



# College of Community and Applied Sciences

Maharana Pratap University of Agriculture and Technology, Udaipur

☎: Office: +91-0294-2471914, 2946679(O), 9588265487(M) Email: deanchsc@yahoo.co.in

No. CCAS/Accts/Tender/2025-26/1724

Dated: 11.03.2026

## NOTICE INVITING LIMITED BIDS

Sealed Bids, in prescribe format, are invited on behalf of the Dean, **College of Community and Applied Sciences**, Maharana Pratap University of Agriculture and Technology, Udaipur (Rajasthan) for the procurement of “**Supply of Multifunctional Machine and Laser Printer**” as detailed in the Schedule of Supply. The Bidders or their representative may be present in the bid opening. This bidding document may also be downloaded from the website [www.ccasmpuat.ac.in](http://www.ccasmpuat.ac.in) and [www.mpuat.ac.in](http://www.mpuat.ac.in).

### Brief Description of the Goods/ Services/Works:

(Please Refer to the Schedule of Supply (Annexure-2) for Detailed Specifications and Special Conditions, if any)

S.N.	Name of the Goods/ Services/Works	Approximate Quantity	Estimated Cost	Bid Security Amount
1.	<b><u>Multifunctional Machine</u></b> <b>Functions:</b> Print,Scan,Copy <b>Printing technology:</b> Laser, Mono <b>Paper size:</b> A4, A3 or higher <b>Print Speed (Minimum):</b> 25 PPM (Mono) or higher <b>Print Resolution:</b> 600 x 600 dpi or higher <b>Display:</b> Touch Screen <b>Duplex:</b> Auto <b>Connectivity:</b> USB, Ethernet, <b>Duty Cycle (Monthly):</b> 50000 pages or higher <b>Memory:</b> 512 or higher <b>Copy speed:</b> 25 PPM or higher <b>Copy Resolution:</b> 600 x 600 dpi or higher <b>Scan file format:</b> PDF, JPEG etc <b>Scan Resolution:</b> 600x600 dpi or higher <b>Scan Type:</b> FLATBED with ADF/ with 100-sheet reversing ADF <b>Input paper cassette tray capacity:</b> 250 pages or higher <b>Compatible OS:</b> Windows and Linux <b>Cables/ Accessories:</b> All the required cables, accessories <b>Software Media:</b> Driver & Utility software <b>Certifications:</b> BIS <b>Compliance:</b> RoHS <b>Warranty:</b> 1 Years comprehensive on site OEM warranty <b>Tray:</b> Single Tray	01	1,99,000/-	3980/-
2.	<b><u>Laser Printer single function with Wi-Fi &amp; Ethernet</u></b> <b>Functions:</b> Print <b>Printing Technology:</b> Laser	01		

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<p><b>Paper Size:</b> A4 or higher  <b>Print Speed (Minimum):</b> 18 Pages Per Minute (PPM) (Mono) or higher  <b>Print Resolution:</b> 600 × 600 dpi or higher  <b>Duplex Printing:</b> Automatic (Auto Duplex)  <b>Connectivity:</b> Hi-Speed USB 2.0 port, Wi-Fi  <b>Duty Cycle (Monthly):</b> 8000 pages or higher  <b>Memory:</b> 64 MB or higher  <b>Input Paper Tray Capacity:</b> 100 pages or higher  <b>Compatible Operating System:</b> Windows and Linux  <b>Driver &amp; Utility Software:</b> OEM supplied driver and utility software  <b>Cables &amp; Accessories:</b> All the required cables, accessories  <b>Certification:</b> BIS Certification  <b>Compliance:</b> RoHS, ISO 9001  <b>Warranty:</b> 3 Years comprehensive onsite OEM warranty</p>			
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#### IMPORTANT BID DATA

1.	Procuring Entity's address for Bid Submission, clarification, and Opening of Bids	Dean, <b>College of Community and Applied Sciences Administrative Block</b> Udaipur - 313001 Office: +91-0294-2471914, 2946679(O), 9588265487(M) Email: deanchsc@yahoo.co.in
2.	Deadline for Bid submission	Date : 18.03.2026 Time: 12.00 PM
3.	Bid opening	Date: 18.03.2026 Time: 03.00 PM
4.	Bid Security Amount	DD in favor of <b>Dean College of Community and Applied Sciences. (Cheque will not be accepted)</b>
5.	Bid Should remain Valid Upto	15 Days from the last date of submission of Bids

#### GENERAL TERMS & CONDITIONS:

##### 1. Bid Preparation and Submission:

1.1 The bid/quotation must be submitted on official letter head of the bidder in the enclosed format (Annexure-2) and signed by the Bidder and must be properly sealed in an envelope. On the envelope "Bid for the Supply of [Name of Item/Services.]", "Due date of Opening" and Bid Ref. No. must be clearly marked. If the bid is not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the Bid.

##### 2. Validity of Quotation:

2.1 Quotation shall remain valid for acceptance for a period not less than 15 days after the deadline date specified for submission.

##### 3. Bid prices

3.1 The rates quoted by the bidder shall be in Indian Rupees only and shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.

  
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3.2 All taxes like Central/ Rajasthan Sales Tax, Service Tax, SGST & CGST etc. to be charged extra should be shown separately (along with their rate) failing which the rates quoted by the bidder shall be assumed to be inclusive of all taxes and levies.

4 **Additional Terms and Condition**

4.1 The ink signed bid specific MAF from OEM needs to be submitted along with the bid documents. The same may be verified through OEM MAF And Technical Compliance

4.2 Technical Documents including datasheet, Technical Compliance to be submitted on OEM letterhead duly signed and stamped by the authorized signatory and subject to verification during evaluation process

**Note: "The quantity of the items may be increased or decreased as per requirement."**

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**FORMAT OF QUOTATION**  
**(Written on letter Head)**

S.N.	Brief Description of the Goods/ Services/Works with Specifications (including installation requirements, if any)	Unit	Quoted Unit Rate in Rs. (In Figures and Words)	Taxes (if not included ) and their rate
1	2	3	4	5
1.	<p><b><u>Multifunctional Machine</u></b>  <b>Functions:</b> Print, Scan, Copy  <b>Printing technology:</b> Laser, Mono  <b>Paper size:</b> A4, A3 or higher  <b>Print Speed (Minimum):</b> 25 PPM (Mono) or higher  <b>Print Resolution:</b> 600 x 600 dpi or higher  <b>Display:</b> Touch Screen  <b>Duplex:</b> Auto  <b>Connectivity:</b> USB, Ethernet,  <b>Duty Cycle (Monthly):</b> 50000 pages or higher  <b>Memory:</b> 512 or higher  <b>Copy speed:</b> 25 PPM or higher  <b>Copy Resolution:</b> 600 x 600 dpi or higher  <b>Scan file format:</b> PDF, JPEG etc  <b>Scan Resolution:</b> 600x600 dpi or higher  <b>Scan Type:</b> FLATBED with ADF/ with 100-sheet reversing ADF  <b>Input paper cassette tray capacity:</b> 250 pages or higher  <b>Compatible OS:</b> Windows and Linux  <b>Cables/ Accessories:</b> All the required cables, accessories  <b>Software Media:</b> Driver &amp; Utility software  <b>Certifications:</b> BIS  <b>Compliance:</b> RoHS  <b>Warranty:</b> 1 Years comprehensive on site OEM warranty  <b>Tray:</b> Single Tray</p>	01		
2.	<p><b><u>Laser Printer single function with Wi-Fi &amp; Ethernet</u></b>  <b>Functions:</b> Print  <b>Printing Technology:</b> Laser  <b>Paper Size:</b> A4 or higher  <b>Print Speed (Minimum):</b> 18 Pages Per Minute (PPM)  (Mono) or higher  <b>Print Resolution:</b> 600 × 600 dpi or higher  <b>Duplex Printing:</b> Automatic (Auto Duplex)  <b>Connectivity:</b> Hi-Speed USB 2.0 port, Wi-Fi  <b>Duty Cycle (Monthly):</b> 8000 pages or higher  <b>Memory:</b> 64 MB or higher  <b>Input Paper Tray Capacity:</b> 100 pages or higher  <b>Compatible Operating System:</b> Windows and Linux  <b>Driver &amp; Utility Software:</b> OEM supplied driver and utility software  <b>Cables &amp; Accessories:</b> All the required cables, accessories  <b>Certification:</b> BIS Certification  <b>Compliance:</b> RoHS, ISO 9001  <b>Warranty:</b> 3 Years comprehensive onsite OEM warranty</p>	01		

**DECLARATION**

- (a) I/We declare that I am/ we are Manufacturers/ Whole sellers/ Sole distributor/ Authorized dealer/ bonafide dealers in the Goods and Related Services or Services/Works for which I/We have Bid.
- (b) I/We agree to supply the above goods/Services in accordance with the technical specifications within the period specified in the Bidding Documents. I/We further agree that our rates, if approved, shall remain valid for further 3 months from the Last Date of Submission of Quotations.
- (c) I/We have not been debarred by the State Government or the Procuring Entity.
- (d) If this declaration is found to be incorrect or I/We fail to supply the goods/services, then without prejudice to any other action that may be taken, the Supply Order/Bid, if any to the extent accepted, may be cancelled and I/We may be debarred from participating in future bids as per rules.

**Signature of Bidder**

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

Contact No. \_\_\_\_\_

TIN No./GST No. \_\_\_\_\_

Enclosed DD vide No. \_\_\_\_\_ Date \_\_\_\_\_

Rs. \_\_\_\_\_

  
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