



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

**E-TENDER NOTICE FOR SUPPLY OF Printer, Scanner, Scanner (ADF) and Multifunction Printer**

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	e- tender notice for supply of Printer, Scanners and MFP at the Baba Farid University of Health Sciences, Faridkot and its constituent colleges located at different locations.  <b>1. Printer</b> <b>2. Scanner</b> <b>3. Multifunction Printer</b> <b>4. Scanner (ADF)</b>
Cost of the tender document:-	Rs.590/- (500/- + 18% GST) in the shape of online payment. <b>{Non refundable, under any circumstances}.</b>
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non- refundable).
EMD Amount :	Rs.70,000/- only (Rupees Seventy Thousand Only) In the shape of online payment.  <i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i>  <i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i>  <u>It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.</u>
Performance Security	The Earnest Money Deposit deposited by the successful bidder will be converted against the performance security and will be returned after the completion of guarantee/warranty.
Date of start of downloading of tender documents:-	immediate from the website of the Punjab Government i.e. <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. <a href="http://www.bfuhs.ac.in">www.bfuhs.ac.in</a>
Last date for downloading of the tender document:-	<b><u>12.09.2022 up to 12.30 pm</u></b>
Last date & Time for submission of	<b><u>12.09.2022 up to 1.30 pm</u></b>



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the tender documents:-	<b><u>(through online mode only)</u></b>		
Date of opening of the Tender documents (Technical Bids)	<p><b>By the next day from the last date of submission of tenders (by 5:00 p.m.) on the e- procurement portal of the Govt. of Punjab.</b></p> <p>However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement &amp; Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.</p>		
Date of Opening of the tender documents (Financial Bids)	<p><b>The opening date of financial bids of the technically qualified bidders will be informed on the university web site .</b></p> <p>on the e- procurement portal of the Govt. of Punjab.</p> <p>However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement &amp; Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.</p> <p>The University authorities will have right to decide any other date and time for the opening of the Financial bids</p>		
Address for the submission :	<p>The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.</p>		
Who can be contacted for obtaining more information about the tender.	<b>Sr. No.</b>	<b>Nature of Information</b>	<b>Name of the concerned Official with contact No:-</b>
	1	About the tenders and allied information:-	<p>Incharge, University Procurement &amp; Facility Department, Baba Farid University of Health Sciences, Faridkot. Phone:- 01639-250267, 256232, 256236, Email id:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a> (on all working days from 9.00 a.m. to 5.00 p.m.)</p>



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## SCOPE OF SUPPLY

E-tenders are invited from **Manufacturer/ Authorized Dealers/Authorized Distributors only** for supply of Printer, Multifunction Printer and Scanner at the different offices of the Baba Farid University of Health Sciences, Faridkot or its constituent colleges/ institutions located at different locations.

Sr. No.	item	Tentative Quantity required
1.	Printer (Make: HP, Cannon and Epson) (specifications Annexure "I")	160 nos.
2.	Multifunction Printer (Make: HP, Cannon and Epson) (specifications Annexure "II")	07 nos.
3.	Scanner(Make: HP, Cannon and Epson) (specifications Annexure "III")	71 nos.
4.	Scanner (ADF) (Make: HP, Cannon and Epson) (specifications Annexure "IV")	02 nos.

**Note:-**

- A) Each item must carry ONSITE warranty as per manufacturer. The bidder will attend the call within 24 hours of intimation.
- B) The L1 Bidder may be called for negotiation by the University (if required).
- C) The GST will be paid extra as per the norms of the Govt. so bidders are advised to quote their basic rates inclusive of all charges such as installation, FOR, carriage octroi or other type of charges but the GST will be paid extra.
- D) Quantity may be increase and decrease.



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**E-TENDER NOTICE FOR SUPPLY OF Printer, Scanner, Scanner (ADF) and Multifunction Printer**

## Specification for Printer

### Annexure - I

#### Specifications of Printer

<b>Print</b>	
Printing Method	Monochrome Laser Beam Printing
Print Speed	Simplex: A4: Up to 25ppm
	Duplex: A4: Up to 7.7spm (sheets per minute)
Print Resolution	600 x 600dpi
Print Quality with Image Refinement Quality	1200 x 1200dpi (equivalent)
	2400 (equivalent) x 600dpi
Warm-Up Time (From Power On)	10secs. or less
First Printout Time (FPOT)	Approx. 6secs.
Recovery Time (From Sleep Mode)	Approx. 0.5sec.
<b>Paper Handling</b>	
Paper Input (Standard)	250 sheets (based on 80g/m <sup>2</sup> )
Multi-Purpose Tray	1 sheet (based on 80g/m <sup>2</sup> )
Paper Output	100 sheets (face down) (based on 80g/m <sup>2</sup> )
Paper Sizes	Standard: A4, B5, A5, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL  Custom (Width: 76.2 - 216mm x Length 187 - 356mm)



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	Multi-Purpose Tray:	A4, B5, A5, Legal*1, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL/ Index card  Custom (Width: 76.2 - 216mm x Length 127 - 356mm)
Paper Weight	Standard:	60 to 163g/m <sup>2</sup>
	Multi-Purpose Tray:	60 to 163g/m <sup>2</sup>
Paper Type	Plain paper, Heavy Paper, Transparency, Label, Envelope, Index card	
<b>Connectivity and Software</b>		
USB Interface	USB 2.0 High Speed or higher	
Compatible Operating Systems*2	Windows 8.1 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Server 2012 (32 / 64-bit), Windows Server 2012 R2 (64-bit), Windows Server 2008 (32 / 64-bit), Windows Server 2008 R2 (64-bit), Mac OS 10.7.x - 10.9*3, Linux*3, Citrix (FR2 and later)	
<b>General Specification</b>		
Device Memory	32MB or higher	
Maximum Power Consumption	1100W or less	
Power Requirement	220 - 240V (±10%), 50 / 60Hz (±2Hz)	
Toner Cartridge		2,100 pages or higher
Monthly Duty Cycle	Up to 8,000 pages	
Recommended Monthly Print Volume	500 - 1,500 pages	



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**E-TENDER NOTICE FOR SUPPLY OF Printer, Scanner, Scanner (ADF) and Multifunction Printer**

## Annexure - II Specifications of Multifunction Printer

<b>Copy</b>		
Copy Type	Monochrome Laser	
Copy Speed	Up to 18 / 19cpm (A4 / LTR)	
Copy Resolution	Speed priority mode:	600 x 400dpi
	Resolution priority mode:	600 x 600dpi
Warm up Time (From Power On)	10secs. or less	
Recovery Time (From Sleep Mode)	2secs. or less (Copy)	
	0.3sec. or less (Print)	
First Copy Time (FCOT)	12.0 / 11.8secs. (A4 / LTR)	
Paper Source	150-sheet cassette	
Paper Weight	60 to 163g/m <sup>2</sup> (cassette)	
Copy Size	Platen:	Up to A4 / LTR
Copy Features	2 on 1, ID Card Copy	
Copy Memory	32MB or higher (Shared)	
<b>Print</b>		
Printer Type	Monochrome Laser	
Print Speed	Up to 18 / 19ppm (A4 / LTR)	
First Printout Time (FPOT)	7.8 / 7.7secs. (A4 / LTR)	
Print Resolution	Up to 600 x 600dpi, 1200 (equivalent) x 600dpi	
Print Memory	32MB or higher (Shared)	
<b>Scan</b>		
Scan Type	CIS	
Scan Resolution	Optical:	Up to 600 x 600dpi
	Driver enhanced:	Up to 9600 x 9600dpi
Colour Depth	24-bit	
Document Size	Platen:	Up to A4



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Output File Format	Windows:	Hi-Compression PDF, Searchable PDF, PDF, JPEG, TIFF, BMP
	Mac:	PDF, JPEG, TIFF, BMP, PNG
Pull Scan	Yes, USB	
<b>Interface / Software</b>		
Standard Interface	USB 2.0 Hi-Speed or above	
USB Function	Print, Scan	
Compatible Operating Systems*1	Windows 8 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Vista (32 / 64-bit), Windows XP (32 / 64-bit), Windows 2000, Mac OS X 10.4 - 10.8, Linux*3	
<b>General Specifications</b>		
Toner Cartridge*4	1,600 pages or higher	
Monthly Duty Cycle	8,000 pages or higher	
Recommended Monthly Print Volume	250 - 1,000 pages	



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Annexure – III

## Specifications of Scanner

Product Description	Flatbed Photo Scanner - flatbed scanner
Device Type	Flatbed scanner – desktop
Interface Type	USB 2.0/3.0
Scan Element Type	Contact Image Sensor (CIS)
Light Source	LED
Max Supported Document Size	216 x 297 mm
Localisation	English (India)
Input Type	Colour
Grayscale / Color Depth 8-bit (256 grey levels) / 48-bit colour	8-bit (256 grey levels) / 48-bit colour
Optical Resolution	600 dpi x 600 dpi or higher
Supported Document Type	Plain paper, photo
Document Feeder Type	Manual, Auto Document Fix, Auto Scan Mode, Auto Photo Fix
Dimensions (WxDxH)	37.3 cm x 27.4 cm x 4.45 cm
Max Supported Document Size	216 x 297 mm
Bulb / Light Source Type	LED
Control Panel Buttons Functions	Scan, copy, Scan-to-Email, Scan-to-PDF
Scanner Speed Details	21 sec/scan - photo - colour - 10x15cm - 200 dpi 30 sec/ scan - OCR - A4
Control Panel Buttons Functions	Scan, copy, Scan-to-Email, Scan-to-PDF
OS Required	Microsoft Windows 7, Microsoft Windows 10, 11, Apple MacOS X 10.7 Lion, Windows 8, 8.1, Apple MacOS X 10.6.8, Apple OS
File Format Outputs	TIFF, JPEG, RTF, BMP, PDF, searchable PDF





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Annexure-IV

## Specification of ADF Scanner

Sr.No	Description
1.	ADF up to 80 ppm or above
2.	<b>Recommended Daily Volume:-</b> up to 10,000 Page
3.	<b>Scanning Technology:-</b> Dual ccd Greyscale output bit depth is 256 levels(8-bit) colour bit depth is 48 bits 16*3 colour
4.	<b>Optical Resolution:-</b> 600 dpi 600*600 dpi
5.	<b>Output Resolution:-</b> 100/150/200/240/250/300/400/500/600 dpi
6.	<b>illumination:-</b> Dual LED
7.	<b>Operator Control Panel:-</b> Graphical LCD display with four operator control buttons
8.	<b>Maximum/Minimum document length:-</b> Auto-feed 305mm/63.5mm,Hand-feed 305 mm/50mm
9.	<b>Maximum/Minimum document length:-</b> Auto-feed 863.6mm/63.5mm,Hand-feed 86.6 mm/50 mm rear exit only long document mode 4.1 meters maximum length the scanners support continuous scanning mode
10.	<b>Paper Thickness and weight:-</b> 34-413 g/m <sup>2</sup> paper
11.	<b>Feed/Elevator:-</b> up to 100 or above sheets of 80 g/m <sup>2</sup> paper
12.	<b>Paper Path Options:-</b> Documents can exit into the front output tray or at rear of the scanner if the straight through paper option is manually selected
13.	<b>Multi-feed detection:-</b> Ultrasonic multi feed detection intelligent document protection
14.	<b>Connectivity:-</b> USB 2.0 & USB 3.0 compatible
15.	<b>Barcode Reading:-</b> One per page: Interleaved 2 of 5, Code 3 of 9, Code 128, Codabar, UPC-A, UPC-E, EAN-13, EAN-8, PDF417
16.	<b>Features in the Scanner :-</b> Bar Code Reading; Perfect Page Scanning; iThresholding; adaptive threshold processing; deskew; autocrop; relative cropping; aggressive cropping; electronic colour dropout; dual stream scanning; interactive colour, brightness and contrast adjustment; automatic orientation; automatic colour detection; intelligent background colour smoothing; intelligent image edge fill; image merge; content-based blank



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	page detection; streak filtering; image hole fill; sharpness filter; auto brightness, special document mode; continuous scanning mode; toggle patch; auto photo cropping; segmented bitonal images
17.	<b>File Format Outputs</b> :- Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF
18.	<b>Warranty</b> :- 2 year on site
19.	<b>Electrical Requirements</b> :- 100-240 V (International); 50-60 Hz
20.	<b>Supported Operating Systems</b> :- Windows 10,11 Windows 8.1,8 Windows Windows 7 and mac os



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## **INSTRUCTIONS/ GUIDELINES TO THE TENDERERS**

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document.
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website. **The original document must be submitted in the university before the last date**
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
  - i) Tender Fee: The tender document fee of Rs.590/- (500/- + 18% GST) only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non-refundable under any circumstances.
  - ii) **Earnest Money Deposit (EMD) of Rs.70,000/- (Rupee Seventy Thousand Only).** **The Earnest Money Deposit must be submitted *in the shape of Online Payment* . No firm will be provided any type of exemption from the deposit of tender document fee or earnest money deposit under any circumstances.**
  - iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
  - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be



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uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.

8. Amount of the price of the item should be quoted only in proforma at Annexure-VII. It is worth to mention here that the prices of the items demanded once quoted/finalized will remain same/unchanged for a period of contract.
9. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.
10. The firm that will be declared L1 may be called for negotiation on their quoted rates.



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## CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Duly signed and stamped Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II (Scanned copy uploaded on the e-procurement portal or not?) (The original document must be submitted in the university before the last date)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs.590/- (500/- + 18% GST) on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. <b>Rs.70,000/- only</b> has been submitted online in the favour of <b>“The Registrar, Baba Farid University of Health Sciences, Faridkot”</b> and payable at “Faridkot” Detail of Payment:- _____ Dated:- _____ Name of the Bank :- _____ Branch Name:- _____ Amount:- <b><u>Rs.70,000/- only (Rs. Seventy Thousand Only).</u></b>	Yes/No



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	Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Whether the bidder is a Manufacturer of the product? If yes whether the documentary evidence is attached	Yes/ No
12.	Whether the bidder is a Authorized dealer of the product quoted? If yes whether the documentary evidence is attached	
13.	Whether the bidder is a supplier of the product? If yes whether the documentary evidence is attached	
14.	Copies of the ITR's for the last three financial years should be attached with the tender document	
15.	Any other relevant information about the product quoted by the bidder	

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out- rightly and Price bid of the firm will not be opened.

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal

**Annexure-I**



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## NOTICE INVITING TENDER

**E-tenders** are invited from **Manufacturers or Authorized Dealers/Authorized dealers only** for supply of Printer, Multifunction Printer and Scanner at different offices of the Baba Farid University of Health Sciences, Faridkot or its constituent colleges/ institutions located at different locations

Note:-

1. Each item must carry onsite warranty as per provided by manufacture.
2. The L1 bidder may be called for Negotiation by the university (if required).

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjab.gov.in> and its details may also be seen at the University website i.e. [www.bfuhs.ac.in](http://www.bfuhs.ac.in)

### TERMS AND CONDITIONS:-

1. **Earnest Money Deposit (EMD) of Rs.70,000/-** (Rupees Seventy Thousand Only). The Earnest Money Deposit must be submitted *in the shape of Online Payment*.
2. The tenders will be opened by the next day from the last date of submission of tender by 5.00PM, on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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## Annexure-II

(To be furnished on non-judicial stamp papers  
worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

### AFFIDAVIT

I/We \_\_\_\_\_ partner/sole  
proprietor (Strike out which is not applicable) of (Name & Address of Firm)

\_\_\_\_\_ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for “supply of Printer, Scanner, MFP and Scanner (ADF)” are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT

### **VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT





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Annexure-III

## TECHNICAL BID

- 1 Name of the applicant \_\_\_\_\_  
(tenderer/ bidder).
- 2 Constitutional status of the \_\_\_\_\_  
tenderer/ bidder.  
i.e. Proprietor/ Partnership firm/ Pvt. Limited  
Company/ Public Limited Company/ Co-op  
Society etc.
- 3 Address of the tenderer/ \_\_\_\_\_  
bidder \_\_\_\_\_
- 4 Name of the Dealing Person :- \_\_\_\_\_
- 6 Position of the dealing person \_\_\_\_\_  
in the tenderer firm/  
company/ society :-
- 7 E mail id:- \_\_\_\_\_
- 8 Fax No:- \_\_\_\_\_
- 9 Mobile No:- \_\_\_\_\_
- 10 PAN Number \_\_\_\_\_
- 11 GST No. \_\_\_\_\_



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## Annexure-IV

### TERMS AND CONDITIONS

**E-TENDER DOCUMENT supply of Printer, Scanner, MFP at the BFUHS and its consitiuent colleges based on different requirements that will be generated during the period of one year.**

1. The **Manufacturers / Authorized Dealers/ Authorized Distributors etc.** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances. The Earnest money must be submitted in the shape of Online payments
5. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
6. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
7. The rates once quoted will remain valid/ un-changed for a period of one year or the period that will be further extendable upto this period.
8. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
9. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

## ***E-TENDER NOTICE FOR SUPPLY OF Printer, Scanner, Scanner (ADF) and Multifunction Printer***

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the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.

10. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
11. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
12. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. THE E-TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.
13. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
14. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
15. The rates quoted should be F.O.R. destination that may be the University offices or any of its constituent colleges/ Institutions. The constituent institutions of the University are located at Faridkot, Badal, Jalalabad, Shri Goindwal Sahib, Bathinda and should also include packing and forwarding charges, taxes and other levies.
16. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
17. **CRITERIA OF EVALUATION OF PRICE BID**



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The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

## **18. SECURITY DEPOSIT:**

- i) EMD of Rs.70,000/- submitted by successful bidder with the tender may also be considered as security deposit.
- ii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period of rate contract.
- iii) The Earnest Money Deposit will be refunded to the unsuccessful bidders after place the purchase order to successful bidder, without any type of interest.

## **19. PAYMENT TERMS**

Payment through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

## **20. PENALTY CLAUSE**

- A time period of 30 days will be given by the University to supply the material, depending upon the nature of item.
- If the supply is not made within the stipulated period then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order/Rate Contract will be deemed cancelled & security/earnest money forfeited and company will be black-listed for future. However, the University can grant 15 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non- supply of material within the stipulated time/ period.
  - a. If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
  - b. If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.



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## 11. **ARBITRATION**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

**21. Jurisdiction** – All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal

*Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person*

**Accepted**



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Dated:- \_\_\_\_\_.

Signature \_\_\_\_\_

Place:- \_\_\_\_\_.

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal



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**Annexure- V**

## **Details about Bank Account of the firm who has deposited EMD**

Name of the firm: M/s \_\_\_\_\_

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal



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**Annexure- VI**

## TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

The Registrar  
Baba Farid University of Health Science,  
Sadiq Road, Faridkot.

**Subject: Acceptance of Terms & Conditions of Tender.**

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- \_\_\_\_\_

Name:- \_\_\_\_\_

Address: - \_\_\_\_\_

\_\_\_\_\_  
Contact No:- \_\_\_\_\_





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## **Financial Bid**

**Must be uploaded on the e-procurement portal**

**The Basic prices must be quoted in the bid and the GST will be paid extra,  
on the basic prices as per the Govt. norms**