



**OFFICE OF THE REGISTRAR  
KHALLIKOTE UNITARY UNIVERSITY, BERHAMPUR  
PIN CODE- 760 001, GANJAM, ODISHA**

**Ref: Short Quotation Call Notice No. 1555 Dated 12.07.2024**

**QUOTATION CALL FOR PRINTER**

Sealed quotations are invited from registered firms/authorized suppliers/dealers having IT, Pan and up-to-date GSTN registration towards supply of **Printer** to the Khallikote Unitary University, Berhampur.

**Terms & Conditions:**

1. Tenders are invited under two parts i.e. **(i) Technical bid** and **(ii) Financial bid**. The bidders are required to submit technical and financial bids separately. The bids in sealed **Cover-I** containing **"Technical bid"** and **Cover-II** containing **"Financial bid"** should be placed in a third sealed cover super scribed **"Quotation for Printer"** and it must reach the undersigned **on or before 06.08.2024** & tenders will be opened on the next day **(07.08.2024)** at **03.00 pm**.
2. The quotations should be sent to the **Registrar, Khallikote Unitary University, Berhampur, Ganjam, Odisha-760 001** through **Registered Post/ Speed Post** or they can also be submitted in the Office during the office hours within the stipulated date line.
3. The Vendor should be exclusively a manufacturer/ dealer/ authorized distributor of the articles and should have registered office anywhere in India & should have a show room/ authorized dealer/ authorized partner in Odisha.
4. The firm shall submit list of reputed organizations/Institutions, where similar orders have been executed, if any. Copy of the Purchase Order awarded from the reputed organizations provided along with this bid.
5. These quotations shall remain in force for the Financial Year 2024-25.
6. Materials in good condition should be delivered at the Central Stores, Khallikote Unitary University, Berhampur- 760001.
7. In case of imported articles, the selected firm will take necessary steps for exemption of Custom Duty etc. at its own risk.
8. Copy of IT of previous three financial years, PAN Card, valid & up-to-date GST Registration Certificate and Audited Financial Statement of previous three financial years must be enclosed with Quotation/Tender Paper.
9. The quoted rates must be valid for a minimum period of one year from the date of tender papers.
10. Quotation/Tender, incomplete in any respect, is liable for rejection.

11. The Financial Bid of only those bidders will be opened whose Technical Bids are qualified.
12. The University reserves all the rights to modify the terms & conditions, extension of last date of receipt of Quotation and to accept / negotiate / reject any or all Quotations in full or in part without assigning any reason thereof.
13. Depending on the urgency of the situation, penalty shall be imposed in case of delay in delivery of goods and services.
14. The firm should supply the articles within one week from the date of issue of Purchase/Supply Order.
15. Payment shall be made after necessary verification of the goods. Goods and Service providers cannot claim any penalty or interest in case of delay in Payment caused due to verification of the quality and quantity of the Goods by the competent technical person of the University.
16. If the supplied item is not as per the specifications or damaged (if found during verification) the supplier shall replace the same immediately at his own expenses.
17. **Any change in the schedule will be informed through university website <https://kuu.ac.in/>.**

#### **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application Form (Annexure-A)
2. Filled in Form (Annexure-B)
3. Self-Attested copy of PAN Card
4. Self-Attested copy of IT of previous three financial years
5. Self-Attested copy of up-to-date GST Registration Certificate
6. Self-Attested copy of MSME registration Certificate (if any)

  
Registrar  
Khallikote Unitary University, Berhampur

## APPLICATION FORM

(to be filled in by the bidder)

Sl. No.	Information Required	Information given
1	Name of the Supplier/Firm	
2	Full Address	
3	Name of the Contact person with Contact number	
4	E-mail address	
5	Date of establishment of the firm	
6	GSTN No. (attach photocopy of certificate)	
7	Bank Account Number (with a copy cancelled cheque)	
8	Name of the Bank	
9	Name of the Bank Branch	
10	IFSC code of Bank	
11	MICR Code of Bank	

Certified that,

1. I/we have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The agency (or any of its members) has neither blacklisted by any central or state government organizations or any litigation pending with any of these department or Courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at later stage, our bids may be summarily rejected.

Name & Authorized signatory with date and seal

( Information to be filled in by the bidder)

Sl. No.	Item	Specification	Brand Name specify (Yes/ No)			Remarks
			HP	Canon	EPSON	
1	Leser Jet Multi-Functioning Printer	Print-Scan-Copy				
		Auto Duplex Printing Function				
		ADF				
		USB and Wi-Fi (Both) Connectivity				
		Black and White				
		High Resolution Scan				
		Minimum 01-year Warranty (price of extended warranty)				
2	Ink-tank Colour Printer	Print-Scan-Copy				
		Colour Output				
		USB and Wi-Fi (Both) Connectivity				
		High Resolution Scan				
		Minimum 01-year Warranty (price of extended warranty)				
3	Leser Jet Printer	Print-Scan-Copy				
		USB and Wi-Fi (Both) Connectivity				
		Black and White				
		High Resolution Scan				
		Minimum 01-year Warranty (price of extended warranty)				

*Handwritten signature/initials*

Name & Authorized signatory with date and seal

**FINANCIAL BID**  
(to be filled in by the bidder)

Sl. No.	Item Description	Amount per Unit (including GST and all charges) (in Rs.)		
		HP	Canon	EPSON
1	Leser Jet Multi-Functioning Printer			
2	Ink-tank Colour Printer			
3	Leser Jet Printer			



Name & Authorized signatory with date and seal