



TAMIL NADU AGRICULTURAL UNIVERSITY
Horticultural College and Research Institute
Periyakulam -625 604, Tamil Nadu, India

Dr.J. RAJANGAM, Ph.D.,
DEAN

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Date: 25.02.2025

No. Dean / HC&RI/ PKM/Library/ Self Supporting scheme (S80BN) /Purchase of Xerox Machine Cum Printer/2025 date 25.02.2025

LETTER CALLING FOR SEALED TENDERS

It is proposed to purchase the item specified below and you are therefore requested to send your sealed Tender

1	Item to be purchased	: Purchase of Xerox machine cum Printer to our college Library. : Copier cum network printer, A3 size, Colour scanner, Duplex and auto document feeder with Two tray and Multi by pass tray with copier stand, Speed 32 PPM
2.	Due date and Time for receipt the sealed tender	: 10.03.2025 & 3.00 pm
3.	Due date and Time of opening the sealed tender	: 10.03.2025 & 3.00 pm
4.	Mode of Sending	: Sealed cover addressed to The Dean, Horticultural College and Research Institute Periyakulam -625 604, : Superscribed as " Tender for Purchase of Xerox Machine cum Printer to our college Library due on 10.03.2025 ".
5.	Tender schedule / Document fee	: -
6.	Earnest Money Deposit (EMD)	: Rs.1500/- (Rupees one Thousand and Five hundred only) to be furnished in the form of Demand Draft in favour of the The Dean, Horticultural College and Research Institute, Periyakulam -625 604 payable at SBI,Periyakulam
7.	Validity of the tender	: Tender should be valid up to a minimum of 90 days from the date of opening.

Terms & Conditions:

- i. The rate and the taxes thereon if any should be furnished separately either in FC / INR.
 - ii. The amount should be shown both in figures and in words. Corrections if any it should be attested properly.
 - iii. Tenders with corrections not attested will be rejected.
 - a) Tenders without furnishing the required Document fee and EMD will be rejected.
 - b) Tenderers claiming exemption from paying the EMD should produce necessary evidence / documents in support of their request.
 - c) EMD in respect of unsuccessful tenderer will be refunded after the supply of material by L1 bidder. EMD in respect of successful tender will be refunded after the expiry of the warranty period.
 - d) No interest is payable on EMD.
 - iv. Tender should be furnished for the exact specifications as given in this letter.
 - v. Tenders not in accordance with the specification will be rejected. **In the case of equipments, the relevant brochure / pamphlet of the equipment containing the features and specifications should necessarily be attached with the Tender / Quotation.**
 - vi. The supply should be effected within 30 days from the date of purchase order.
 - vii. Warranty period should be indicated. Warranty of 3 years is essential.
 - viii. After warranty condition for AMC should be indicated.
8. If the successful tender fails to supply the item within the stipulated time, the EMD will be forfeited apart from initiating further action for consequential loss if any to the Tamil Nadu Agricultural University.
9. Tender shall be furnished in the prescribed format enclosed in the tender document duly signed by the tenderer accepting the condition and the tender format shall be sent. Tender not furnished in the prescribed format itself will be rejected.
10. Tenderer may be present or send their representative on the date of opening. The under signed have the right to accept (or) reject any tender without assigning any reason thereof. Tender shall be furnished in the prescribed enclosed format. The tender document duly signed by the tenderer accepting the condition and the tender format shall be sent. Tender not furnished in the prescribed enclosed format with necessary fee will be rejected.


DEAN 25/12/25


25/12/25


25/12/25

TAMIL NADU AGRICULTURAL UNIVERSITY

Office of the Dean,
Horticultural College and Research Institute
Periyakulam -625 604

TENDER SCHEDULE

Tender schedule for the Purchase of Xerox Machine Cum Printer to the Library,
Horticultural College and Research Institute Periyakulam -625 604

Sl. No.	Particulars and Specifications	Quantity required	Unit Price FC / INR	Total Cost FC /INR
1.	Purchase of Xerox Machine cum Printer for our college library.			
	Xerox Machine cum Printer	1		
	COPIER CUM NETWORK PRINTER, A3 SIZE, COLOUR SCANNER, DUPLEX AND AUTO DOCUMENT FEEDER WITH TWO TRAY AND MULTI BY PASS TRAY WITH COPIER STAND, SPEED 32 PPM			
	Amount			
2.	Origin (Indian / Imported)			
3.	Make & Model (Brand name to be specified)			
4.	a) GST (number should be indicated) b) CST Number (number should be indicated)			
5.	Customs & Central Exercise duty (imported items)			
6.	Customs Clearance Charges			
7.	Insurance			
8.	Transport and delivery			
9.	Installation			
10.	Training			

11.	Discount if any.	
12.	Total cost of the material after discount if any (both in figures and in words)	
13.	Validity of the tender	
14.	Comprehensive warranty	
15.	AMC	
16.	Delivery Period	
17.	Mode of Payment (INR or LC)	
18.	EMD paid (DD. No., date and Bank Particulars)	
		Signature of the Tenderer with seal