

CENTRAL UNIVERSITY OF JHARKHAND, RANCHI

(A Central University established by an Act of Parliament in 2009)

Ref no. CUJ/ Purchase & Stores /LRM/92/2012

Dated: 20-07-2012

Sealed quotations are invited for the article enclosed in the separate sheet subject to the terms and conditions given below:

The quotation should be addressed to The Stores Officer Central University of Jharkhand, Ratu- Lohardaga Road, Brambe, Ranchi, 835202 and should reach on or before **17-08-2012**. Technical bid will be opened on **20-08-2012** at 11:00 am.

TERMS AND CONDITIONS

1. Quotations without any erasures and overwriting must be submitted in sealed cover addressed to the Stores Officer, Central University of Jharkhand, Ratu- Lohardaga road, Brambe, Ranchi- 835 205 super-scribed Tender/ Enquiry No. and the due date failing which, quotation may be ignored. Tender/ quotation should be sent through Post/ Courier/ By Hand.
2. The rate quoted should be inclusive of all packing, forwarding, sales tax, freight and insurance charges and should remain valid for our acceptance for minimum period of three months from the due date of opening of the quotations. The quotation should be CUJ consignee's site basis i.e. Central University of Jharkhand, Ratu- Lohardaga Road, Brambe, Ranchi.
3. Manufacturer's name of company of origin of materials offered must be clearly specified. Complete details of illustrated literatures/ or drawings, in original (not photocopies), if any must accompany all quotations.
4. The University will not entertain requests for revision in prices once quoted for whatever reason after the tenders are opened during the period of contract.
5. All goods must be delivered at our university at Ratu- Lohardaga Road, Brambe, Ranchi for inspection by our inspecting authority.
6. Full payment will be made within 30 days of the receipt and acceptance after inspection of supplies at destination, quotations containing different payment terms are liable to be ignored.
7. All goods must be delivered at out university at Ratu- Lohardaga road, Brambe, Ranchi (Stores & Purchase Section) free of cost after confirmed order.
8. Only Manufacturer/ Authorized dealer/ firms of repute dealing in the items listed in the quotation having experience in sale and repair/ maintenance, need apply.
9. Only latest models of items need to be quoted.

10. It should be mentioned specifically whether price quoted includes all taxes and duties. Sales tax and/ or other duties legally leviable and intended to be claimed should be distinctly shown in the tender.
11. VAT/CST Registration Number and its validity should be indicated. Documentary evidences be supplied/ attached to the tender documents.
12. All rates shall be indicated both in words and figures. Where there is difference between the rates quoted in words and figures, rate quoted in words will prevail.
13. The supplier shall make delivery of the items within 30 days from the placement of the purchase order. The purchase order would be placed after assessing the requirement and hence, actual quantity may increase/ decrease.
14. The Tender Document for items will be Two- Bid system consisting of Technical Bid and Price Bid. The Tender Document will be submitted item-wise in two separate sealed covers clearly mentioning on the envelope the details of items for which Bid is submitted.
15. The price of Tender Document is Rs. 1000/- only (One Thousand rupees only) (non- refundable). The Tender Document price may be attached to the Technical Bid in the form of Bank Draft in favour of "Central University of Jharkhand" payable at Ranchi.
16. The Tender Documents comprising of Price- Bid, Technical Bid and **Earnest Money Deposit of Rs. 7,500 only (Rupees Seven Thousand Five Hundred only) (refundable)** in the form of Bank Draft in favour of "Central University of Jharkhand" payable at Ranchi kept in the separate envelope super- scribed with the name of the same. The Tender Document must be enclosed with Earnest Money Deposit otherwise the tender document will be rejected. All the documents must be enclosed in a bigger size envelope super- scribed with the tender number and item name.
17. Only those Manufacturers liable to participate having ISO 9001 and ISO 14001 certification.
18. All legal disputes shall be under the jurisdiction of Jharkhand High court, Ranchi.
19. The University reserves the right to accept or reject any Bid, without assigning any reason thereof. No correspondence in this regard will be entertained.
20. All the participating firms should attach supporting documents in favour of:
 - a) Have at least 5 years of experience in the field.
 - b) Have an annual turnover of at least Rs. 50 Lakh per annum for each of the last 3 years (i.e 2009-10, 2010-11 & 2011-12) (Agency should produce a certificate from their Audit Firm in respect of turnover for the mentioned period)
 - c) Be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities.
 - d) Have valid TIN Number for registration under VAT/CST
 - e) Have PAN for Income Tax. Supporting documents for Income Tax return for the last Two years (i.e 2010-11, 2011-12).

- f) Documents as proof in respect of Technical bid along with supporting documents.
- g) Profile and Track Record of the agency. (3 years)
- h) Copy of signed Balance Sheets of last three years.
- i) Detailed terms and condition regarding performance/ warrenty/ bank guarantee/ inspection/ LD/ penalty for delayed supplied will be elaborated in purchase order.

Chairman
(Academic Purchase)

For specification refer next page:

Description of Item/Items	Quantity
<p>Xerox (Photocopy) Machine Print speed: up to 95 ppm Maximum copy resolution: 600 x 600 dpi Maximum print resolution: 2400 x 2400 dpi Standard paper capacity: 4,225 sheets Maximum paper capacity: 8,225 sheets Paper type: A3 and A4 Zoom range : 25% to 400% Printing capability: Duplex (automatic) Moving trolley</p>	<p>01</p>