

OFFICE OF THE PRINCIPAL, RAJDHANI COLLEGE, BHUBANESWAR
NO. 5714 //DATE. 03.12.2025

TENDER CALL NOTICE

Sealed quotations are invited from registered firms/agencies having up-to-date GST clearance for supply of Photocopier, Scanner, Desktop Computers, UPS & Overhead Book & Document Scanner in separate envelopes. Quotation with item name "superscribed" on the cover should reach the office of the undersigned on or before 26.12.2025 by 2.00 pm positively.

The sealed quotation will be opened in the presence of bidders/representatives on the same date i.e. 26.12.2025 at 2.30 p.m.

The details of the specification are available on the College Website www.rajdhanicollege.org.in.

The authority reserves the right to cancel / reject the quotations without assigning any reason thereof.


Principal
Rajdhani College, Bhubaneswar

OFFICE OF THE PRINCIPAL, RAJDHANI COLLEGE, BHUBANESWAR

Sealed Quotations are invited from intending firms dealing with Photocopier, Scanner, Desktop Computers, UPS & Overhead Book & Document Scanner of different brands like Canon/HP/and equivalent brands of repute having valid GST Registration, Income tax PAN for supply of Photocopier, Scanner, Desktop Computers, UPS & Overhead Book & Document Scanner with the following terms and Conditions.

1. The bidder must be a Manufacturer / Authorized Dealer of the above items of reputed brands, namely, Canon/HP or any equivalent brands of repute. The Manufacturer/ Authorized Dealer must have experience of at least five years in the field of selling of the items.
2. Any bidder who has been debarred / black-listed/found guilty within the last three years are not eligible to participate in the Quotation Call Process. All bidders are required to furnish a certificate to the effect as per format specified at **Annexure - 3**. Number of Photocopiers – 04, No of scanners-02, No of Desktop computers- 04 ,UPS- 04 & No of Overhead Book & Document Scanner- 02 approximately to be procured for office of Rajdhani College, Bhubaneswar. The specification of the items given below.

(a)PHOTOCOPIER

BRAND: Canon (2224N)/HP/ Equivalent Reputed Brand of same specification.

- **Type:** A3 monochrome laser multifunction printer (Print / Copy / Scan / Send)
- **Print Speed:** 24 ppm (A4), 12 ppm (A3)
- **Duplex Print Speed:** 16.7 ppm (A4), 7.5 ppm (A3)
- **Print Resolution:** 600 × 600 dpi (standard)
- **Copy Resolution:** 600 × 600 dpi
- **First Copy Time (A4, from platen):** Approx. 7.4 seconds
- **Maximum Copies per Job:** Up to 999 copies
- **Scan-to-Network / Send:** Supports scan to email / SMB / network folder
- **Connectivity:** Ethernet (100Base-TX / 10Base-T), Wireless LAN (IEEE 802.11 b/g/n), USB 2.0 device
- **Memory / Storage:** 1 GB RAM + 2 GB eMMC
- **Standard Paper Supply:** 350 sheets (250-sheet cassette + 100-sheet multipurpose tray)
- **Optional Paper Capacity:** Up to 600 sheets (with optional cassette module)
- **Output Capacity:** 250 sheets

- **Supported Paper Sizes:** A3, A4, A4R, A5, A5R, B4, B5, B5R; envelopes (COM10, Monarch, DL, ISO-C5); custom sizes 95 × 148 mm up to 297 × 431 mm
- **Paper Weights:** Multipurpose tray 60–157 gsm; Cassette 64–90 gsm; Duplex 60–90 gsm
- **Control Panel:** 3.5-inch monochrome touch panel
- **Mobile / Cloud Printing:** Apple AirPrint, Canon PRINT Business, Mopria, Canon Print Service
- **Dimensions (with DADF):** 627 × 607 × 606 mm
- **Weight:** Approx. 30.3 kg (without toner)
- **Power Requirement:** 220–240 V, 50/60 Hz
- **Recommended Use:** Office, institutional printing and copying, networked scanning
- **Warranty:** As per vendor terms, typically minimum 1-year onsite

(b) (i) SCANNER

BRAND: HP (ScanJet Enterprise Flow N9120 fn2 Document Scanner/Canon equivalent/Equivalent Reputed Brand of same specification.

- Scanner Type: Flatbed + Automatic Document Feeder (ADF), A3 capable.
- Scan Technology: CCD (flatbed) / CIS (ADF).
- Optical Resolution: Up to 600 dpi.
- Scan Speed (ADF): Simplex: up to 120 ppm; Duplex: up to 240 ipm.
- Daily Duty Cycle: Up to 20,000 pages.
- Media Handling: ADF 200 sheets; supports plain paper, envelopes, cards, labels, glossy media; flatbed for books and bound documents.
- Supported Sizes: A4, Legal, A3; “long page” up to 297 × 864 mm.
- Output Formats: PDF (searchable/PDF-A), JPEG, TIFF, XPS, OCR/Text, RTF, HTML, CSV.
- Features: Duplex scanning, auto orientation, auto crop, blank-page suppression, auto colour detection, OCR, barcode recognition.
- Connectivity: Gigabit Ethernet, USB Host/Device ports, Wi-Fi optional.
- Power & Environment: 100–240 V AC, energy efficient, ENERGYSTAR compliant.
- Warranty: 1-year on-site OEM warranty, including installation and commissioning.

(b) (ii) OVERHEAD BOOK & DOCUMENT SCANNER (Any reputed Brand)

- Contact-free design
- Scans in Colour, Grayscale, and Monochrome (single-side)
- Maximum document size: Up to A3 (432 × 300 mm)
- Minimum document size: 25 × 25 mm
- Supports media thickness up to 30 mm (books, bound documents)
- Optical resolution: Up to 600 dpi (colour/grayscale), 1200 dpi (monochrome)

- Approximate scan speed: 3 seconds per page
- Connectivity: USB 2.0
- Supported output formats: PDF, JPEG, TIFF
- Features: Auto crop, auto deskew, auto color detection, book curve flattening
- Power requirement: AC 100–240 V, 50/60 Hz
- Physical dimensions: 210 × 156 × 383 mm; Weight: ~3 kg
- Recommended for: Books, magazines, newspapers, bound documents, photos
- Warranty: Minimum 1-year onsite warranty

(c) **Desktop Computers**

BRAND:HP/Dell/Lenovo/ Equivalent Reputed Brand with same specification.

Specifications

- Intel® Core i5-13500 with Intel UHD Graphics
- 16GB DDR4-3200 Memory expandability up to 64 GB with 2 DIMM Slots.
- 512 GB PCIe NVMe M.2 SSD supported up to 2TB NVMe SSD
- Windows 11 Professional Original
- Monitor Display – 21.5 inch, Minimum resolution of 1920x1080, 16:9 aspect ratio
- Warranty – 01 year onsite

(d) **UPS**

Brand: APC/Microtek/Zebtronics or equivalent

- Specification - 600Va, 230V with 1 year warranty

3. The Quotation consists of Two Bid System: Technical bid consisting of all technical details along with commercial terms; and Financial Bid indicating item-wise price for the items are to be sealed by the bidder in separate covers duly superscribed, as “**Technical Bid and “Financial Bid”**”. Both these sealed covers are to be put in a bigger cover properly sealed and duly superscribed as “**Quotation for Photocopier, Scanner, Desktop Computers, UPS & Overhead Book & Document Scanner**” and addressed to the Principal, Rajdhani College, Baramunda, Bhubaneswar – 751003.
4. The Technical Bid and Financial Bid formats are given at **Annexure-1 and 2** respectively. The bidders are requested to download the bid format from the College website www.rajdhanicollege.org.in. The Financial Bids of only those bidders will be opened, who qualify in the evaluation of Technical Bids.

5. The successful bidder awarded with the supply order will be required to deposit Performance Security of 5% of the value of the order within 07 days from the date of issue of order in the form of account Payee bank draft issued by any of the Scheduled Commercial Banks in favour of The Principal, Rajdhani College, Bhubaneswar Payable at Bhubaneswar. EMD will be refunded to the successful Bidder on receipt of the Performance Security.
6. The Performance Security will be forfeited in case of non-compliance / non-performance/delay in performance as per the term and conditions of Quotation Call Notice and the Supply order along with taking necessary steps for blacklisting such bidder. The performance security will be released only after successful completion of the supply.
7. The selected bidder will be required to deliver the items/goods at Rajdhani College near fire Station Baramunda, Bhubaneswar and install the same in the College .

The entire responsibility of safe and secure delivery and installation of the items/goods in good condition shall lie with the selected bidder.

8. The price quoted by selected bidders should be all inclusive i.e. with GST, Transportation, Loading & unloading, Installation Charges, and other charges, if any.
9. The following documents are to be enclosed with the Technical Bid. Both the Technical Bid and Financial Bid must be submitted with seal & sign of the authorized signatory.
 - i. GST Registration Certificate and GST Returns for the last two quarters. (self-attested)
 - ii. The xerox copy of PAN CARD (self-attested)
 - iii. Income Tax Returns for last 3 years. (self-attested)
 - iv. Authorized Dealership Certificate. (self-attested)
 - v. EMD of Rs. 3% in the form of account payee DD issued by any scheduled commercial bank in favour of Principal, Rajdhani College, Bhubaneswar Payable at Bhubaneswar. EMD of unsuccessful bidders will be returned within 15 days after opening of the quotation and latest by 30th day after the issue of the supply order.
 - vi. Certificate to the effect that the bidder has not been black listed/debarred/not found guilty as mentioned in **Annexure – 3**.
 - vii. Undertaking to comply with terms and conditions of the Quotation Call Notice and supply & install within the stipulated time (**Annexure – 4**).
 - viii. Product catalogue.

10. The time scheduled for the Quotation called will be as follows.

- i. Floating of advertisement for the Quotation Called Notice; **05.12.2025.**
- ii. Last date of submission of sealed quotations by Speed Post / Regd. Post/by Hand at the Office of the undersigned; **dt. 26.12.2025, 2.00 PM.**
- iii. Opening of sealed quotations dt. **26.12.2025, 2.30 PM** at the Chamber of the Principal. The bidders / their authorized representatives are advised to remain present at the time of opening of sealed quotations.
- iv. Tentative Date of placing of supply order dt. **28.12.2025.**
- v. Delivery and installation to be completed by dt. **03.01.2026.**

11. Quotations received after the scheduled date & time shall be out rightly rejected.

12. Incomplete / Conditional Quotations may be rejected by the undersigned.

13. Advance payment is not allowed in any case. 100% payment will be released after completion of the supply & successful installation.

14. In case of any confusion or interpretation of any point mentioned above, the decision of the undersigned shall be final and binding.

15. The undersigned reserves the right to accept / reject any / all quotations without assigning any reason thereof.

16. In case of any legal dispute, the same shall be dealt with in the Court of Law located in Bhubaneswar, Odisha.

Sd/- Principal
Rajdhani College, Bhubaneswar

TECHNICAL BID

1. Name & Address of the bidder :
2. Year of Establishment :
3. Contact details of Bidder :
 - a) Telephone No. :
 - b) Mobile :
 - c) Email ID :
4. Type of Organization:
 - ☐ Sole Trading
 - ☐ Partnership
 - ☐ Pvt. Ltd. Company
 - ☐ Public Ltd. Company
 - ☐ Public Sector Company
 - ☐ Any Other
5. Average Annual Financial turnover during the last three financial years: Rs. _____
6. Has the firm ever been blacklisted/debarred by any organization? Yes/No
Give details:
7. Details of Earnest Money Deposit (3% of the goods procured) (DD must be placed in the Technical Bid envelope)
 - a) D.D No.
 - b) D.D Date
 - c) DD amount
 - d) Issuing Bank
8. Technical Specification Details
 - (i) Brand:
 - (ii) Model:

Sl. No.	Items/Goods	Actual specification	As per specification given the Quotation Call notice	Deviation, if any.

9. List of Documents enclosed “

Sl.No.	Name of the Document	Information to be filled in this column	Whether photocopies of the documents enclosed (pl. tick)
i.	License /Registration (Number)		Yes / No
ii.	Dealership/Distributorship Certificate		Yes / No
iii	Income Tax Return (Annual Income during last 03 Financial Years)	Rs. Rs. Rs.	Yes / No
iv.	Annual turnover during last 03 Financial Years	a. b. c.	
v.	Bank Account details (Bank Name, Branch & Account Number, IFSC Code)		Yes / No
vi.	PAN (Number)		Yes / No
vii.	Good & Service Tax Registration		Yes / No
viii.	GST Return of last 02 quarters		

10. Additional information, if any, proposed to be furnished by the bidder.

CERTIFICATE

Certified that the information furnished above are true and we accept all the terms and conditions of the Quotation Call Notice.

Date :

Place:

Signature of authorized person

Full name :

Designation :

Seal:

Rajdhani College, Bhubaneswar

FINANCIAL BID

1. (a) Name of the item :

Brand :

Model :

(b) Name of the item :

Brand :

Model :

2. No. of items to be supplied & installed : _____

3. Rates quoted by the bidder in the following table:

Sl.No.	Detailed Specification of the Item	Unit Rate inclusive of Basic cost, GST, Transportation, Loading & unloading & Installation etc. (Rs.)	Quantity	Total Amount (Qty X Rate) (Rs.)
Grand Total				

(Total amount in words Rupees)

4. Break up of total unit rate :

Sl.No.	Component	Items/Goods	Remarks
a)	Basic cost		
b)	GST		
c)	Transportation		
d)	Loading & unloading		
e)	Installation cost		
f)	Any other: Specify		
	Total (Rs.)		

5. Validity period of Bid : _____

6. Delivery period : _____

7. Warranty period : _____

8. Installation period : _____

(N.B. Delivery & installation as per the dates mentioned in the quotation)

CERTIFICATE

Certified that we accept all the terms & conditions of the bidder Quotation Call Notice.

Date :

Place:

Signature of authorized person

Full name :

Designation :

Seal:

CERTIFICATE

“I Certify that I have not committed any offence”.

- a) Under the Prevention of Corruption Act-1988 or
- b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- c) I have not been debarred by any Central / State Govt Organization/Bodies for the last 3 years.

Signature of the
Authorized Signatory
with Designation

UNDERTAKING

I/We _____ S/D/W/o
_____ in the capacity of
M/s _____ hereby declare that
I/We will be abided by the terms and conditions of the Quotation Call
Notice No. _____ Dt. _____ issued by Office of the
Principal, Rajdhani College, Bhubaneswar and will supply and install
the Photocopier, Scanner, Desktop Computer, UPS & Overhead Book
& Document scanner within the stipulated time, if selected and order
is placed with us, failing which actions can be initiated against me/us.

Signature with seal