x 148)
Media types	Paper (bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock
Ecolabels	ENERGY STAR® qualified
	EPEAT® Silver
Sustainable impact specifications	Mercury-free
Operating temperature range	10 to 32.5°C
Recommended operating humidity range	30 to 70% RH
Minimum dimensions (W x D x H)	392 x 419 x 247.5 mm
Maximum dimensions (W x D x H)	392 x 475x 297 mm
Make / Brand : Canon / Epson / HP / Xerox	

## TECHNICAL SPECIFICATIONS – MFP A4 Monochrome

TECHNICAL SPECIFICATIONS OF A4 MONOCHROME MULTI FUNCTIONAL - A4	
Print speed black (ISO, A4)	Up to 22 ppm or more
First page out black (A4, ready)	As fast as 8 sec
Duty cycle (monthly, A4)	Up to 25,000 pages
Recommended monthly page volume	250-2,500 pages
Print technology	Laser
Print quality black (best)	Up to 600 x 600 dpi
Display	Icon LCD
Mobile printing capability	Smart App
	Apple AirPrint™
	Mopria™ Certified
	Wi-Fi® Direct Printing
Wireless capability	built-in WiFi 802.11b/g/n (2.4/5GHz)
Connectivity, standard	Hi-Speed USB (compatible with USB 2.0 specifications)
	Ethernet 10/100 Base-TX
	802.11a/b/g/n (2.4/5 GHz) Wi-Fi radio + BLE
Compatible Operating Systems	Windows 11
	Windows 10
	Windows 7
	macOS 10.15 Catalina
	macOS 11 Big Sur
	macOS 12 Monterey
	Linux
Memory	64 MB
Maximum Memory	64 MB
Paper handling input, standard	250-sheet input tray
Duplex printing	Automatic
Media sizes supported	A6
	A5
	A4
	No.10 Env
	C5 Env
	DL Env
	B5 Env
	B5(JIS)
	B6 (JIS)
	216mm x 340mm
	Custom
Media types	Plain paper, Heavy paper, Bond paper, Label, Light paper, Envelope
Scanner type	Flatbed, ADF
Scan resolution, optical	Up to 600 dpi
Scan size, maximum	216 x 297 mm
Scan size (ADF), maximum	216 x 356 mm
Duplex ADF scanning	No

Automatic document feeder capacity	Standard, 40 sheets
Copy speed (black, normal quality, A4)	Up to 22 cpm
Ecolabels	CECP
	EPEAT® Silver India
Sustainable impact specifications	Recyclable through Planet Partners
	Contains post-consumer recycled plastic
Operating temperature range	15 to 32.5°C
Recommended operating humidity range	30 to 70% RH
Minimum dimensions (W x D x H)	418 X 345 X 311.4 mm
Maximum dimensions (W x D x H)	418 X 398.5 X 311.4mm
Make / Brand : Canon / Epson / HP / Xerox	

## TECHNICAL SPECIFICATIONS – A4 Monochrome

TECHNICAL SPECIFICATION FOR A4 LASER JET PRINTER - A4	
Print speed black (ISO, A4)	Up to 20 ppm or more
First page out black (A4, ready)	As fast as 8.3 sec
Duty cycle (monthly, A4)	Up to 10,000 pages
Recommended monthly page volume	100 to 1,500
Print technology	Laser
Print quality black (best)	Up to 1,200 x 1,200 dpi
Display	LED
Connectivity, standard	1 Hi-Speed USB 2.0 (port)
Compatible Operating Systems	Windows 11
	Windows 10
	Windows 7
	Windows Server
	macOS 10.15 Catalina
	macOS 11 Big Sur
	macOS 12 Monterey
	Linux
Memory card compatibility	None
Memory	64 MB
Maximum Memory	64 MB
Paper handling input, standard	150-sheet input tray
Paper handling output, standard	100-sheet output bin
Duplex printing	Manual (driver support provided)
Finished output handling	Sheetfed
Media sizes supported	A4, A5, A5(LEF), B5 (JIS), Officio, Envelope (DL, C5), 76 x 127 to 216 x 356mm
Media types	Plain, Thick, Thin, Cotton, Color, Pre-printed, Recycled, Labels, CardStock, Bond, Archive, Envelope
Ecolabels	CECP
Operating temperature range	10 to 30°C
Recommended operating humidity range	20 to 70% RH
Minimum dimensions (W x D x H)	331 x 215 x 178 mm
Maximum dimensions (W x D x H)	384 x 280 x 261mm
Make / Brand : Canon / Epson / HP / Xerox	

**Annexure – III**  
**Terms and Conditions**

1. Only OEMs (Original Equipment Manufacturers) or exclusive authorized dealers/distributors are permitted to quote against the requirements. They must submit a certificate obtained from OEMs to the effect that they are appointed as authorized dealers/distributors for this tender.
2. The reputed firms/contractors should submit their Non-refundable application cost of Rs.5,000/- (Rupees Five Thousand only) in favor of The Registrar, Palamuru University in form of Demand should be uploaded along with the e-tender bid however original DD's must be handover to The Registrar, Palamuru University on or before last date and time. The EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) would be paid online only in form of e-challan or net banking.
3. The firms should have the requisite domain expertise with regard to supply, installation and after sales-service of the items.
4. The firm should have been in existence for at least last three years (Documentary proof is to be attached). The firm/OEM should have a strong installed base in Hyderabad and within India.
5. General Conditions: Bid shall be submitted in two parts viz., Technical & Commercial.
6. The following information has to be filled by the tenderer with evidence (Documentary proof to be enclosed)
  - a) Registration Certificate
  - b) GST Registration Certificate (Registered in Telangana State only)
  - c) Pan Card
  - d) Annual Turnover of Rs. 30 Lakh in Last three financial year (2019-20, 2020-201 & 2021-22)
  - a) Documents in support of Technical specification of the xerox machines and photocopiers / printer
  - f) Detailed profile of the firm
  - g) OEM authorization certificate (or) Manufacturer's Authorization Form (MAF)
  - h) Bidder /OEM must have Service Centre in the District of Hyderabad
7. The rates shall be constant for the entire period of the Contract, i.e. till the supply of the items mentioned in Purchase Order and will not be modified under any circumstances.
8. Validity of the offered price from L-1 should be 90 Days from the date of opening of Tender.
9. Offers received after the bid closing date/time shall not be considered
10. Telex/Tele fax/E-Mail / through post and courier tenders are not accepted. Only online e-tender is accepted as per rules.
11. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
12. The University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
13. All disputes or difference whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Telangana, and the appointment of the arbitrator shall be done by the Registrar, Palamuru University

14. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
15. Performance Bank Guarantee @ 5% of total cost for period of 3 years of the tender will have to be submitted by the lowest (L-1) bidder after issue of Purchase Order and the EMD will be returned on receipt of the Bank Guarantee
16. Vendor should have experience of successful Installation and Commission of above equipment at in Govt. Universities, Educational Institutions, Govt. Departments/Public Sectors in last 3 years.
17. Comprehensive Warranty Clause
  - a. Onsite Comprehensive warranty will be done by the seller.
  - b. Comprehensive Warranty shall include all supplies of spares, services, software support for operating system and other software supplied and installed under this package, patch management for OS, for maintaining availability of more than 95%.
  - c. Breakdown will be attended within twenty-four hours from the receipt of information at the local office of the Supplier.
  - d. Any device down beyond 24 hours of reporting will attract penalty at the rate of 0.2% of unit cost per day. If a device is down beyond a month, then it shall be replaced with a new one of same or higher configuration. The penalty will continue to apply till the new device is provided
  - e. The seller can deposit the penalty with Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG) to the extent of the PBG amount
18. The security deposit shall be liable to be forfeited wholly or partly at the sole discretion of the University, if the tenderer either fails to Supply and install as per the tender terms, or fails to fulfill the contractual obligations or fails to settle in full his dues to the Palamuru University.
19. In case of premature termination of the contract, the Security Deposit will be forfeited and the University will be at liberty to recover the loss suffered by it & if additional cost is to be paid, the same shall be recovered from the bidder as Revenue Recovery Process.
20. Failure to comply with the terms of security deposit shall result into cancellation of purchase order and termination of the contract without any further reference to the tenderer and the EMD shall be forfeited.
21. Availability of service Centers: Bidder /OEM must have Service Centre In the District of Hyderabad
22. University has rights to increase or decrease the quantities of items as per the requirement.

**Sd/- REGISTRAR, PU.**

## **ANNEXURE - IV**

### **GENERAL CONDITIONS**

#### **SCOPE OF SUPPLIES:**

- a. The Xerox machines / Photocopiers / Printers shall be supplied in compliance to the specifications mentioned in Annexure- I of the tender.
- b. The specifications of the Xerox machines / Photocopiers / Printers as mentioned in the Annexure-I are the requirements of tender, however higher specifications of Xerox machines / Photocopiers / Printers may be considered subject to their cost economics i.e. competitiveness in financial terms for the particular location.
- c. After the supply of Xerox machines / Photocopiers / Printers as mentioned in the Annexure I, the bidder has to execute its installation at the designated site in the location(s). No extra cost shall be paid for this reason.
- d. The bidder shall offer on-site comprehensive warranty of Xerox machines / Photocopiers / Printers for at least three (03) years from the date of successful commissioning of Xerox machines / Photocopiers / Printers at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.

#### **DELIVERY**

- a. The purchaser interested for complete delivery of Xerox machines / Photocopiers / Printers by the bidder within thirty (30) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time, but in any case the delivery should be before 60 days from the date of issue of supply order by purchaser.
- b. The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of Xerox machines / Photocopiers / Printers.
- c. The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.

#### **After Sales Services**

- a. The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.
- b. The bidder will depute their engineer within three (03) working days to attend the service call received in writing from purchaser.

#### **Financial Bid Submission**

- a. Bidder shall take into account of all costs including unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) "Instructions to the Tenderer" before quoting the rates. In this regard no claim what so ever shall be entertained.
- b. The "Price of Xerox machines / Photocopiers / Printers before Taxes & Duties" shall remain firm & inclusive of all costs involved for the delivery to the destination(s) which

include the cost of Installation at destination, Cost of services to be provided during Comprehensive Warranty of three years.

- c. No extra payment or revision of “Price of Xerox machines / Photocopiers / Printers before Taxes & Duties” shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- d. No representation for the revision of the quoted “Xerox machines / Photocopiers / Printers before Taxes & Duties” shall be considered till the supplies are completed to the designated location.

**Validity of Tender:**

- a. The tender shall be valid for a period of 90 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the said period of 90 days.
- b. In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

**Packing:**

- a. The bidder shall provide packing of the Xerox machines / Photocopiers / Printers, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.
- b. The Xerox machines / Photocopiers / Printers shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

**Causes of Rejection of Tender:**

- a. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b. If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected

**Claims:**

- a. If the specification of supplied Xerox machines / Photocopiers / Printers are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied Xerox machines / Photocopiers / Printers to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the Xerox machines / Photocopiers / Printers.
- b. The bidder shall be responsible for arranging the rejected Xerox machines / Photocopiers / Printers to be removed at his cost from purchaser premises

Annexure-II

TECHNICAL SPECIFICATIONS – MFP A3 Monochrome

Laserjet MFP PRINTER – Mono - A4, A3 with Additional (One) Toner Cartridge			Compliance Yes / No
Sno.	Specification	Description	
1	Print/Copy Speed	A4 - 50 PPM or above; A3 – 25ppm or above	
2	Scan Speed	<b>90 PPM/ 180 IPM Or better with Single Pass Duplex Scanner</b>	
3	Paper Size	A4, A3	
4	Print Resolution	Upto 1200 x 1200 DPI	
5	Copy Resolution	600X600 DPI	
6	Processor	Quad Core (1.6GHz), Dual Core (1.4GHz)	
7	Hard Disk Capacity	500 GB or Above	
8	RAM	6 GB Or Above	
9	Duplex	Yes	
10	RADF	<b>200 Sheet or Above</b>	
11	Scan Destinations	Scan to e-mail; save-to-network folder; save-to-USB drive; send to Sharepoint; send to FTP; send to sFTP; send to LAN fax; send to Internet Fax; local address book; SMTP over SSL; auto color sense; compact PDF; image adjustments (darkness, contrast, background cleanup, sharpness); optimized text/picture (text, mixed, printed picture, photograph); content orientation; ID scan; job build; watermark; stamps; book mode scans; erase edges; image preview; blank page suppression;	
12	Print Languages	PCL 5e, PCL 6, Postscript level 3 emulation, PDF (v 1.7), AirPrint™ compatible	
13	Paper Capacity	520 sheetsX2, 100 sheet By Pass	
14	Network	1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0	
15	Duty Cycle	200000 Pages or more	
16	Recommended Monthly Print Volume	60000 Pages or more	
17	Display	<b>10.1" Touch screen or better with Extended Keyboard</b>	
18	Scan file formats	PDF, Hi-Compression PDF, PDF/A, Hi-Compression PDF/A, JPEG, TIFF, MTIFF, XPS	
19	Drum Life	350000 Pages or More	
20	Warranty	One Year Warranty	
Make / Brand : Canon / Epson / HP / Xerox			

### TECHNICAL SPECIFICATIONS – A3 MFP Colour with Additional (One) Toner Cartridge

LaserJet Managed MFP PRINTER – Colour - A3, A4			Compliance
Sno.	Specification	Description	Yes / No
1	Print/Copy Speed-A4	35 PPM Color and Mono	
2	Scan Speed	90 PPM/ 180 IPM Or better with Single Pass Duplex Scanner	
3	Paper Size	A3, A4	
4	Resolution	Print- Upto 1200 DPI	
5	Processor	Quad Core (1.6GHz), Dual Core (1.4GHz)	
6	Hard Disk Capacity	500 Gb Or Above	
7	RAM	6 GB Or Above	
8	Duplex	Yes	
9	RADF	200 Sheet or Above	
10	Scan Destinations	Standard: Scan to Email; scan to network folder; scan to USB drive; scan to SharePoint; scan to FTP; scan to sFTP; scan to LAN fax; scan to Internet Fax; local address book; SMTP over SSL; automatically detect color/monochrome; high compression PDF; image adjustments (darkness, contrast, background cleanup, sharpness); optimize text/picture (text, mixed, printed picture, photograph); content orientation; scan mode (book, 2-sided ID); erase edges; auto page crop; job build; image preview; blank page suppression; automatically	
11	Print Languages	PCL 5c, PCL 6, Postscript level 3 emulation, PDF (v 1.7), AirPrint™ compatible	
12	Paper Capacity	520 sheetsX 2, 100 sheet By Pass	
13	Network	1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0	
14	Duty Cycle	110000 Pages or more	
15	Recommended Monthly Print Volume	20000 Pages or more	
16	Display	10.1" Touch screen or better	
17	Scan file format	Hi-Compression PDF; JPEG; MTIFF; PDF; PDF/A; TIFF; XPS	
18	Warranty	One Year	
Make / Brand : Canon / Epson / HP / Xerox			

## TECHNICAL SPECIFICATIONS – MFP A4 Colour

TECHNICAL SPECIFICATION FOR A4 COLOR LASERJET - A4		Compliance Yes / No
Print speed black (ISO, A4)	Up to 21 ppm	
Print Speed Color (ISO)	Up to 21 ppm	
First page out black (A4, ready)	As fast as 10.5 sec	
First page out color (A4, ready)	As fast as 12.2 sec	
Duty cycle (monthly, A4)	Up to 40,000 pages	
Recommended monthly page volume	150 to 2500	
Print technology	Laser	
Print quality black (best)	Up to 600 x 600 dpi	
Print quality color (best)	Up to 600 x 600 dpi	
Display	2.7 (6.86 cm) color graphic screen	
Mobile printing capability	ePrint	
	,Apple AirPrint™	
	Mobile Apps	
	Wi-Fi® Direct printing	
	Mopria™-certified	
Wireless capability	Built-in 802.11 b/g/n authentication via WEP, WPA/WPA2, or 802.1X encryption via AES or TKIP	
	WPS	
	Wi-Fi Direct	
Connectivity, standard	Hi-Speed USB 2.0 port	
	built-in Fast Ethernet 10/100Base-TX network port	
	802.11n 2.4/5GHz wireless	
	Walkup host USB port	
Compatible Operating Systems	Windows 11	
	Windows 10	
	Windows 8	
	Windows 7	
	Windows Vista	
	macOS 10.12 Sierra	
	macOS 10.13 High Sierra	
	macOS 10.14 Mojave	
	macOS 10.15 Catalina	
Memory	256 MB DDR, 256 MB NAND Flash	
Maximum Memory	256 MB DDR, 256 MB NAND Flash	
Paper handling input, standard	250-sheet input tray	
Paper handling output, standard	100-sheet output bin	
Duplex printing	Automatic (standard)	
Finished output handling	Sheetfed	
Media sizes supported	Letter(216 x 280)	
	Legal(216 x 356)	
	Executive(184 x 267)	
	Oficio 8.5x13(216 x 330)	

	4 x 6(102 x 152)	
	5 x 8(127 x 203)	
	A4(210 x 299)	
	A5(148 x 210)	
	A6(105x148)	
	B5(JIS)(182 x 257)	
	B6(JIS)(128 x 182)	
	10x15cm(100 x 150)	
	Oficio 216x340mm(216 x 340)	
	16K 195x270mm(195x270)	
	16K 184x260mm(184x260)	
	16K 197x273mm(197x273)	
	Postcard(JIS)(100 x 147)	
	Double Postcard(JIS)(147 x 200)	
	Envelope #10(105 x 241)	
	Envelope Monarch(98 x 191)	
	Envelope B5(176 x 250)	
	Envelope C5(162 x 229)	
	Envelope DL(110 x 220)	
	A5-R(210 x 148)	
Media types	Paper (bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock	
Ecolabels	ENERGY STAR® qualified	
	EPEAT® Silver	
Sustainable impact specifications	Mercury-free	
Operating temperature range	10 to 32.5°C	
Recommended operating humidity range	30 to 70% RH	
Minimum dimensions (W x D x H)	392 x 419 x 247.5 mm	
Maximum dimensions (W x D x H)	392 x 475x 297 mm	
Make / Brand : Canon / Epson / HP / Xerox		

## TECHNICAL SPECIFICATIONS – MFP A4 Monochrome

TECHNICAL SPECIFICATIONS OF A4 MONOCHROME MULTI FUNCTIONAL - A4		Compliance Yes / No
Print speed black (ISO, A4)	Up to 22 ppm or more	
First page out black (A4, ready)	As fast as 8 sec	
Duty cycle (monthly, A4)	Up to 25,000 pages	
Recommended monthly page volume	250-2,500 pages	
Print technology	Laser	
Print quality black (best)	Up to 600 x 600 dpi	
Display	Icon LCD	
Mobile printing capability	Smart App	
	Apple AirPrint™	
	Mopria™ Certified	
	Wi-Fi® Direct Printing	
Wireless capability	built-in WiFi 802.11b/g/n (2.4/5GHz)	
Connectivity, standard	Hi-Speed USB (compatible with USB 2.0 specifications)	
	Ethernet 10/100 Base-TX	
	802.11a/b/g/n (2.4/5 GHz) Wi-Fi radio + BLE	
Compatible Operating Systems	Windows 11	
	Windows 10	
	Windows 7	
	macOS 10.15 Catalina	
	macOS 11 Big Sur	
	macOS 12 Monterey	
	Linux	
Memory	64 MB	
Maximum Memory	64 MB	
Paper handling input, standard	250-sheet input tray	
Duplex printing	Automatic	
Media sizes supported	A6	
	A5	
	A4	
	No.10 Env	
	C5 Env	
	DL Env	
	B5 Env	
	B5(JIS)	
	B6 (JIS)	
	216mm x 340mm	
	Custom	
Media types	Plain paper, Heavy paper, Bond paper, Label, Light paper, Envelope	
Scanner type	Flatbed, ADF (Optional)	
Scan resolution, optical	Up to 600 dpi	
Scan size, maximum	216 x 297 mm	
Scan size (ADF), maximum	216 x 356 mm	

Duplex ADF scanning	No	
Automatic document feeder capacity	Standard, 40 sheets	
Copy speed (black, normal quality, A4)	Up to 22 cpm	
Ecolabels	CECP	
	EPEAT® Silver India	
Sustainable impact specifications	Recyclable through Planet Partners	
	Contains post-consumer recycled plastic	
Operating temperature range	15 to 32.5°C	
Recommended operating humidity range	30 to 70% RH	
Minimum dimensions (W x D x H)	418 X 345 X 311.4 mm	
Maximum dimensions (W x D x H)	418 X 398.5 X 311.4mm	
Make / Brand : Canon / Epson / HP / Xerox		

## TECHNICAL SPECIFICATIONS – A4 Monochrome

TECHNICAL SPECIFICATION FOR A4 LASER JET PRINTER - A4		Compliance Yes / No
Print speed black (ISO, A4)	Up to 20 ppm or more	
First page out black (A4, ready)	As fast as 8.3 sec	
Duty cycle (monthly, A4)	Up to 10,000 pages	
Recommended monthly page volume	100 to 1,500	
Print technology	Laser	
Print quality black (best)	Up to 1,200 x 1,200 dpi	
Display	LED	
Connectivity, standard	1 Hi-Speed USB 2.0 (port)	
Compatible Operating Systems	Windows 11	
	Windows 10	
	Windows 7	
	Windows Server	
	macOS 10.15 Catalina	
	macOS 11 Big Sur	
	macOS 12 Monterey	
	Linux	
Memory card compatibility	None	
Memory	64 MB	
Maximum Memory	64 MB	
Paper handling input, standard	150-sheet input tray	
Paper handling output, standard	100-sheet output bin	
Duplex printing	Manual (driver support provided)	
Finished output handling	Sheetfed	
Media sizes supported	A4, A5, A5(LEF), B5 (JIS), Officio, Envelope (DL, C5), 76 x 127 to 216 x 356mm	
Media types	Plain, Thick, Thin, Cotton, Color, Pre-printed, Recycled, Labels, CardStock, Bond, Archive, Envelope	
Ecolabels	CECP	
Operating temperature range	10 to 30°C	
Recommended operating humidity range	20 to 70% RH	
Minimum dimensions (W x D x H)	331 x 215 x 178 mm	
Maximum dimensions (W x D x H)	384 x 280 x 261mm	
Make / Brand : Canon / Epson / HP / Xerox		

**Annexure - IV**  
**TECHNICAL BID**

1. Name of Tendering Company/Dealer with :  
Registration No. & Date issued by appropriate  
authorities (Please enclose copy of certificate of  
registration)
2. Name of Chairman/Managing Director/Manager :
3. Furnish following particulars of the Registered Office :
  - a. Complete Postal Address :
  - b. Telephone No. :
  - c. Fax. No. :
  - d. E-Mail Address :
4. Furnish following particulars of Registered office if :  
different from SI.No.4.
  - a. Complete Postal Address :
  - b. Telephone No. :
  - c. Fax. No. :
  - d. E-Mail Address :
5. PAN No. (Attach Attested Copy) :
6. GST No. (Attach Attested Copy) :
7. Service Tax Regn. No. (Attach Attested Copy) :
8. Financial turnover for the last three Consecutive financial :  
Years Please attach copies of audited balance sheet and  
IT returns for (2019-20, 2020-21 & 2021-22), (Attach  
separate sheet if space provided is insufficient)
9. Give details of the major clients – Govt. Departments, :  
PSUs, Educational Institution Research Organizations (Copies of the Purchase  
Orders / Indents should be attached for proof).
  - a. SI. No :
  - b. Name& address of the client with details :
  - c. Name of the contact person, :
  - d. telephone no., Fax no., :
  - e. e-mail id :
10. Details of Earnest Money Deposit D.D. No. and Date &  
Name of the Bank

**Annexure - V**  
**COMMERCIAL BID**

<b>S. No.</b>	<b>Description</b>	<b>Qty. (Approx.)</b>	<b>Rate</b>	<b>Amount</b>
1	A3 Monochrome Xerox Machine (Black)	6		
2	A3 Color Laserjet Xerox Machine (Color)	2		
3	A4 Color Laserjet Printer	8		
4	A4 Monochrome Multifunctional Printer (Black)	15		
5	A4 Monochrome Laserjet Printer (Black)	20		
<b>Total Amount Rs.</b>				
<b>GST @ (____)% Extra as applicable Rs.</b>				
<b>Grand Total Rs.</b>				

- University has rights to increase / decrease quantity as per the site / location requirement.

## **ANNEXURE-IV**

### **PERFORMANCE BANK GUARANTEE ON SECURITY DEPOSIT**

This deed of Guarantee made on..... day of Month & Year by Name & Address of the bank (hereinafter called the "GUARANTOR") on the one part, on behalf of M/s Name & address of the Firm (hereinafter called the "FIRM") in favour of The Registrar, Palamuru University, Mahabubnagar, on the following terms and conditions.

Whereas the FIRM is entering into an agreement with PALAMURU UNIVERSITY for providing and fixing of Wi-Fi Access Points and networking in Palamuru University Campus and this guarantee is being made for the purpose of submission of Security money required to be deposited at the time of signing of the agreement between Palamuru University and FIRM.

Know all people by these presents that the GUARANTOR, hereby undertake to indemnify and keep Palamuru University indemnified up to the extent of Rs...../- Rupees in words..... only) during the validity of this bank guarantee and authorize Palamuru University to recover the same directly from the GUARANTOR. This bank guarantee herein contained shall remain in full force and effect till the expiry of its validity or till any extended period (if extended by the bank on receiving instructions from FIRM.). The liability under the guarantee shall be binding on the GUARANTOR or its successors.

Whereas the GUARANTOR further agrees that their liability under this guarantee shall not be affected by any reason of any change in the offer or its terms and conditions between the FIRM and Palamuru University with or without the consent or knowledge of the GUARANTOR.

Whereas the GUARANTOR further agrees to pay guaranteed amount hereby under or part thereof, on receipt of first written demand whenever placed by Palamuru University during the current period of this guarantee. The GUARANTOR shall pay Palamuru University immediately without any question, demure, reservation or correspondence.

Whereas the GUARANTOR hereby agrees not to revoke this guarantee bond during its currency period except with the previous consent of Palamuru University in writing.

#### **Notwithstanding anything contained herein**

- Our liability under this bank guarantee shall not exceed Rs..... (Rupees in words ..... only)
- This Bank guarantee shall be valid up to Rs...../- (Rs. In words.....only).
- We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only against the written claim or demand on or before .....

Sealed with the common seal of the bank on this .....day of (Month) and (Year).

Witness:

1.....

2.....

**(Signature and seal of the bank)**

SIGNATURE AND STAMP OF THE TENDERER

**END OF THE DOCUMENT**