

**ASPEE Agribusiness Management Institute  
Navsari Agricultural University,  
Eru char Rasta, Navsari-396450, Gujarat**

**AABMI/NAU/Advertise. No.2**

Tender for the purchase of Multifunctional Photocopy Device for the ASPEE Agribusiness Management Institute, Navsari Agricultural University, Navsari.

Tender available for downloading	01/9/2017 to 22/9/2017 up to 18.00Hrs.
Last date for submission of tender fee, EMD and other documents.	22/09/2017 up to 18.00 Hrs
Bid Validity Period	6 months
EMD Group 1 : Multifunctional Photocopy Device	Rs. 3300
EMD Group 2 : Multifunctional Photocopy Device	Rs. 3500
Tender Fees	Rs. 1500

The details requirements, specification of procurements and tender document will be published on website [www.nau.in](http://www.nau.in) under tender section. If any future updates/corrigendum regarding tender will be there, it will be published in website [www.nau.in](http://www.nau.in) during tender period.

**ASPEE Agribusiness Management Institute**

**Navsari Agricultural University,**

**Navsari-396450, Gujarat**

**Tender Document**

**For**

**Purchase of Multifunctional Photocopy Device**

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## Chapter 1: Tender Notice – (Advertise No.)

### Purchase of Multifunctional Photocopy Device AABMI/NAU/Advertise. No.2

Bids from supplier are invited for the Supply and Installation of multifunctional photocopy Device This tender is intended to procure device for ASPEE Agribusiness Management Institute, Navsari Agricultural University, Navsari

Tender available for downloading	1/9/2017 to 22/9/2017 up to 18.00Hrs
The Last date for tender submission	22/09/2017 up to 18.00 Hrs
Bid Validity Period	6 months
Tender Fees and EMD	As per chapter 5

The bidder who is participating in this tender can take part with any groups. Tender Fee and EMD would be applicable as per the participation device and details are described under Chapter 5 in this document.

The detail requirements, specifications of procurements and tender document will be published on website [www.nau.in](http://www.nau.in) under tender section. If any future updates /corrigendum regarding tender will be there, it will be only published in website [www.nau.in](http://www.nau.in).

## Chapter 2: Guidelines and Terms & conditions

<b>1</b>	<b>Contents of the tender document &amp; Clarification of tender document</b>
1.1	The parties are expected to examine all instructions, forms, terms and requirements in the tender document. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the party's risk and may result in the rejection of the bid.
1.2	A prospective party requiring any clarification on the tender document may clear their doubt by sending e-mail on dean.aabmi@nau.in
<b>2</b>	<b>Amendment of tender document</b>
2.1	At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a Prospective party, modify the tender document by an amendment.
2.2	The amendment will be notified through website (www.nau.in ) to all prospective parties. So all the bidders are requested to frequently visit the Navsari Agricultural University website.
2.3	In order to afford prospective parties reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.
<b>3</b>	<b>Bid Prices</b>
3.1	The bidders should have to quote the prices in Indian Rupees for the each including installation, configuring, all taxes and charges. Prices quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
3.2	Travel expenditures of man power for installation and configuration will not be given by Navsari Agricultural University.
<b>4</b>	<b>Selection of Bidders</b>
	Selection of each bidders will be done on the basis of the overall grand total obtained for the individual.
<b>5</b>	<b>Documentation</b>
	The party shall supply the documents as per tender notice
<b>6</b>	<b>Terms of Payment</b>
	The Bidder should specifically note that no advance payment will be made.
	The payment of all charges shall be made after satisfactory completion of the work as specified
<b>7</b>	<b>Rights</b>
	Right is reserved to accept or reject any or all tender without assigning any reasons thereof.
<b>8</b>	<b>Warranty</b>

	The parties should warrants that the Goods supplied under this tender are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the tender. This warranty shall remain valid for a period of a minimum 12 months after the Goods or any portion thereof as the case may be, have been delivered, commissioned and accepted at the final destination.
	The Purchaser shall promptly notify the party in writing of any claims arising under this warranty.
	Upon receipt of such notice, the party shall, within 48 hours and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Purchaser.
	If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in 9.3 above, the Purchaser may proceed to take such remedial action as may be necessary, at the party's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
<b>9</b>	<b>MAKE IN INDIA</b>
	For finalization of purchase, Gujarat Government Purchase Policy resolution – 2016 dated 3.6.2016 will be followed so as to promote "Make in India" policy of the Government.
	Bidder must provide Catalog/Brochure of Each Item covering Make and Model details with super scribe information of Tender Item Number (as per tender document) within technical document submission. If Catalog/Brochure is not available for any item, print copy of Webpage/Item information on manufacture's letter head required to be submit against Catalog/Brochure. If bidder is not supplying Catalog/Brochure/ Webpage /Item information on manufacture's letter head as inquired, bidder will be disqualified for whole procurement group under which items fall.

### **Chapter 3: Bidder Information**

1. Name of supplier / firm
2. Complete postal address :
3. Telephone & Mobile Number :
4. FAX Number (if any) :
5. E-mail address :
6. Sales Tax / Service Tax No. :
7. GST / TIN No. :
8. PAN No. :
9. Any other details:

We agree to abide by the terms and conditions of supply mentioned in this tender document.

Signature of Bidder  
(With Stamp, Name & Designation)

#### Chapter 4: Technical Bid Document (Checklist Documents)

Sr. No	Check List Documents	Remarks
1	Tender Fee(Non-Refundable): Demand Draft as applicable	Mandatory
2	EMD(Refundable): Demand Draft as applicable	Mandatory
3	Valid Registration Certificate of bidder's firm. (Shop Act Registration / Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration)	Mandatory
4	Scan copy of Chapter 2: Guidelines and Terms & conditions with duly signed and stamp of bidder	Mandatory
5	Scan copy of Chapter 3: Bidder Information with duly signed and stamp of bidder	Mandatory
6	Last 3 Year Income Tax Returns of Assessment Year2015-16 2016-17 and 2017-18	Mandatory
7	Original affidavit from the bidder that business entity is not blacked listed (notarized on Rs. 100 stamp paper)	
8	Catalog/Brochure of Each Item covering Make and Model details with super scribe Tender Item Number as per tender document with duly signed and stamp of bidder	Mandatory



## Chapter 5: Tender Fee, EMD and Submission Address

**Tender Fee:** Bidder has to submit nonrefundable Tender Fee in the form of Bank Draft in favor of **DRAWING AND DISBURSING OFFICER(DDO) ASPEE AGRI. MGMT. INST' A/C payable at Navsari** Tender fee for each item is Rs. 1500. Tender Fee is compulsory for tender participation, without which tenders will not be considered.

**Earnest Money Deposit (EMD):** Tender shall be accompanied by an earnest money, without which tenders will not be considered. The amount of EMD should be deposited in the form of Bank Draft in favor of **DRAWING AND DISBURSING OFFICER(DDO) ASPEE AGRI. MGMT. INST' A/C payable at Navsari** . Bidder has to deposit EMD as per the participation.

ITEM	EMD
Group 1 : Multifunctional Photocopy Device	3300
Group 2 : Multifunctional Photocopy Device	3500

**Refund of earnest money:** The earnest money of unsuccessful Bidder will be refunded.

**Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender.
- When the Bidder does not deposit the security money after the work/purchase order is given.

**Refund of Security Deposit:** The amount of security deposit will be refunded after completion of warranty period / service contract.

**Forfeiture of Security Deposit:** The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the tender document.
- When successful bidder terminate the works/services in during execution period.
- When any issue raised in quality or services during warranty period

### **Tender Fee, EMD and Tender Submission Address:**

Principal,  
ASPEE Agribusiness Management Institute  
Navsari Agricultural University,  
Eru Char Rasta,  
Navsari– 396450 (Gujarat)

## Chapter 6: Specification, Requirement and Scope of work for procurements

<b>Group 1 : Specification for Multifunctional Photocopy Device</b>		
Sl. No.	Description	Requirement
	Copy Speed	20 to 35 pm/ppm/cpm
	Paper capacity	250/550 sheet
	DADF capacity	50 sheet
	Zoom	25 to 400 %
	Paper Size (Original/Image)	A3/A3
	Multiple copies	1 to 999
	Scanner	Colour
	Resolution	600dpi x 600dpi
	Network	Optional
	Ram	256MB to 1 GB
	Drum yield (Minimum)	1,20,000 sheet (A4)
	Tonner yield (Minimum)	12,000 sheet (A4)
<b>Group 2 : Specification for Multifunctional Photocopy Device</b>		
	Copy Speed	40 to 45 pm/ppm/cpm
	Paper capacity	2x550 sheet
	DADF capacity	100 sheet
	Zoom	25 to 400 %
	Paper Size (Original/Image)	A3/A3
	Multiple copies	1 to 999
	Scanner	Colour
	Resolution	600dpi x 600dpi
	Network	Optional
	Ram	512MB to 1 GB
	Drum yield (Minimum)	1,40,000 sheet (A4)
	Tonner yield (Minimum)	18,000 sheet (A4)

## Chapter 7: Price Bid

<b>Group 1 : Specification for Multifunctional Photocopy Device One</b>			<b>Total Amount in figure</b>	<b>Total Amount in Words</b>
Sl. No.	Description	Requirement		
	Copy Speed	20 to 35 pm/ppm/cpm		
	Paper capacity	250/550 sheet		
	DADF capacity	50 sheet		
	Zoom	25 to 400 %		
	Paper Size (Original/Image)	A3/A3		
	Multiple copies	1 to 999		
	Scanner	Colour		
	Resolution	600dpi x 600dpi		
	Network	Optional		
	Ram	256MB to 1 GB		
	Drum yield (Minimum)	1,20,000 sheet (A4)		
	Tonner yield (Minimum)	12,000 sheet (A4)		
<b>Group 2 : Specification for Multifunctional Photocopy Device One</b>				
	Copy Speed	40 to 45 pm/ppm/cpm		
	Paper capacity	2x550 sheet		
	DADF capacity	100 sheet		
	Zoom	25 to 400 %		
	Paper Size (Original/Image)	A3/A3		
	Multiple copies	1 to 999		
	Scanner	Colour		
	Resolution	600dpi x 600dpi		
	Network	Optional		
	Ram	512MB to 1 GB		
	Drum yield (Minimum)	1,40,000 sheet (A4)		
	Tonner yield (Minimum)	18,000 sheet (A4)		

**Signature**

**Name of Bidder :**

**Stamp :**

