



**Guru Nanak Dev University, Amritsar**  
(General Branch)  
(Established by the State Legislature Act No.21 of 1969)

Accredited at "A" grade level by NAAC and  
awarded "University with Potential for Excellence"  
status by UGC

Ph : 0183-2258802-09  
0183-2450601-14  
Ext. : 3086

No. \_\_\_\_\_/Gen.

Dated \_\_\_\_\_

**Sub: Quotation for PER COPY RATE of RISO Scanner in various branches of Administrative Block , Guru Nanak Dev University, Amritsar.**

Sir,

You are requested to send the Per Copy Rates , terms and conditions with **FINANCIAL BID and TECHNICAL BID** having detailed technical information with specification of all the **MODELS** for which rates are quoted, must be attached and **prepared separately** and then dispatched in one **ENVELOPE**. The quotation should be by **REGISTERED POST/SPEED POST/Courier AND ADDRESSED TO REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR** so as to reach this office on or before **13.08.2020**. Please note that the postal envelope should be duly Superscribed with "**Quotation for PER COPY RATE FOR RISO Scanner due on 13.08.2020**". The Terms & Conditions which are as under:-

**Terms & Conditions:-**

- Sealed quotations are invited as per copy rate for RISO Scanner in the Guru Nanak Dev University, Amritsar, initially for a period of **FIVE year** from the date of award of contract on the terms & conditions stipulated herein below.
- The Authorized Dealership Certificate of the RISO Company must be attached
- Minimum Annual Turnover required in at least one of three preceding financial years (2016-17 or 2017-18 or 2018-19) shall be Rs. 1 lakh. Proof to be attached
- Attach the copy of Pan Card, Income Tax Return for last three preceding Financial year (2016-17 or 2017-18 or 2018-19).
- The firm should not have been blacklisted / terminated & debarred in past. The firm is required to submit a declaration to that effect in the affidavit attested by a notary.
- Earnest money Deposit of Rs. 20,000/- in the form of Demand Draft in favour of "Registrar, Guru Nanak Dev University, Amritsar" payable at Amritsar.
- If there is any query, the Firm can contact Assistant Registrar(General), Guru Nanak Dev University, Amritsar.

NOTE: If at any stage the details submitted are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.

- Machines, Space ,Electricity,paper, labour will be provided by the University whereas maintenance of the equipment (to ensure that these are in prefect working condition) will be the responsibility of the firm. The firm is responsible for any kind of damage, Consumables, service, hardware etc.

All the consumables required like Master Roll, Ink Tubes, spare parts and material etc. will be provided by the firm. The Print quality must be superior.

- The payment shall be made to the firm on monthly basis on the basis of demand slips received from the branches/branch head. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the Head of the Branch/officers concerned, after completion of every month. The payment will be made within 30 days after raising the bill.

- The contract will initially be awarded for a period of FIVE year which may be extended further on the same rates, terms & conditions subject to satisfactory services by the firm.
- The University has the right to terminate the contract in case the performance and the service rendered by the firm is found to be unsatisfactory, by giving a notice of 7 days.
- The security of the unsuccessful firm will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, after the Contract period is over.
- The security shall stand forfeited if a firm withdraws or amends the quotation or in case successful quoter fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal .
- The University reserves the right to accept or reject the quotation, in whole or in part thereof, without assigning /specifying any reason thereof.
- In case of any dispute, the decision of Registrar shall be final & binding upon the firm.
- It is to be Certified that I have submitted all correct documents& Statements. In case any statement or document is found false at any stage, the University may take action as it may deem fit and it may lead to disqualification at any subsequent stage.

**Note:- The price to be quoted must include GST as may be applicable**

Assistant Registrar(General)  
for Registrar



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**Sub: Quotation for PER COPY RATE of Ricoh Photocopier in various branches of Administrative Block , Guru Nanak Dev University, Amritsar.**

Sir,

You are requested to send the Per Copy Rates , terms and conditions with **FINANCIAL BID and TECHNICAL BID** having detailed technical information with specification of all the **MODELS** for which rates are quoted, must be attached and **prepared separately** and then dispatched in one **ENVELOPE**. The quotation should be by **REGISTERED POST/SPEED POST/Courier AND ADDRESSED TO REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR** so as to reach this office on or before **13.08.2020**. Please note that the postal envelope should be duly Superscribed with "**Quotation for PER COPY RATE FOR PHOTOCOPIER OF RICOH due on 13.08.2020**". The Terms & Conditions which are as under:-

**Terms & Conditions:-**

- Sealed quotations are invited for photocopying of various documents etc. as per copy rates basis in the Guru Nanak Dev University, Amritsar, initially for a period of **FIVE year** from the date of award of contract on the terms & conditions stipulated herein below.
- The Authorized Dealership Certificate of the Ricoh Company must be attached
- Minimum Annual Turnover required in at least one of three preceding financial years (2016-17 or 2017-18 or 2018-19) shall be Rs. 1 lakh. Proof to be attached
- Attach the copy of Pan Card, Income Tax Return for last three preceding Financial year (2016-17 or 2017-18 or 2018-19).
- The firm should not have been blacklisted / terminated & debarred in past. The firm is required to submit a declaration to that effect in the affidavit attested by a notary.
- Earnest money Deposit of Rs. 20,000/- in the form of Demand Draft in favour of "Registrar, Guru Nanak Dev University, Amritsar" payable at Amritsar.
- If there is any query, the Firm can contact Assistant Registrar(General), Guru Nanak Dev University, Amritsar.

NOTE: If at any stage the details submitted are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.

- Machines, Space ,Electricity,paper, labour will be provided by the University whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm. The firm is responsible for any kind of damage, Consumables, service, hardware etc.

All the consumables required like toner, drum, spare parts and material etc. will be provided by the firm. The Print quality must be superior.

- The payment shall be made to the firm on monthly basis on the basis of demand slips received from the branches/branch head. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the Head of the Branch/officers concerned, after completion of every month. The payment will be made within 30 days after raising the bill.

- The contract will initially be awarded for a period of FIVE year which may be extended further on the same rates, terms & conditions subject to satisfactory services by the firm.
- The University has the right to terminate the contract in case the performance and the service rendered by the firm is found to be unsatisfactory, by giving a notice of 7 days.
- The security of the unsuccessful firm will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, after the Contract period is over.
- The security shall stand forfeited if a firm withdraws or amends the quotation or in case successful quoter fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal .
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**Sub: Quotation for PER COPY RATE of XEROX PHOTOCOPIER in various branches of Administrative Block , Guru Nanak Dev University, Amritsar.**

Sir,

You are requested to send the Per Copy Rates , terms and conditions with **FINANCIAL BID and TECHNICAL BID** having detailed technical information with specification of all the **MODELS** for which rates are quoted, must be attached and **prepared separately** and then dispatched in one **ENVELOPE**. The quotation should be by **REGISTERED POST /SPEED POST /Courier AND ADDRESSED TO REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR** so as to reach this office on or before **13.08.2020**. Please note that the postal envelope should be duly Superscribed with "**Quotation for PER COPY RATE OF XEROX PHOTOCOPIER due on 13.08.2020**". The terms & conditions which are as under:-

**Terms & Conditions:-**

- Sealed quotations are invited for photocopying of various documents etc. as per copy rates basis in the Guru Nanak Dev University, Amritsar, initially for a period of **FIVE YEAR** from the date of award of contract .
- The Authorized Dealership Certificate of the Xerox Company must be attached
- Minimum Annual Turnover required in at least one of three preceding financial years (2016-17 or 2017-18 or 2018-19) shall be Rs. 1 lakh. Proof to be attached.
- Attach the copy of Pan Card, Income Tax Return for last three preceding Financial year (2016-17 or 2017-18 or 2018-19).
- The firm should not have been blacklisted / terminated & debarred in past. The firm is required to submit a declaration to that effect in the affidavit attested by a notary.
- Earnest money Deposit of Rs. 20,000/- in the form of Demand Draft in favour of "Registrar, Guru Nanak Dev University, Amritsar" payable at Amritsar.
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NOTE: If at any stage the details submitted are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.

- Machines, Space ,Electricity,paper, labour will be provided by the University whereas maintenance of the equipment (to ensure that these are in perfect working condition) will be the responsibility of the firm. The firm is responsible for any kind of damage, Consumables, service, hardware etc.

All the consumables required like toner, drum, spare parts and material etc. will be provided by the firm. The Print quality must be superior. The dealer will be responsible for genuine and original material.

- The payment shall be made to the firm on monthly basis on the basis of demand slips received from the branches/branch head. For this purpose, the firm should submit pre-receipted bill/invoice of their claim with the requisition duly signed and stamped by the Head of the Branch/officers concerned, after completion of every month. The payment will be made within 30 days after raising the bill.

- The contract will initially be awarded for a period of FIVE year which may be extended further on the same rates, terms & conditions subject to satisfactory services by the firm.
- The University has the right to terminate the contract in case the performance and the service rendered by the firm is found to be unsatisfactory, by giving a notice of 7 days.
- The security of the unsuccessful firm will be released, without any interest, after finalization of the contract. EMD of the successful bidder will be released, without any interest, after the Contract period is over.
- The security shall stand forfeited if a firm withdraws or amends the quotation or in case successful quoter fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal .
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