

PUNJABI UNIVERSITY, PATIALA

Examination Branch [Confidential (CPC)]

No. 1351 / CPC

Dated 24-10-2025

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 Examination Branch [Confidential (CPC)], 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 (Inclusive of GST and all applicable taxes)	

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.
- The rate quoted shall not exceed ₹0.30 (Inclusive of GST and all applicable taxes).

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

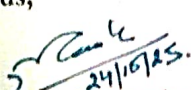
- Quotations must be submitted in a sealed cover through by hand / post / courier only.
- Quotation must clearly mention all applicable taxes, duties, and other charges.
- Envelope must be clearly marked:

"Quotation for High-Speed Photocopier Machine – CPC Branch"

- Last date and time for submission: **31 October 2025, till 11:00 AM**

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


Controller of Examinations
Punjabi University, Patiala