

PUNJABI UNIVERSITY, PATIALA

Examination Branch [Confidential (CPC)]

No. _____
Dated 06/10/25

Notice Inviting Quotation for Rate Contract For Hiring High-Speed Photostat Machine (A4 & Legal Size) with Networking & Scanning Facility

Punjabi University, Patiala invites sealed quotations from authorized vendors for supply, installation, and maintenance of **high-speed photocopier machine** for the **Confidential CPC Branch**. The machine must be capable of handling **A4 and Legal size paper, network printing, scanning, and duplex copying**.

1. Scope of Work

The rate contract is for the **supply and maintenance of high-speed, latest technology photocopier machines** on a **rental/per-copy basis** at the Confidential CPC Branch, Examination Department, Punjabi University, Patiala.

The vendor shall be responsible for:

- Supply and installation of a **high-speed photocopier machine** with the latest technology.
- Ensuring the machine handles **both A4 and Legal-size paper** with features for **network printing, scanning, and duplex copying**.
- Providing **comprehensive maintenance**, including repairs, spare parts, servicing, and consumables (except paper and electricity) throughout the contract period.

Note: All **photocopy/print paper (A4 and Legal)** shall be provided by the University.

2. Meter Reading & Billing

- The **monthly payment** to the vendor shall be based strictly on the machine's **meter reading**.
- The calculation shall be made on an **impression basis**, as follows:
 - **Single Side Printing/Copying = 1 impression**
 - **Double Side Printing/Copying = 2 impressions**
- This rule shall apply **uniformly**, irrespective of whether the paper used is **A4 size or Legal size**.
- The vendor shall submit the **monthly bill** along with the machine's **meter reading report**, duly verified by the concerned branch officer.

3. Duration of Contract

The contract shall remain valid for a period of **one year** from the date of signing the agreement, extendable further on mutual consent and satisfactory performance.

4. Eligibility Criteria

- The vendor must be an authorized supplier/service provider of Photostat machines.
- Vendor must have prior experience of supply/maintenance of such machines in government/educational institutions (proof required).
- Vendor must provide **valid GST Number and PAN Number of the firm** along with the quotation.
- Vendor must provide a **Single Point of Contact (SPOC)** with **phone number and email** for communication and complaint resolution.

5. Machine Specifications

- High-speed **digital photocopier machines**.
- Capable of handling **A4 and Legal-size paper**.
- Automatic Document Feeder (ADF).
- Duplex printing facility.
- Minimum resolution: **600 x 600 dpi**.
- Monthly Duty Cycle: Minimum **50,000 pages**. *(Machine Capacity)*
- **Networking and scanning facility must be available**.

6. Supply and Installation

- Machines shall be installed at the **Confidential CPC Branch, Punjabi University, Patiala**.
- Installation and commissioning must be completed within **7 days** from the date of work order.
- No separate installation or setup charges shall be paid by the University.

7. Costing (Per Copy Basis)

- The University shall pay the vendor strictly on a **per-copy basis only**.

Rate Quotation Format

(To be filled by Vendor)

Sr. No.	Description of Work / Service	Unit of Measurement	Maximum Ceiling Rate	Quoted Rate by Vendor (in ₹, inclusive of all taxes)
1	Photocopying / Printing	Per Impression	₹0.30	_____

Note:

- Vendors must quote rates **at or below the maximum ceiling rate**.
- Quoted rates shall be **inclusive of all charges (service, maintenance, repair, spares, labour, transportation, installation, and taxes, if any)**.
- Payment shall be made monthly on the basis of machine **meter reading (impression count)** as per terms and conditions.

8. Service & Maintenance

- The vendor shall be responsible for **preventive and corrective maintenance** of the machine, including supply of **toner, spare parts, and consumables** (except paper).
- No extra charges shall be payable for service, spares, or repairs.

9. Payment Terms

- Payments shall be made **monthly** against invoices verified by the concerned officer.
- Payment shall be made via cheque/bank transfer after statutory deductions (if any).

10. Termination of Contract

- The University reserves the right to **terminate the contract** at any time without assigning any reason, by giving **one month's written notice**.
- In case of poor performance, frequent breakdowns, or breach of terms, the contract may be terminated **with immediate effect**.

11. Arbitration & Jurisdiction

- In case of any dispute, the matter shall be referred to the **Registrar, Punjabi University, Patiala**, whose decision shall be final and binding.
- Jurisdiction for any legal matters shall lie in **Patiala Courts only**.

12. Miscellaneous

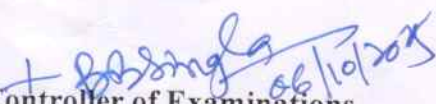
- Vendor shall ensure **insurance and safety** of the machine.
- Machine shall not be removed from University premises without written permission.
- Any loss/damage to University property due to vendor negligence shall be recovered from the vendor.

13. Submission Instructions

- Quotations must be submitted in a **sealed cover** through **by hand / post / courier** only.
- Quotation must clearly mention **all applicable taxes, duties, and other charges**.
- Envelope must be clearly marked:
"Quotation for High-Speed Photocopier Machine – CPC Branch"
- Last date and time for submission: **13 October 2025, till 2:00 PM**

Quotations must reach the following address: Controller of Examinations Punjabi University, Patiala Patiala – 147002, Punjab, India	Signature of Vendor Name: _____ Designation: _____ Firm Name: _____ Date: _____
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Regards,


Controller of Examinations
Punjabi University, Patiala