



**JAWAHAR NEHRU TECHNOLOGICAL UNIVERISTY:  
KAKINADA**

**KAKINADA – 533 003. A P, INDIA.**

***Tender Notice No. JNTUK/DE/2017-18/Furniture & Equipment/2017, dt. 13/10/2017.***

The sealed tenders are invited for the following items.

Furniture, Equipment, Web Cameras, Bio-Metric door lock system, networking etc., as listed for newly constructed “**University Examination Center**” for JNTUK, Kakinada for the year 2017-18 are the tender items. The last date and time for tenders schedule are as given below.

Bid calling date	13-10-2017
Bid closing date/time	25-10-2017 at 02:00 PM
Bid opening date/time	25-10-2017 at 03:00 PM
Bid Document Fee (for each item)	Rs. 2000/-
JNTUK Contact person	Director of Evaluation
JNTUK Reference No.	0884 - 2300911

Sd/-  
**Registrar**

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA  
KAKINADA – 533 003. - A P – INDIA.

**TENDER NOTICE**

Tender Notice No. JNTUK/DE/2017-18/Furniture/Networking, Equipment &  
Transportation /2017, dt. 13/10/2017.

Sealed Tenders are invited for procurement of Furniture & Equipment, Web Cameras, Bio-Metric door lock system, networking etc., as listed for newly constructed University Examination Center, JNTUK.

The Tender application forms can be obtained from the office of the Registrar,  
JNTUK, Kakinada for details visit [www.jntuk.edu.in](http://www.jntuk.edu.in).

Last date of receipt of Tenders is 25-10-2017, at 02:00 PM

Size: 8 X 3

***Sd / REGISTRAR***

***INVITATION OF TENDERS  
FOR***

***Item -5***

AMC for Xerox machines Printing of various certificates Colour, Black & White available in the University Examination Center for the year-2017-18.

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Tender No: JNTUK/University Examination Center/Xerox Machines/2017-18.



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA**  
**(Established by Andhra Pradesh Act No.30 of 2008)**  
**Kakinada, Andhra Pradesh (India)**

## **INVITATION OF TENDER AND INSTRUCTIONS TO TENDERERS**

Jawaharlal Nehru Technological University Kakinada invites tenders for Supply of Stationery Viz Big size Tar line covers, Cloth line covers with gum stick, O.D folders, Graph sheets, semi log graph sheets, Main Answer sheets 4 pages and Additional sheets 2 pages for utilization in the University Examination Center for the year 2017-18.

The tender schedules can be downloaded from the University website [www.jntuk.edu.in](http://www.jntuk.edu.in). JNTUK, Kakinada. on payment of Rs.1000/- (Rupees One thousand only), which is non-refundable and in the form of crossed Demand Draft drawn on any Nationalized Bank in favor of the Registrar, JNTUK, Kakinada.

The Tenderer should go through the specifications of the “**Tender Specifications**” carefully and strictly abide by the same.

### **PRE-QUALIFICATION CRITERIA**

1. The firm should have average annual turnover of Rs.20 Lakhs or above in the last 3 years.
2. The tenderer should furnish the following documents along with the tender form, failing which their tender is liable to be rejected
  - a. Name and full detailed postal address of the firm with phone numbers.
  - b. GST registration photo copy and latest VAT/GST clearance certificate.
  - c. Tender schedules for price bid should be given in separate envelope.

### **Earnest Money Deposit (EMD):**

A Demand Draft for **Rs.20,000/- (Rupees Twenty thousand only)** drawn in favor of the Registrar, JNTUK, Kakinada towards EMD must accompany the Tender. Tenders without EMD will be rejected. The EMD will be refunded to all the tenderers (except successful tenderer) once the University enters into the contract with the successful tenderer. After placing order if a tenderer fails to execute the work within the stipulated time schedules such tenderers EMD will be forfeited.

### **Prices:**

The prices quoted should be inclusive of all taxes.

### **Validity:**

The tenders should be valid for acceptance up to a period of 12 months. The tenderers should be ready to extend the validity, if required at the discretion of the University. The price escalation up to maximum of 5% may be considered for the extension with necessary supporting documents.

### **Delivery:**

The Stationery to be properly packed and delivered to JNTU Kakinada should be completed as per the time schedules given by the University.

### **Terms of Payment:**

100% of payment shall be made by the JNTUK, Kakinada after receipt of stationery, and completion of personalisation by the University without any issues.

### **Instructions regarding filling tender:**

- i. If any modifications of the schedule are considered necessary, the tenderers should communicate the same by means of separate letter sent with the Tender.

- ii. The tender is liable to be rejected if incomplete or incorrect information is furnished or facts are suppressed, or conditional offer is made.
- iii. The tenderer should submit with the following covers:

**Price bid**

Price offered should be submitted in the enclosed Price Bid format enclosed in this Tender Schedule. The tenderer should quote for the all items given in the price bid. Partial quotations will not be considered.

Refer Annexure– I Specifications of Stationery.

**Delivery of Tender:**

The tenderers shall submit their Tender documents in sealed cover:

Price Bid with the superscription “**Supply of Stationery - for JNTUK, Kakinada for the year 2017-18**” and **One cover should be kept in another sealed cover should be addressed to: The Registrar, JNTUK, Kakinada.** super scribed on the right hand side with the “**Supply of Stationery - for JNTUK, Kakinada for the year 2017-18**” and should indicate clearly the name and address of the tenderer. In addition, left hand corner of the envelope / container should indicate the Tender Number, date and time of opening of tender. Right is reserved to ignore any tender which fails to comply with the above instructions. All tenders should be sent by Registered post or through messenger handed over to the above named officer or to the person authorized by him to receive the tender on his behalf of this office and acknowledgement obtained. It is the responsibility of the tenderer to see that his tender offer is delivered by him within the specified date and time at the above address. All further communication should be addressed to the Officer named above and by title only.

**Last Date & Time for receipt of Tender:**

The tender must reach Registrar, JNTUK, Kakinada. not later than **25-10-2018 at 2.00 PM.** Tenders submitted after the specified date and time shall not be considered and no intimation will be sent in this regard.

**Firm may depute their representative available 25-10-2018 at 3.00 PM at the time of opening Tenders.**

**Period for which offer will remain open:**

The tender shall remain open for acceptance until twelve months from the last day of the receipt of the Tender. If the day up to which the offer is to remain open has been declared to be closed holiday by the University, the offer shall remain open till next working day.

The tenders qualified by any vague and indefinite expression such as ‘subject to immediate acceptance, subject to prior sale’ or other conditional tenders will not be considered.

**Right to Acceptance:**

The University does not bind itself to accept the lowest or any tender and reserves the right of accepting whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the rate quoted. The University reserves the right to reject any or all offers received in response to the tender or cancel, withdraw the tender notice without assigning any reason.

**Results of Tender:**

Acceptance of Tender shall be communicated by letter of acceptance of formal acceptance of the tender to the successful tenderer.

**The University reserves the right to reject or cancel the tenders without assigning any reason.**

**Warranty declaration:**

We warrant that everything to be supplied by us here under shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality

and material of the type ordered shall be in full conformity with the specifications. We shall be fully responsible for its quality.

The obligations under the warranty expressed above shall include all costs relating to the quality of the material and transport charge from site to the desired destination.

**Signature of the witness**

**Signature of the Tenderer**

**BID PARTICULARS:**

- 1. Name of the Bidder :
  - 2. Address of the Bidder :
  - 3. EMD Enclosed : Yes / No If Yes
- DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Amount \_\_\_\_\_

1. Name and address of the office to whom all reference shall be made regarding this Tender Invitation.

- Telephone :
- Fax No. :
- Mobile No. :
- E-mail :

- |                     |                     |
|---------------------|---------------------|
| Witness signature : | Witness Signature : |
| Name :              | Name :              |
| Designation :       | Designation :       |
| Address with Seal : | Address with Seal : |
| Date :              | Date :              |

**EVALUATION OF TENDERS**

- 1. The tenderer has to meet the Pre-Qualification Criteria prescribed in tender schedule and abide by all the terms and conditions stipulated in the tender schedule before the rates quoted by them are considered.
- 2. Any effort by the Agency to influence the University in the process of selection may result in the rejection of the tender.

3. The University is not bound to accept the lowest quotation and the decision of the University in regard to acceptance of quotations is final and conclusive in view of the sensitivity and confidentiality involved
4. The University reserves the right to inspect the infrastructure facilities of all operations involved in the process.
5. The University reserves the right to negotiate with any of the tenderer.
6. The University reserves the right to vary the quantities and/or split the order among the selected bidders.
7. The University reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
8. All the tenderers have to deposit Earnest Money as given in tender schedule. The tenders received without the required EMD shall be rejected without further reference. The EMD will be returned to the unsuccessful bidders.

**The tender is subjected to the following conditions:**

1. The firm has to quote basic price. The price should be FOR destination as per the direction of University. Rate should be inclusive of all taxes. Any vague statements such as “Extra” are not acceptable.
2. The payment will be as per the directions of University
3. The company invoice should be submitted to the University
4. The quotation must accompany the experience list of reputed organizations and educational institutions for having supplied similar stationary in the last 5 years.
5. Performance certificates about the performance of similar type of works from the heads of at least three reputed organizations should be submitted along with the tender.
6. It is not binding on the University to accept the lowest tender.
7. The University reserves the right to place order for individual items with different tenders. The quantities indicated herein can be modified without any intimation/notice. The University reserves the right to defer the purchase of any item without any intimation/notice.
8. The tenders should be valid for acceptance up to a period of 12 months.
9. The envelope must be super scribed with reference No. for which quotations are being submitted.
10. The successful tenderer should execute an agreement (in the prescribed format) on a non-judicial bond paper worth of Rs.100/- (Rupees one hundred only) in duplicate duly signed by the authorized officer/Managing Director of the firm for execution of agreement within 10 days from the date of finalization of selection.
11. All disputes if any which may arise out of the transaction have to be settled within the jurisdiction of Courts/High Court of Andhra Pradesh.
12. This service person should attend the call within 24 hours on all working days and Holidays.
13. Servicing all the Xerox and printing machines are to be made before and after the bulk printing the various certificates, marks memos and results processing.

14. The service person should attend quarterly visit as a part of AMC to the University Examination Center.

**REGISTRAR  
JNTU Kakinada**

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA  
(Established by Andhra Pradesh Act No.30 of 2008)  
Kakinada, Andhra Pradesh (India)**

**PRICE BID**

<b>Sl.No.</b>	<b>Particulars of AMC for Xerox Machines as per Specifications given below (Date of Purchase 8 Yrs -2008-09)</b>	<b>Rate per Annam.</b>
1	XEROX 5225      2 Nos. Black & White	
2	XEROX 5325      1 No. Black & White	
3	XEROX 7346      2 Nos. (Colour)	
4	XEROX 7545      1 No (Colour)	
<b>LINE PRINTERS</b>		
5	PRINTRONIX 2000      4 Nos	

**SPECIFICATIONS FOR XEROX MEACHINES**

1. A4 Size Printers/Scan/Copy
2. Duplex Printing, Network support
3. 600X600 Scan Resolutions
4. 1200X1200 Print Resolutions
5. One year Warranty
6. Zoom range: 25% to 400% (In 1% steps)
7. Copy speed (A4):25ppm or More
8. Copy memory : 32MB Standard (Expandable to 64MB)
9. Total paper capacity : 1000 sheets (Approx.)
10. (2 Tray with Bypass)