



ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಧಾರವಾಡ
KARNATAK UNIVERSITY, DHARWAD

NAAC Accredited with "A" Grade 2022"
"UNIVERSITY WITH POTENTIAL FOR EXCELLENCE"

ಖರೀದಿ ಮತ್ತು ಸಂಗ್ರಹ ವಿಭಾಗ

ಪಾವಟೆ ನಗರ, ಧಾರವಾಡ - 580003

No. KU/S&P/2025-26/

Date:

REQUEST FOR EXPRESSION OF INTEREST
For supply of Printer cartridges and Xerox toners @ Karnatak University campuses
and its constituent colleges

The Terms of Reference defining the minimum technical requirements for these services are as under:

1. **GST Registration** The tenderer shall furnish a valid GST Registration Certificate with GST Identification Number (GSTIN) and Full address and telephone number of the office of the Assessing Authority under the GST Act issued by the competent authority
2. **PAN Card** The tenderer shall upload a self-attested copy of the Permanent Account Number (PAN) card issued by the Income Tax Department, Government of India.
3. **GST Clearance Certificates** for the financial years **2023-24** and **2024-25**, from the GST Portal, provided GST returns are filed and there are no outstanding dues.
4. **Annual Turnover Certificate** certified by the Chartered Accountant (Min. 30.00 Lakh), for the last three years i.e. 2022-2023, 2023-24 & 2024-25.
5. **IT returns** for the last two Assessment years 2023-24 & 2024-25.
6. **Name and Address** of any other local **Two Government organizations** to which the bidder has supplied similar stationery and computer stationery.
7. **Authorized Regional Dealers** shall also indicate about the efficiency of supply, technical support along with its general profile of performance during last five years, in the Hubli-Dharwad region. Such Regional Authorized Dealers must upload satisfactory performance certificates for stationery / cartridges supplied to printers issued by the Administrative Section Heads or Department Heads of this University, or by any other two local organizations.
8. Such authorized regional tenderers will be given preference during the evaluation process who hold a valid MSME registration, have a service station for repairs to printers/xerox located in the Dharwad-Hubli region. All complaints must be attended and resolved **within 6 hours** of receipt from the organisation.
9. **Earnest Money Deposit** for an amount of Rs.10,000/- is requisite for participation of Non-MSME Suppliers.
10. **Photocopier / Xerox Machine AMC TERMS AND CONDITIONS**
The bidder must have executed Comprehensive AMC for Xerox/photocopier machines in the last **5 years**, with at least **50% of the current tender value** in a single contract.
Should upload Relevant *Work Done Certificates* and *corresponding Work Orders* issued by a competent authority (State/Central Government or Government Undertakings) for the **last two financial years**.
The bidder must upload a *Site Visit Letter* as proof of inspection before bidding.
The bidder must be an **OEM Authorised Service Provider** for any photocopier brand.
The bidder must not be blacklisted, bankrupt, or involved in fraudulent practices.
The bidder must have a **fully functional service office** in **Hubli-Dharwad**.
Service personnel must be available locally to ensure timely response.

All complaints must be attended to and resolved **within 6 hours** of receipt from the organisation.

Penalty for Delay: A late service fee of **₹450 per hour** will be charged for delays beyond the stipulated 6 hours.

11. **Performance Security Deposit** An amount of Rs.10,000/- will be secured from all successful tenderers for issuing Purchase Orders and for entering into agreement on a non-judicial stamp paper with indemnity bond of Rs.200/- **(Format I)** with an undertaking to provide Repairs to Printers / Xerox machines for a period of 11 months.

12. **Mandatory Documents for Xerox machines AMC:**

- (a) The Bidder shall have **proven experience** in the field of **Comprehensive Annual Maintenance** contract of Xerox machines/Supply, installation, commissioning and maintenance works of Xerox Machine reputed organizations as a prime contractor, during the **last five years** i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. In proof of this, the bidder should submit relevant Work Done Certificate and Corresponding Work Order issued by competent authority in case of State/Central Government / Govt. Undertaking officers with reference to the previous similar work done by the contractor. The scanned copies of at least **one work order** with contract value **not less than Rs.5 Lakh** and corresponding Satisfactory Work Completion Certificate issued from the competent authority shall be furnished.
- (b) The Bidder shall be a registered Manufacturer / Service Provider / Contractor / Agency and in proof, the scanned copy of the Certificate of Incorporation / Company Registration Certificate shall be furnished.
- (c) The Bidders should have achieved an average annual financial **turnover** of **Rs.30 Lakh at least in two financial years** of the preceding five financial years (i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25), in proof the scanned copies of Annual Report / Turn-over Certificates duly certified by chartered accountant shall be furnished.
- (d) The Bidder shall upload IT-PAN, GST Registration No., ESI Registration Number and EPF Registration Number. In proof, copies of IT-PAN card. GST Registration certificate. ESI Registration certificate. EPF registration certificate shall be furnished. In case of EPF/ESI exemption, notarized self-declaration on Rs. 100 stamp paper stating exemption from EPF rules shall be uploaded. If not covered under EPF/ESIC notarized self-declaration on Rs. 100 e stamp paper as per **Format-IV**
- (e) Those bidders whose contracts have been terminated / foreclosed by or whose performance has not been satisfactory while executing the contract within last five years are not eligible to participate in the bid. The bidder shall furnish a notarized declaration in Rs 200/- Non-Judicial stamp paper as per **Format-I** in this regard
- (f) The bidder shall compulsorily furnish **Earnest Money Deposit** of Rs.10,000/- through e-Procurement portal for participation in Xerox Maintenance.
- (g) The Firm shall submit an OEM Certificate / Authorization Letter from the Original Equipment Manufacturer, certifying the genuineness of the services rendered and the spare parts supplied, upon **conclusion of the contract**.
- (h) If the performance of the Firm is found to be satisfactory, the Annual Maintenance Contract (AMC) may be extended for a further term of eleven (11) months on the same terms and conditions, unless otherwise mutually agreed in writing.

Interested bidders can express interest in a site visit by submitting a Site Visit Letter and contacting to arrange the visit.

REGISTRAR

Sl. No.	Toner supply with Annual Xerox Machine maintenance cost (AMC)	Administrative Sections & PG Departments @ campuses
1.	Xerox Original Toner Sharp 561AT	Aca (S&T)
2.	Xerox Original Toner Sharp 6020D	B.O.A.
3.	Xerox Original Toner Sharp BP-AT200	Aca (PG /PhD)
4.	Xerox Original Toner Toshiba T-1810D	Syndicate section
5.	Xerox Original Toner Rico Aficon MPC 2051	Syndicate section
6.	Xerox Original Toner Canon NPG-56	Academic section (s&t), Registrar's secretariat, DPAR section, Academic Section PG /PhD
7.	Xerox Original Toner Canon NPG-59	Vc Secretariat, Vc Secretariat, Legal Cell, Health Centre, Building Section, CDC, E-Gov And E-Proc Cell
8.	Xerox Original Toner Samsung K2200ND	B.O.A.
9.	Xerox Original Toner Ricoh Afico MP 2001L/2501E	Scholarship section, information cell, accounts computer
10.	Xerox Original Toner AL B-8145	Accounts Paybill, PMEB
11.	Xerox Original Toner Ricoh 1230 D	College development council
Sl.No.	Color toner ink supply with Annual Printer maintenance cost (AMC)	Administrative Sections & PG Departments @ campuses
1.	Pixma GX6070 GX7070 Ink Replace with Printer	Finance Officer
2.	Canon Maxify Original GX 6070 B/C/Y/M Ink	PMEB, Finance Officer
3.	Epson Color Ink Bottle C-664M664Y664BK664 Ink	Exam Section
4.	Inkjet PIXMA G 570 Ink Replace Color Printer	Exam Section
5.	High V. Color Laser Printer Konica Minolta C450i Ink	Exam Section
6.	Konica Minolta Bizhub -226 MF Y-TN626YM-TN626MC-TN626CK-TN626K Ink	Exam Section
7.	Xerox Toner AltaLink 006R01759 C8270 CYAN	Exam Section
8.	Xerox Toner AltaLink 006R01758 C8270 BLACK	Exam Section
9.	Xerox Toner AltaLink 006R01760 C8270 MAGNETA	Exam Section
10.	Xerox Toner AltaLink 006R01761 CB270 YELLOW	Exam Section