

**KERALA AGRICULTURAL UNIVERSITY**

**College of Agriculture, Vellayani**

**Thiruvananthapuram-695 522**

**Phone: 0471-2388002, 2381829**

SP (1)/9194/2024

Dated 19.08.2024

**TENDER NOTICE**

Sealed competitive tenders are invited from the firms for the **Supply and Installation of Printer cum Photocopier machine for the use in Dean Office, College of Agriculture, Vellayani** as per the specifications and terms & conditions detailed below.

<b>Item</b>	<b>Specification</b>		<b>Qty</b>
Printer cum photocopier system	<b>Machine Type</b>	Monochrome Laser Multifunctional(A3/A4)	1
	<b>Core Functions</b>	Print, Copy, Scan, Send and Optional Fax	
	<b>Control Panel</b>	17.78cm (7in) TFT LCD WVGA color Touch panel(minimum)	
	<b>Memory</b>	2.0GB RAM or above	
	<b>Interface Connection</b>	NETWORK Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n) OTHERS Standard: USB 2.0 (Host) x3, USB 2.0 (Device) x1	
	<b>Paper Supply Capacity (A4, 80 g/m<sup>2</sup>)</b>	Standard: 330 sheets Maximum: 580 sheets (with Additional Cassette Feeding included)	
	<b>Paper Output Capacity (A4, 80 g/m<sup>2</sup>)</b>	Standard: 250 sheets Maximum: 250 sheets	
	<b>Finishing Capabilities</b>	Standard model: Collate, Group	
	<b>Supported Media Types</b>	Multi-purpose Tray: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Label, Pre-punched, Envelope Paper Cassette: Plain, Recycled, Color, Pre-punched	
	<b>Supported Media Sizes</b>	Multi-purpose tray: Standard size: A3, A4, A4R, A5, A5R, B4, B5, B5R, Envelopes [No. 10(COM 10), Monarch, ISO-C5, DL] Custom Size/Free Size: Min.95.0 x139.7 mm up to 297.0 x431.8 mm Paper Cassette: Standard size: A3, A4, A4R, A5R, B4, B5, B5R	
<b>Copy Speed</b>	25ppm.(minimum)		
<b>Duplex</b>	Automatic Duplex included		

Cost of tender forms

Particulars	Cost (Rs.)
Supplies costing above Rs.1,00,000/- to Rs. 10 lakh	0.2 % of the quoted amount rounded to the nearest multiple of Rs.100/-subject to a minimum of Rs.400/- and maximum of Rs.1500/- + GST@18% (extra).
Supplies costing above Rs.10 lakh	0.15 % of the quoted amount rounded to the nearest multiple of Rs.100/-subject to a maximum of Rs.25000/- +GST18@% (extra)

**Last date & time of receipt of tender** : 04/09/2024 1PM  
**Date & time of opening of tender** : 04/09/2024 3PM

Terms and conditions:

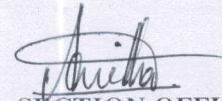
1. The envelope containing the tender should be superscribed as “**Supply and Installation of Printer cum Photocopier machine in Dean Office, College of Agriculture, Vellayani**” and should be addressed to the **Dean of Faculty, College of Agriculture, Vellayani, Thiruvananthapuram-695 522.**
2. Each tender should be accompanied by Earnest Money Deposit (EMD) of 1% of the cost of the quoted items (subject to minimum of Rs.1500/-) by way of two crossed Demand Drafts separately for tender fee and EMD drawn in favour of the **Dean of Faculty, College of Agriculture, Vellayani payable at State Bank of India, Vellayani.**Late and incomplete tenders and tenders without EMD, tender fee and agreement will not be accepted.Firms who are exempted from the payment of EMD should furnish a copy of the currently valid certificates from Stores Purchase Department, Govt.of Kerala.
3. The tender should be accompanied by an agreement in Kerala Stamp Paper worth **Rs.200/-** and format can be downloaded from the website [www.kau.in](http://www.kau.in). Withdrawal of tender after its acceptance or failure to supply the items or not according to the specifications will entail cancellation of the tender.
4. The successful tenderer should execute an agreement in Kerala stamp paper worth **Rs.200/-** and furnish a **Security Deposit of 5%** of the cost of items quoted in the form of Term Deposit /Bank Guarantee/Demand Draft drawn in favour of the **Dean of Faculty, College of Agriculture, Vellayani** payable at the State Bank of India, Vellayani when directed from this office. The format of the agreement can be downloaded from the above website.
5. The item should be delivered at the site and the rate quoted for the item should be inclusive of installation charges, taxes and other charges, if any, and should be valid for one-year w.e.f. the date of issue of supply order:
6. Tenders will be opened in the presence of the tenderers who may be present at that time.
7. If the date of opening the tender happens to be a holiday due to unexpected circumstances like bandh, hartal etc., quotations will be opened on the next working day at the same place and time.

8. The Dean of Faculty, College of Agriculture, Vellayani has the right to accept or reject any or all of the offers without assigning any reason. The decision of the undersigned in finalizing the tenders will be the final and binding.
9. The supply order will be placed immediately on the confirmation of the tender and availability of funds.
10. The period of warranty for the items should be stated separately.
11. Tenders insisting payment in advance either full or part are liable for rejection.
12. On acceptance, the supply order will be placed and invoice should be addressed to the Dean of Faculty, College of Agriculture, Vellayani after the construction of structure.
13. The items should be supplied and installed within 15 days from the date of receipt of supply order and no extension of date is allowed for supply.
14. Payment as per the invoice will be made only after supply and installation of the item as per specifications and tenderer is liable to rectify/replace the defective articles/work immediately on receipt of intimation. TDS on GST @ 2% will be deducted on payment made to the supplier, where the total value of supply under individual contract in excess of 2.5 lakhs.
15. The EMD/Security Deposits furnished will be forfeited in case the contract is not fulfilled as per the terms and conditions mentioned in the tender notice and agreement.
16. All the rules and regulations applicable to Government tenders will be applicable to this tender also(Contact No:9447586226)

Sd/-  
Dean of Faculty

To

1. KAU website
2. Notice board (College, Main gate)

  
SECTION OFFICER  
