



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

Basar , Nirmal District  
Constituted under the Act 18 of 2008

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**Ref: RGUKT-B/Proc/Xerox/Q08/2019, dated.15.02.2019**

**NOTICE INVITING QUOTATIONS**

Description	:	Supply and installation of Multifunction Xerox machine
NIQ No	:	RGUKT-B/Proc/Xerox/Q08/2019
<b>Last date for submission</b>	:	<b>22.02.2019 by 05:00PM</b>

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed Quotations (single bid system) for supply and Installation of Multifunction Xerox machine for RGUKT, Basar located in Nirmal District of Telangana State.

\* Bidders may quote for one or more make & models.

- Interested bidders are requested to submit the competitive offer for the above items strictly as per the instructions and terms & conditions mentioned in this document.
- The covers should be super scribed as **“Quotation for Xerox machine, RGUKT Basar Campus”**
- The quotations must be accompanied with the following:
  - Bidder information sheet (Annexure-I)
  - Price offer (ANNEXURE-II)
  - Non refundable Processing fee of **Rs.500/- (Rupees Two thousand only)** in the form of DD from any Scheduled Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
  - Copy of GST Registration Certificate.
  - Copy of PAN card
- 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.
  - conditions of the Contract:
    - The rates mentioned shall be valid for a period of 90 days.
    - The items must be delivered within **10 days** from the date of award of the contract.

- a. **Payment terms:** 100% against satisfactory delivery and installation of the materials on getting satisfactory report from the authorities concerned.
  - b. The prices should quote inclusive of all taxes, transportation, loading, unloading and installation charges.
  - c. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
7. 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.

**8. Address for sending of sealed quotations:**

Procurement Section, AB-3,  
 RGUKT- Basar, Mudhole Road,  
 Nirmal District, Telangana -504107.  
 Call:96520 67897

**Vice-Chancellor**

**Specifications:**

<b>Type of Machine</b>	Multifunction Machine
<b>Features</b>	copy / Print / Scan
<b>Print Technology</b>	Laser
<b>Connectivity</b>	Network
<b>Cartridge Technology</b>	With Separate Drum and Toner
<b>Type of Printing</b>	B/W - Mono
<b>Platen/Flatbed Size</b>	A3
<b>Paper Size (Original/Image)</b>	A3/A3
<b>Resolution</b>	Print :1200 x 1200 DPI Copy : 600 x 600 DPI
<b>RAM size</b>	2 GB
<b>processor</b>	1.05 GH Dual core
<b>Minimum Speed per Minute in A4 Size-Mono (PPM)</b>	25
<b>First copy out time</b>	6.8 seconds B
<b>User Interface</b>	7" Touch Screen
<b>Scanning</b>	Network
<b>Duplexing Feature Availability</b>	Yes
<b>Networking Feature Availability</b>	Yes
<b>Network Interface</b>	Ethernet 10/100/1000

<b>Original Feed Type - Duplex</b>	DADF
<b>Feeder Capacity (Number)</b>	110
<b>Number of Main Tray(Number)</b>	2
<b>Total Main Tray Capacity</b>	1040
<b>Bypass Facility</b>	Yes
<b>Bypass Tray Capacity</b>	100
<b>Duty Cycle/Month (Number of Prints)</b>	107000
<b>Scan to USB</b>	YES
<b>Scan formats</b>	PDF, JPEG, TIFF, XPS, PDF/A( searchable)
<b>Print features</b>	Bi directional real time status, Skip blank pages, secure print
<b>Copy features</b>	Annotation (Page Numbers, Comments, Date Stamp, Bates Stamping)* Auto-color Sensing Automatic Background Suppression Book Copying with Center Erase Booklet Copying* Collation Color Balance Color Effects Darkness Control Edge Erase Front Cover ID Card Copy Image Enhancement Lighten/Darken N-up Reduce / Enlarge 25% to 400%
<b>Device Security</b>	AES 256-bit Encryption, Role Based Permissions, Cisco® Identity Services Engine (ISE) Integration
<b>Accounting</b>	Job based accounting with color restrictions
<b>Controller features</b>	Unified Address Book, Configuration Cloning, Scan Preview, Extensible Interface Platform®, App Gallery, Standard Accounting, Network Accounting Enabled, Online Support (accessed from the user interface and print driver)
<b>Operating System</b>	Unified Address Book, Configuration Cloning, Scan Previous Extensible Interface Platform®, App Gallery, Standard Accounting, Online Support (accessed from the user interface and print driver)
<b>Stand</b>	Stand suitable
<b>Warranty</b>	1 year

## 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

S.No	Item Description	Qty	Unit Price	GST	Total Price
1	Multifunction Xerox Machine	1			

**Note:**

- 1) Make and Model is to be mentioned for each item.
- 2) 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.
- 3) The prices are to be quoted inclusive transportation and installation charges.

**Signature of the bidder  
along with seal**