



## RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Basar , Nirmal District  
Constituted under the Act 18 of 2008

Ref: RGUKT-B/Examination/Devices/2023,

Dated.10.06.2023

### NOTICE INVITING QUOTATIONS

Description : Supply and Installation of Xerox Machine, Printer,  
Scanner shredder and Paper counting machine

NIQ No : RGUKT-/Examination/Devices/2023

**Last date for submission**

**17.06.2023 by 05:30PM**

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed Quotations (single bid system) for Supply and installation of Xerox machine, Multifunctional Printer, Paper shredding machine, Certificate Scanner and Paper Counting machine for Examination section for RGUKT located in Basar, Nirmal District of Telangana State.

The details are as follows...

1.

S.No.	Description	Units
1	High Speed Advanced Xerox Machine	1 NO
2	Multifunctional Advanced Printing Machine	1 NO
3	Paper Shredding Machine	1 NO
4	9000 Duty Certificate Scanner	1 NO
5	Paper Counting Machine	1 NO

### Specifications:

#### **Photo Copier Color Machine**

The required features are as follows:

1. Printing Capabilities:

- High-quality color printing with vibrant and accurate color reproduction.
- Ability to print on various paper sizes, including letter, legal, and custom size.
- Fast printing speed to enhance productivity.

2. Paper Handling:

- Support for different paper weights and types, such as plain paper, glossy paper, and cardstock.
- Duplex printing functionality for automatic double-sided printing.

3. Scanning and Copying Features:

- Integrated scanning and copying functionality for versatility.
- High-quality scanning and copying capabilities with excellent resolution.

- Automatic document feeder (ADF) for efficient scanning and copying of multiple pages.
4. Connectivity and Compatibility:
    - Support for mobile printing options, such as Air Print and Google Cloud Print.
    - Optional: Wi-Fi/Wi-Fi Direct Dual Band Wireless and Bluetooth
  5. Security Features:
    - User authentication and access control to ensure the confidentiality of printed documents.
  6. Maintenance and Support:
    - Regular maintenance and servicing to ensure the optimal performance.
    - Availability of replacement parts and consumables.
    - Technical support and assistance to address any issues or concerns.

### **Digital High-Speed Duplicator Machine**

I would like to request a digital high-speed duplicator machine with the following specifications:

1. High-Speed Duplication:
  - Exceptional speed and productivity with a minimum output of [150 above desired pages per minute].
  - Ability to handle large printing volumes without compromising print quality or speed.
  - Rapid warm-up time to minimize waiting periods and maximize efficiency.
2. Image Quality and Resolution:
  - Superior image reproduction for clear and sharp text, graphics, and images.
  - High-resolution printing capabilities to ensure professional-quality results.
  - Advanced image enhancement features to optimize print output.
3. Paper Handling and Flexibility:
  - Wide range of paper sizes supported, including A3, letter, legal, and tabloid.
  - Accommodation for various paper types, such as plain paper, envelopes, and cardstock.
4. Connectivity and Compatibility:
  - Network connectivity for seamless integration into our office environment.
5. Maintenance and Support:
  - Regular maintenance and servicing to ensure optimal performance.
  - Availability of replacement parts and consumables.
  - Technical support and assistance to address any issues or concerns.

### **Paper Counting Machine**

To ensure that the paper counting machine aligns with our requirements, I would like to request a machine with the following specifications:

1. Counting Accuracy:
  - High level of counting accuracy to minimize errors and discrepancies.

- Ability to count various paper sizes, including A3, letter, legal, and tabloid.
  - Precise detection of different paper thicknesses and weights.
2. Counting Speed and Capacity:
    - Efficient counting speed to handle large volumes of paper quickly.
    - Adequate paper stack capacity for continuous counting without frequent reloading.
    - Capability to count a wide range of paper quantities, from small batches to bulk stacks.
  3. User-Friendly Interface:
    - User-friendly display for real-time counting updates and status information.
  4. Batch and Total Counting:
    - Capability to count paper in predefined batches for easy organization and packaging.
    - Ability to provide total counts for each batch and cumulative counts for multiple batches.
    - Automatic stopping or alerting mechanism when reaching the desired count.
  5. Error Detection and Reporting:
    - Detection of double feeds or miscounts to prevent inaccuracies.
    - Error notification and reporting features for immediate correction and troubleshooting.
    - Clear error code display or error messages for easy identification of issues.
  6. Maintenance and Support:
    - Regular maintenance and servicing to ensure optimal performance.
    - Availability of replacement parts and consumables.
    - Technical support and assistance to address any issues or concerns.

### Scanner with Store and Rename Functionality

To meet our specific requirements, I would like to request a scanner with the following specifications:

1. Scanning Capabilities:
  - High-quality scanning resolution for clear and accurate document reproduction.
  - Ability to scan various paper sizes, including letter, A3, legal, and custom size.
  - Fast scanning speed to enhance productivity.
2. Automatic File Renaming:
  - Capability to automatically rename scanned files based on predefined rules or parameters.
  - Options to customize the file naming scheme, such as adding prefixes, suffixes, or timestamps.
  - **Integration with Bar code Recognition technology to extract text and incorporate it into the file name.**
3. Document Handling:
  - Automatic document feeder (ADF) for efficient batch scanning of multiple documents.
  - Duplex scanning functionality for scanning both sides of a document in a single pass.
  - Support for various paper weights and types, such as plain paper, receipts, and business cards.
4. Scanning and Digital Features:

- Compatibility with common file formats, such as PDF, JPEG, and TIFF.
  - Advanced scanning features, including color adjustment, image enhancement, and text recognition.
  - Integration with document management software or cloud storage services for easy storage and retrieval.
5. Connectivity and Compatibility:
- Compatibility with common operating systems (Windows, macOS, etc.) and scan drivers.
  - Network connectivity for seamless integration with our office network.
  - Support for mobile scanning options, such as scanning directly to mobile devices or cloud storage.
6. Maintenance and Support:
- Regular maintenance and servicing to ensure the optimal performance of the scanning machine.
  - Availability of replacement parts and consumables.
  - Technical support and assistance to address any issues or concerns.

## **Paper Shredding Machine**

To ensure that the paper shredding machine aligns with our requirements, I would like to request a machine with the following specifications:

1. Shredding Capacity:
  - Adequate sheet capacity to handle our typical document shredding needs.
  - Capability to shred other materials, such as credit cards, CDs, or DVDs.
2. Shredding Security:
  - Cross-cut or micro-cut shredding technology for enhanced security.
3. Shredding Speed and Run-time:
  - Efficient shredding speed to optimize productivity.
  - Continuous operation without overheating or requiring frequent cool-down periods.
  - Sufficient bin capacity to minimize the need for frequent emptying.
4. Jam Prevention and Easy Maintenance:
  - Jam detection and auto-reverse functionality to prevent paper jams.
  - Simple and user-friendly maintenance procedures, such as oiling or cleaning.
5. Safety Features:
  - Protection against overheating or overload situations.
6. Size and Portability:
  - Large size design suitable for our office environment (Optional A3 Size).
  - Portability features, such as wheels or handles, for easy relocation if required.
7. Maintenance and Support:
  - Regular maintenance and servicing to ensure optimal performance.
  - Availability of replacement parts and accessories.
  - Timely technical support and assistance to address any issues or concerns.

## **General Conditions**

1. Interested bidders are requested to submit the competitive offer for the above work strictly as per the instructions and terms & conditions mentioned in this document.
2. The covers should be super scribed as **“Quotation for Supply and installation of Devices” for Examination Section.**
3. The quotations must be accompanied with the following:
  - a. Bidder information sheet (Annexure-I)
  - b. Price offer (ANNEXURE-II)
  - c. Non refundable Processing fee of **Rs.2000/- (Rupees One Thousand only)** in the form of DD from any Scheduled Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
  - d. Earnest Money Deposit **Rs.25,000/- (Twenty Five Thousand Rupees Only)** in the form of DD from any Scheduled Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
  - e. Copy of GST Registration Certificate.
  - f. Copy of PAN card.
4. RGUKT reserves the right to reject any/all quotations (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
5. Conditions of the Contract:
  - a. The rates mentioned shall be valid for a period of 90 days.
  - b. The items must be delivered within **15 days** from the date of award of the contract.
  - c. **Payment terms:** 100% against satisfactory delivery and installation of the materials on getting satisfactory report from the authorities concerned.
  - d. The prices should quote inclusive of all taxes, transportation, loading, unloading and installation charges.
  - e. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
  - f. Work Experience certificate is mandatory.
6. Submission of the quotation will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the University to accept the lowest quotation

& no explanation shall be given for the cause of rejection of quotation to any bidder.

**Address for sending of sealed quotations:**

Procurement Section, AB-3,  
RGUKT- Basar, Mudhole Road,  
Nirmal District, Telangana -504107.  
Call:

**Director**

## ANNEXURE-I

### The bidder information sheet:

1	Name of the organization				
2	Year of establishment				
3	Complete postal address				
4	Name & Designation of Authorized person				
5	Phone No.				
6	Fax No.				
7	Email				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	<b>Bank Details of the Agency:</b>				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No.				
11	TIN No.				
12	Total No. of branch offices in Telangana				
13	Bid Document Fee (Non refundable)		Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :		
14	<b>Experience Details (if any):</b>				
	S.No.	Name of the Organization (along with contact details)	Year of supply	Items Supplied	Item value

**ANNEXURE-II**  
**PRICE OFFER**  
**(On firm/Agency Letter Head)**

SNO	Description	Qty	Unit Price	GST	Total Price
1	High Speed Advanced Xerox Machine	1 No			
2	Multifunctional Advanced Printing Machine	1No			
3	Paper Shredding Machine	1No			
4	9000 Duty Certificate Scanner	1No			
5	Paper Counting Machine	1No			

**Note:**

- 1) Bidders are encouraged to quote for all the make & models. RGUKT has right to opt for any of item based on the recommendations of the technical committee.
- 2) The prices are to be quoted inclusive transportation and installation charges.

**Signature of the bidder along  
with seal**