



COLLEGE OF TECHNOLOGY AND ENGINEERING
Maharana Pratap University of Agriculture and Technology
UDAIPUR – 313001 (Raj.)

No. CTAE/Main Store/2025-26

/1588-92

Dated: - 16/04/25

NOTICE INVITING LIMITED BIDS

Sealed bids, in prescribed format (Annexure-1), are invited on behalf of the Dean, College of Technology and Engineering, Maharana Pratap University of Agriculture and Technology, Udaipur (Rajasthan) for the procurement of Goods (and related services)/ Services/work as listed below and detailed in the Schedule of Supply, from manufacturers/ distributors/ authorised dealers/stockiest/ registered bidders/ bona-fide dealers upto the date and time specified below. The bidders or their representative may be present in the bid opening. This bidding document may also be downloaded from our websites www.ctae.ac.in or www.mpuat.ac.in or the website of State Public Procurement Portal www.sppp.rajasthan.gov.in.

IMPORTANT BID DATA

1.	Procuring Entity's address for Bid submission, clarification and opening of bids	Dean, College of Technology and Engineering Administrative Block Udaipur – 313001 Telephone no.: - 0294-2470837; Fax no.: -0294-2471056 Email :- ctaedeans@gmail.com
2.	Deadline for Bid Submission	Date :- 26/04/2025 Time:- 11:00 A.M.
3.	Bid Opening	Date :- 28/04/2025 Time:- 03:00 P.M.
4.	Bid Security Amount	Rs 3960=00 DD or Banker's Cheque in favour of Dean CTAE
5.	Bid Shall remain valid upto	30 days from the last date of submission of bids
6.	Title	Photocopier Machine
7.	Bid No.	CTAE/Main Store/2025-26/LB- 0

SCHEDULE OF SUPPLY

S.No.	Specifications	Quantity Approx.	Estimated Cost (Rs.)
1.	Photocopier Machine	02	198000=00
	Machine Type	A3 Monochrome Laser Multifunctional	
	Core Functions	Print, Copy, Scan and Send	
	Control Panel	3.5 inch Monochrome Touch Panel	
	Memory	Standard: 1.0 GB RAM	
	Storage	eMMC: 2 GB	
	Interface Connection	Wireless LAN or USB 2.0	
	Paper Supply Capacity (A4, 80 gsm)	Paper Drawer: 250 Sheets, MPT Tray: 100 Sheets) Maximum: 600 sheets	
	Paper Output Capacity (A4, 80 gsm)	Maximum: 250 sheets	

S.No.	Specifications	Quantity Approx.	Estimated Cost (Rs.)
	Supported Media Types		
	Supported Media Sizes		
	Supported Media Weights		
	Print & Copy Speed (BW)		
	Print Resolution		
	Copy Resolution		
	Copy Density		
	Magnification		
	Document Feeder - Paper Capacity		
	Scan Speed (ipm: BW/CL; A4)		
	Scan Resolution (dpi)		
	Power Source		
	Power Consumption		
	Feeder Options		
	Warranty		

TERMS & CONDITIONS

1. Bid Preparation and Submission:

- 1.1 The bid/quotation must be submitted on official letter head of the bidder in the enclosed format (**Annexure – 1**) and signed by the bidder and must be properly sealed in an envelope. On the envelope “Bid for the supply of [Name of Item/Services.]”, “Due date of Opening” and Bid Ref. No. must be clearly marked. If the bid is not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the bid.

2. Validity of Quotation:

- 2.1 Quotation shall remain valid for acceptance for a period not less than 30 days after the deadline date specified for submission.

3. Bid Prices:

- 3.1 The rates quoted by the bidder shall be in Indian Rupees only, shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 3.2 All taxes like Central/Rajasthan sales tax/VAT/GST Service tax etc. to be charged extra should be shown separately (along with their rate) failing which the rates quoted by the bidder shall be assumed to be inclusive of all taxes and levies.
- 3.3 All rates quoted must be FOR destination and should include all incidental charges.
- 3.4 The goods/service quoted should be as per the required specifications. Any deviations should be mentioned in the quotations.
- 3.5 Wherever applicable the Make and Model No. of goods offered and their technical leaflet/brochure must invariably be enclosed, failing which the bid may be rejected.

4. Award of Contract/Supply Order:

- 4.1 The Procurement Entity will award the contract/supply order to the bidder whose quotation has been determined to be substantially responsive, confirm to the terms & conditions and specifications and who has offered the lowest evaluated quotation price.
- 4.2 Notwithstanding the above, the Procurement Entity reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time without assigning any reason.

5. General:

- 5.1 Quantities given are approximate and the final order may be placed for more or less quantities.
- 5.2 The bids for the items, wherever indicated, will not be accepted without samples.
- 5.3 In all future references, the Bid No. must be invariably mentioned.
- 5.4 Normal commercial warranty/guarantee shall be applicable to the supplied goods/services.
- 5.5 The bidder has to mention their RST/CST/VAT/TIN/GST No. in their quotations otherwise their bids are liable to be rejected.
- 5.6 Payment shall be made against printed, pre-receipted and pre-stamped invoice/bill mentioning RST/CST/VAT/TIN/GST No. as applicable.
- 5.7 The bidder will be responsible if any accident occurs during work.


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Copy to the following for necessary action and information:

1. Dr. B.L.Salvi, Nodal Officer (Accounts), with a soft copy in PDF format to kindly arrange to upload the bid document on the college website and the State Public Procurement Portal.
2. The S.O. Accounts.
3. The tender notice board.


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Annexure – 1

FORMAT OF QUOTATION

(To be submitted on the letter head of the bidder)

S.No.	Name of the Goods/Services/works with specifications (including installation requirements, if any)		Unit	Quoted Unit rate in Rs. (in Figures and Words)	Taxes and their rate (if not included)
1.	2.		3.	4.	5.
1.	Photocopier Machine		02	Rs _____ (in figures) Rs _____ _____ (in words)	
	Machine Type	A3 Monochrome Laser Multifunctional			
	Core Functions	Print, Copy, Scan and Send			
	Control Panel	3.5 inch Monochrome Touch Panel			
	Memory	Standard: 1.0 GB RAM			
	Storage	eMMC: 2 GB			
	Interface Connection	Wireless LAN or USB 2.0			
	Paper Supply Capacity (A4, 80 gsm)	Paper Drawer: 250 Sheets, MPT Tray: 100 Sheets) Maximum: 600 sheets			
	Paper Output Capacity (A4, 80 gsm)	Maximum: 250 sheets			
	Supported Media Types	Multi-purpose Tray: Thin, Plain, Recycled, Heavy, Colour, Bond, Label, Pre-punched, Envelope Paper Cassette: Plain, Recycled, Colour, Pre-punched			
	Supported Media Sizes	Paper Cassette: A3, A4, A4R, A5R, B4, B5, B5R			
	Supported Media Weights	Multi-purpose tray: 60 to 157 gsm Paper Cassettes: 64 to 90 gsm Duplex: 60 to 90 gsm			
	Print & Copy Speed (BW)	1-sided: Up to 24 ppm (A4), Up to 12 ppm (A3), Up to 11 ppm (A4R) 2-sided: Up to 16.7 ppm (A4), Up to 7.5 ppm (A3), Up to 7.8 ppm (A4R)			
	Print Resolution	600 x 600 dpi			
	Copy Resolution	600 x 600 dpi			
	Copy Density	Automatic or Manual (9 Levels)			
	Magnification	25% - 400%			

S.No.	Name of the Goods/Services/works with specifications (including installation requirements, if any)		Unit	Quoted Unit rate in Rs. (in Figures and Words)	Taxes and their rate (if not included)
1.	2.		3.	4.	5.
		(1% Increments) Preset reduction/enlargement: 25%, 50%, 70%, 100%, 141%, 200%, 400%			
	Document Feeder Paper Capacity	50 Sheets (80 gsm) Platen: Sheet, Book			
	Scan Speed (ipm: BW/CL; A4)	DADF: 1-sided Scanning: 35/25 (300 dpi, Send), 25 (600 dpi, Copy) 2-sided Scanning: 12/8 (300 dpi, Send), 8 (600 dpi, Copy)			
	Scan Resolution (dpi)	Scan for Copy: Up to 600 x 600 Scan for Send: (Push) Up to 300 x 600, (Pull) up to 600 x 600			
	Power Source	220-240V 50/60Hz (2.8A)			
	Power Consumption	Maximum: Approx. 1,500 W Standby: Approx. 15.5 W Sleep mode: Approx. 0.9 W			
	Feeder Options	Cassette Feeding Module- AK1 Paper Capacity: 250 sheets x 1 (80 gsm) Paper Type: Plain, Recycled, Colour, Pre-punched Paper Size: A3, A4, A4R, A5, B4, B5, B5R Paper Weight: 64 - 90 gsm Power Source: Main Unit Dimensions (W x D x H): 581 x 575 x 92 mm Weight: Approx. 5.8 kg			
	Warranty	One year			

DECLARATION

- a) I/We declare that I am/we are manufacturers/ whole sellers/ sole distributor/authorized dealer/ bona-fide dealers in the Goods and Related services or services/works for which I/we have bid.
- b) I/We agree to supply the above goods/services in accordance with the technical specifications within the period specified in the Bidding Documents. I/We further agree that our rates, if approved, shall remain valid for further 3 months from the last date of submission of quotations.
- c) We also confirm that the normal commercial warrantee/guarantee of **12 months** shall apply to the offered goods.
- d) I/We have not been debarred by the State Government or the Procuring Entity.
- e) If this declaration is found to be incorrect or I/We fail to supply the goods/services, then without prejudice to any other action that may be taken, the Supply Order/Bid, if any to the extent accepted, may be cancelled and I/We may be debarred from participating in future bids as per rules.

Signature of Bidder

Name & Address with rubber seal: - _____

Contact No. _____

PAN No. _____

GST/TIN No. _____