



COLLEGE OF DAIRY & FOOD TECHNOLOGY (CDFT)

(Rajasthan University of Veterinary & Animal Sciences, Bikaner)

NH-21, Agra Road, Bassi, Jaipur-303301 (Raj.)



Prof. (Dr.) Rohitash Dadhich
DEAN

Mb. No. - 9680779584
E-mail:- cdftbassi@gmail.com

No. F. ()/CDFT/2024-25/

1193-1197

Date:

5/12/2024

Limited Bidding Notice No. L-01

Sealed bids are invited from eligible original manufacturers/ distributors for limited bidding in **Single Bid System** for the **Supply and Installation Branded Multi-Function Photocopier Machine**. Tender application will be open for submission from 05.12.2024 to 12.12.2024 upto (02:00 PM) and after this bid will be opened by tender opening committee at CDFT, Bassi on same day (12.12.2024) at 03.30 PM onwards.

Detailed Terms & Conditions for the limited bidding are available on State Procurement Portal website <http://www.sppp.raj.nic.in> and University website www.rajuvas.org.

S. No.	Particulars	Estimated cost	Application Fee	EMD	Tender start date	Tender closing date	Bid will open on
1.	Supply and Installation Branded Multi-Function Photocopier Machine	Rs. 1,98,000/-	Rs. 200/-	Rs. 4000/-	06.11.2024	12.12.2024 (2:00 PM)	12.12.2024 (3:30 PM)

The Dean, CDFT, holds right to reject one or more tender. The Bids not fulfilling prescribed terms & conditions or submitted after due date shall be rejected.


DEAN

Copy to:

1. P.S. to VC, RAJUVAS, Bikaner, for kind perusal of Hon'ble Vice-Chancellor.
2. The Comptroller, RAJUVAS, Bikaner.
3. The Nodal Officer (Website), RAJUVAS, Bikaner for uploading the Limited Bidding Notice-01 (2024-25) with Tender Documents on RAJUVAS website.
4. College Notice Board.
5. Guard File.


DEAN



COLLEGE OF DAIRY & FOOD TECHNOLOGY (CDFT)

(Rajasthan University of Veterinary & Animal Sciences, Bikaner)

NH-21, Agra Road, Bassi, Jaipur-303301 (Raj.)



॥ अन्नं न निन्द्यात् तद् द्रव्यम् ॥

पशुधनं नित्यं सर्वलोकोपकारकम्।

No. F. ()/CDFT/2024-25/

1193-1197

Date:

5/12/2024

LIMITED BIDDING APPLICATION FORM

LIMITED BIDDING for "Supply and Installation Branded Multi-Function Photocopier Machine"

LIMITED BIDDING L-1

(Financial Year 2024-25)

PART-A (for Office Use only)

- | | |
|---|----------------------------------|
| 1. Limited Bidding Notice No. L-1; | 05.12.2024 |
| 2. Date of Start of Bidding Application | 06.12.2024 |
| 3. Last Date for Bidding Submission: | 12.12.2024 upto 2:00 PM |
| 4. Place to submit Bids: | Dean Office, CDFT, Bassi, Jaipur |
| 5. Date of Opening Bids: | 12.12.2024 at 3:30 PM |

Accounts

Cost of limited Bidding Document: **Rs. 200** (Rupees Two Hundred Only)

Earnest Money Deposit (2% of estimated value): **Rs. 4000/-** (Rupees Four Thousand Only)

Bank Demand Draft in favour of "**DEAN, CDFT, Bassi**" payable at JAIPUR

PART-B (to be filled by the Bidder Firm only)

1. Name of Firm:
2. Name of Contact Person (Authorized Bid Signatory):
3. Address with Pin code:
4. Mobile No and Telephone (with STD Code)
5. E-Mail ID
6. Website (if any):

Date:

Signature

for M/s.....

For any Information / Clarification, please Contact:
The DEAN, College of Dairy and Food Technology, Bassi,
NH-21, Agra Road, Jaipur-303301 (Rajasthan)
Email: cdftbassi@gmail.com

LIMITED BIDDING NOTICE No: L-1
(Financial Year 2024-25)

LIMITED BIDDING ENQUIRY FOR "SUPPLY AND INSTALLATION BRANDED MULTI-FUNCTION PHOTOCOPIER MACHINE"

Dear Sir/ Madam,

The CDFT, Jaipur, invites sealed bids from eligible original manufacturers/ authorized supplier distributors for Limited Bidding in **Single Bid System** for the "**Supply and Installation Branded Multi-Function Photocopier Machine**" from your ready stock, under a sealed cover to the undersigned latest by 12.12.2024 upto 02:00 pm. The bids shall be opened on the same day at 3:30 pm onwards at CDFT, Bassi, NH-21, Jaipur-303301.

The detail of items required is presented below: -

S. No.	Part Description	Qty.	Rate (Rs.) Per Unit	Total Amount
1	Machine: Multifunction Print Technology & Functions: Black & White Laser & Print, copy, scan • Minimum Speed per Minute A4 Size Mono: 40 or Higher • Minimum Speed per Minute A3 Size Mono: 20 or Higher • Scan Speed: 90-150 PPM/180-280 IPM, simplex/ duplex • RAM size: 2 GB or Higher and Hard Disk size: 256 GB SSD/ HDD or Higher • Control panel: 10 inches or Higher with Color Graphics Display (CGD) having touchscreen • Document Feeder Type: SPDF/ARDF/DADF & Feeder Capacity (Number): 100 or higher • Scan Resolution: 600 x 600 dpi or higher & Print Resolution: 1200 x 1200 dpi • Networking Feature Availability & Wi-Fi: Yes (802.11b/g/n) & Type of Network Interface: Ethernet 10/100/1000 & USB • Number of Main Paper Tray: 2 or higher • Each Main Paper Tray Capacity (Number): 500 or higher • Bypass Facility: Yes (Bypass Tray Capacity: 100 or higher) • Yield of the cartridge (Number of prints): 30000 or higher • Life of Drum in terms of number of Prints – Black: 300000 pages or higher • Duty Cycle (No of Prints/month): Up to 150,000 pages A4 or higher • Photocopier Machine should have RoHS compliance system, should have ISO 9001: 2015, ISO 14001, ISO 11798 certification Accessories Required • 4 Extension Board: 4 Socket with fuse (Capacity 6A), 4-meter-long wire with each Branded Multi-function Photocopier Machine. • The Branded Multi-Function Photocopier Machine should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, and quick guide. In case of a Branded Multi-function Photocopier Machine - An original equipment manufacturer's authorization for submitting the bid (MAF) would be mandatory. Comprehensive Warranty: 1 years CMC including of every critical parts/Item (Software and Hardware) along with accessories would be mandatory which has to be ensured by the bidder.	1		
Total Amount Including GST And Installation/ Commencement				

[Handwritten signatures and marks]

TERMS & CONDITIONS OF THE LIMITED BIDDING

1. Bids are invited being made under the provision RTTP Act 2012 and RTTP rules 2013.
2. If the firm is participating in the Limited Bidding, it will be assumed that all terms & conditions of the University/ Institute/ College are acceptable to the firm.
3. **Bidding Application Form & Application Fee:** The Bidding document may be downloaded from University Website <www.rajuvas.org> and Rajasthan state portal <http://spppl.raj.nic.in>. Bidding form will not be sent by post. The prescribed Bidding Application Fee of **Rs 200/-** through a Bank Demand Draft in favour of "**Dean, CDFT, Bassi**" and payable at "**Jaipur**". Only those who quote for all the items shall be considered eligible.
4. **BID Submission:**
 - a) Interested Bidders are requested to **submit their bids** duly sealed in separate envelope labeled as "**Limited bidding for 'Supply and Installation Branded Multi-Function Photocopier Machine'**".
 - b) Bidder shall ensure that their bids, complete in all respects, are submitted to **the DEAN, College of Dairy and Food Technology, Bassi, NH-21, Agra Road, Jaipur-303301 (Rajasthan)**, so as to reach the College latest by _____ **upto 03:00 PM**, failing which the bids will be treated as late and rejected.
 - c) The bid submitted by Telex/Telegram/Fax/E-mail etc. shall not be considered. No correspondence will be entertained on this matter.
 - d) The bid not submitted, in for all the listed items / not in prescribed formats / incomplete in details is liable for rejection. Bid received without separate Sealed Envelopes as mentioned above will not be accepted.The offer should be complete in all respects and contain all information asked for the offer should include all components asked for that are as follows:
 - **Annexure I** - Covering / Acceptance Letter
 - Cash Receipt / Demand Draft of **Rs. 200/-** for **Bidding Application Fee**.
 - Separate Demand Draft/Receipt of **Rs. 4000/-** for **EMD Amount**.
 - **Annexure II** - **Bank Details for Third Party Online Payment**
 - **GST Tax Registration No./ PAN No.** (Copy to be enclosed)The Price should give all relevant price information as per **Annexure III**. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Commercial offer must not contradict the technical offer in any way.
- The prices must be quoted **F.O.R. CDFT, Bassi, Jaipur-303301** and must be given in **Indian Rupees (INR) only**. **Bids in Foreign Currency shall be Rejected**. Rate quoted for the items should be inclusive of all taxes and statutory levies, if any. The Form of Annexure-III must be filled in completely, without any errors, erasures or alterations.
5. **Alternate Proposal /Modifications in Same Bid (Not Allowed):**
 - a) The quotations submitted should be for a fully functional accessory/item/ instrument along with all required parts/accessories for its functional use. Any counter proposals or Modifications by the Tenderer will NOT be acceptable.
 - b) Only one proposal must be submitted for each item / instrument in a single Tender. In case of offering multiple options for single item/instruments, tender of firm for that particular item/instrument shall be technically rejected.
 - c) Alternative specification also will NOT be acceptable.
6. **Earnest Money (EMD):** An Earnest Money Deposit of **Rs. 4000/-** (Rupees Four Thousand Only) must be enclosed with the TECHNICAL OFFER through a Demand Draft issued by a reputed Bank drawn in favour of "**DEAN, CDFT, Bassi**", payable at **Jaipur**. It should be valid for at least 90 days. Bid received without Earnest Money Deposit will not be considered. The EMD of unsuccessful bidders shall be returned without any interest after the process of bid is over.

In case of successful bidder withdraws his offer within the validity of bid OR does not honour his commitment within the validity of bid and back out after placing the order with him, the EMD will be forfeited. For successfully firm EMD will be released only after successfully completion of warranty period.
7. **Bid Security:** **Bid Security** shall be 5% of the Bidding value. Lowest bidder has to pay bid security after adjusting of Earnest money. Bid security shall be returned after guarantee/ warranty period. No interest shall be payable on bid security.
8. **Period of Validity of Offer/Bids:** - The rates quoted for participation in Bidding must be **valid/ binding for a period of atleast 60 days** after the last date of submission of Bids/quotations. Quotations valid for shorter periods may be rejected by the purchaser as non-responsive. Once the limited bidding has been accepted, the rates shall remain valid for the period of atleast 2 months ending on **31.02.2025** and this period can be extended by mutual agreement.
9. **Warranty:** - 1year comprehensive warranty (CMC) from the date of satisfactory installation at CDFT, Bassi, Jaipur. Comprehensive warranty means the replace of impaired/ damaged parts of machine and its routine maintenance shall be in agreement by the bidder for 1 year. Timely routine service is also Mandatory.
10. **Correctness and Completeness of the Item:** - The items shall be correct and complete in every aspect with all its necessary parts/accessories for its routine functioning and installation requisites which are normally supplied even though not specifically detailed to the specifications.

11. Delivery & Installation Period: -

The CDFT, Jaipur would like to have the following time schedule for completion of the activities from the date of placement of orders.

- a. Delivery: 15 Days from Receipt of Supply Order.
- b. The bidder shall be responsible for proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- c. Part delivery will not be allowed. The DEAN, CDFT will have the discretion to invoke the payment from the Bank or forfeit the EMD for any breach of contract.

12. LIQUIDATED DAMAGES

A. The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidder shall arrange supplies within the stipulated period on receipt of the supply order from the Purchase Officer.

B. In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of Stores pending to be supplied -

- Delay up to $\frac{1}{4}$ period of the prescribed Delivery period - 2.5%
- Delay exceeding $\frac{1}{4}$ but not exceeding $\frac{1}{2}$ of the prescribed delivery period - 5%
- Delay exceeding $\frac{1}{2}$ but not exceeding $\frac{3}{4}$ of the prescribed delivery period - 7.5%
- Delay exceeding $\frac{3}{4}$ but is not exceeding the period equal to the prescribed delivery period - 10%
- Note: - Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

C. The maximum amount of liquidated damages shall be 10%. Delay in supplies exceeding the period equal to the prescribed delivery period shall render the supply order cancelled and any supplies made beyond this period shall be the sole risk of the approved supplier. Dean College of Dairy and Food Technology, (CDFT), Bassi, NH-21, Agra Road, Jaipur-303301, Rajasthan shall not be liable for any payments whatsoever on this account.

13. OEM company for **Branded Multi-Function Photocopier Machine** should have its own company registered in India (under Incorporation of Companies Act, 1956/ 2013) since last 10 years. Any representation through a Dealer/ Distributor/ Joint Venture/ Subsidiary/ consortium shall not be treated as OEM. This must be supported by necessary statutory documents.
 14. The Multi-Function Photocopier Machine OEM should have its office and service center in Rajasthan since last five years. Required sales, service tax number/ certificate to be provided along with the bid.
 15. An authorization letter from the OEM is required to submit on OEM letterhead addressing this limited bidding document in case OEM is not participating directly.
 16. Bidder should be registered with sales tax/GST department and have presence in Rajasthan, documentation proof is required.
 17. The Multi-Function Photocopier Machine OEM should have ISO 9001:2008 and ISO 14001:2004 certificate for manufacturing. The Bidder/s shall attach the copy of the OEM's ISO Certificate along with the bid.
 18. Bidder and OEM should comply the Rule 13 of the Rajasthan Transparency in Public (RTTP) Rules, 2013 and Government of Rajasthan Notification No. F.2(1) FD/G&T-SPFC/2017 dated 01.01.2021, 15.01.2021 and 30.03.2021 regarding prior registration with Industries department for bidders with beneficial ownership from countries sharing land border with India, for participation in any public procurement in the State. Documents proof should submit along with Bid.
 19. The Institute is not bound to accept the lowest Bidding.
 20. Supply will be F.O.R. Central Stores, CDFT, Bassi, Jaipur-303301 and will be subject to the approval of the College/ Concerned department in terms of quality, quantity, performance qualifications etc.
 21. The decision of accepting authority shall be final as to the quality of stores.
 22. No Advance Payment will be made.
 23. The CDFT, Bassi, Jaipur reserves the right to accept or reject the quotation in part/full at any stage.
 24. The university /Institute (CDFT, Bassi, Jaipur) shall have powers to accept or reject the quotation in part/full at any stage without prior information and without any reason, to the tenderers
 25. Biddings must be filled with Ball pens or typed clearly. Those written using pencils or having overwriting or are unclear to understand will be rejected. No part-offers shall be accepted.
 26. The approved tenderer will not be allowed to sublet the awarded tender to any other person / firms.
 27. In case of any dispute, the area of Jurisdiction will be Jaipur.
- Bidder Eligibility:**
28. An authorization letter (MAF) from the OEM is required to submit on OEM letterhead addressing this Bidding in case OEM is not participating directly.
 29. Bidder should be registered with sales tax/GST department and have presence in Rajasthan, documentation proof is required.

Annexure I

(Letter to the DEAN, CDFT on the bidder's letterhead)

To,
The DEAN,
CDFT, Jaipur-303301

Bid Ref. No. _____

Date: - 06.12.2024

Last Date: - 12.12.24 upto 2:00 PM

Sub: - **Limited Bidding for Supply of "Supply and Installation Branded Multi-Function Photocopier Machine"**

Sir,

We, the undersigned, declare hereby that:

A. We have submitted all required fee as per details tabulated below:

Fee	Amount	Mode	No. and Date	Remarks
Bidding Appl. Fee	200/-	DD/ BC		
EMD	4000/-	DD/ BC		

B. I / We..... for M/s..... hereby confirm that **the offer is in conformity with the terms and conditions as mentioned in your above referred Bidding Letter and Enclosures, all enquiries/clarifications have been made with CDFT to our satisfaction. All terms and conditions of Bidding document have been understood by us** and as token of agreement we place our signatures below.

C. We have examined and have no reservations to the Bidding Document, including its all Addenda. We offer to supply Goods/Services in conformity with the Bidding Document and in accordance with the delivery schedule and the all the terms & conditions specified in Bidding Documents. Our Bid shall remain binding upon us for a period specified in the Bid Document and may be accepted at any time before the expiration of that period

D. We also understand that the CDFT, Jaipur is not bound to accept the offer either in part or in full and that the CDFT, Bassi, Jaipur has right to reject the offer in full or in part without assigning any reasons whatsoever. Decision of Dean, CDFT, Jaipur shall be final and will be acceptable to us.

E. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed

F. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive

G. Our Important particulars are as given below:

S. No.	Particulars	Details
1.	Name of Tenderer Firm with Address, Pin-code, telephone/mobile No., Fax No., and E-mail ID etc.	
2.	Whether Proprietor/ Partnership/ Company	(Enclose copy of document)
3.	PAN No.	(Enclose copy, if available)
4.	GST Regd. No.	(Enclose copy)
5.	Manufacturer Certificate / Authorization Certificate	(Enclose copy)
6.	Are Firm is Exempted from paying, Custom Duty/ Excise Duty/Sales Tax? if YES, give details.	(Enclose copy)
7.	Any other important information related to the Bidding requirement.	

Yours faithfully,

Date:

Authorized Signatories
(Name & Designation, seal of the firm)

THIRD PARTY DETAILS FOR ONLINE PAYMENTS

Name of the Firm / Company	
Address	
Name of the Bank	
Branch Address of the Bank	
IFSC Code of the Bank	
Bank Account Number	
Photocopy of <u>Bank PASSBOOK</u> and a <u>Cancelled Cheque</u>	_____ (enclosed Yes / No)
GST Regd. No.	
PAN Number	
Aadhar No. of Authorized Person	
Mobile No. of Authorized Person	+91 - _____
E-mail ID	
Above details are correct and Copy of BANK PASSBOOK or a CANCELLED CHEQUE of same Bank Account is Enclosed	
Authorized Signature (with Seal)	

Annexure - III

Limited Bidding For "Supply and Installation Branded Multi-Function Photocopier Machine"

(NOTE: Rates per UNIT must be quoted and inclusive of all Taxes/incidental charges etc.)

Name of Firm:

PAN No:

GST Tax Regd. No:

NOTE: The Rates may be quoted on UNIT RATE Basis only

1	2	3	4	5			6
S. No.	Brief Description of Goods	Make and Model No.	Quantity (Nos.)	Price per UNIT (Rs.)			Total COST (at Consignee Site) F.O.R. basis (Rs.) = 4 x 5(C)
				Per Unit Cost (A)	GST (if any) [Depict both as Value and % age] (B)	FINAL UNIT PRICE Including GST (C)	
1	Machine: Multifunction Machine Print Technology & Functions: Black & White Laser & Print, copy, scan • Minimum Speed per Minute A4 Size Mono: 40 or Higher • Minimum Speed per Minute A3 Size Mono: 20 or Higher • Scan Speed: 90-150 PPM/180-280 IPM, simplex/ duplex • RAM size: 2 GB or Higher and Hard Disk size: 256 GB SSD/ HDD or Higher • Control panel: 10 inches or Higher with Color Graphics Display (CGD) having touchscreen • Document Feeder Type: SPDF/ARDF/DADF & Feeder Capacity (Number): 100 or higher • Scan Resolution: 600 x 600 dpi or higher & Print Resolution: 1200 x 1200 dpi • Networking Feature Availability & Wi-Fi: Yes (802.11b/g/n) & Type of Network Interface: Ethernet 10/100/1000 & USB • Number of Main Paper Tray: 2 or higher • Each Main Paper Tray Capacity (Number): 500 or higher • Bypass Facility: Yes (Bypass Tray Capacity: 100 or higher) • Yield of the cartridge (Number of prints): 30000 or higher • Life of Drum in terms of number of Prints - Black: 300000 pages or higher • Duty Cycle (No of Prints/month): Up to 150,000 pages A4 or higher • Photocopier Machine should have RoHS compliance system, should have ISO 9001: 2015, ISO 14001, ISO 11798 certification Accessories Required • 4 Extension Board: 4 Socket with fuse (Capacity 6A), 4-meter-long wire with each Branded Multi-function Photocopier Machine.						

The multi-function Printer should be supplied complete in all respects like appropriate universal power supply, connecting cables, operating instructions, and quick guide. In case of a Branded Multi-function Photocopier Machine - An original equipment manufacturer's authorization for submitting the bid (MAF) would be mandatory. Comprehensive Warranty: 1 years CMC including of every critical parts/Item (Software and Hardware) along with accessories would be mandatory which has to be ensured by the bidder.							
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Note: -

- Delivery Period: - 15 Days** from receipt of Supply Order.
- Guarantee/ Warranty period 1 years Comprehensive (CMC and Routine service).**
- If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Date:

Name _____

Business Address _____

Signature with Seal of Bidder _____

[Handwritten signatures and marks]