

तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
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NOTICE INVITING BID (NIB)

(Through GeM Portal)

Tezpur University invites Online Bids / Tenders in 02 Bid System (Technical and Financial) from Authorized Dealers / Vendors / Service Providers for the (AMC) for Photocopier / Multifunction Photocopier Machines at different locations of Tezpur University as detailed below.

A) Time Schedule of the Bid:

- i) Bid Start Date & Time: As per default of the GeM Portal
- ii) Bid Duration (No. of days): 21 Days
- iii) Bid Offer validity: 180 days
- iv) Type of Bid: Two Packet Bid (Technical and Financial)
- v) Bid End Date & Time: Date as per default of the GeM Portal / Time: 09.00 PM (21.00 Hrs.)
- vi) Technical Bid Opening Date & Time: After the Bid End Date & Time
- vii) Financial Bid Opening Date & Time: After the finalization of Technical Bid Evaluation.

B) Details of Work:

- i) The bid is for the **Annual Maintenance Contract (AMC) for Photocopier / Multifunction Photocopier Machines** at different locations of Tezpur University.
- ii) **Eligibility to take part in the bid:** Original Equipment Manufacturer (OEM) / Authorised Service Dealer or partner of OEM / Reputed agencies / vendors holding prior experience of a minimum of three (03) years in providing the AMC services for Photocopier / Multifunction Photocopier Machines in any Central / State Public Sector Undertakings, Central or State Govt. Offices / Departments, Central / State Autonomous organizations / institutions, Universities.
- iii) **Period of AMC is for (03) three years;** however, the contract will be offered on yearly basis and will be renewed yearly for maximum (03) three years subject to satisfactory performance. Satisfactory performance shall be evaluated based on the service parameters as defined under **Clause -B(iv) & Annexure- I.**
- iv) The AMC will cover Full Service Maintenance Agreement (FSMA) of the **Photocopier / Multifunction Photocopier Machines, which includes –**
 - a. Periodic Preventive Maintenance Services – which includes Exterior Cleaning, Interior Cleaning and Adjustment for improved print quality.
 - b. Repairing and Maintenance Services for all malfunctions and repairable spares.
 - c. Software related problems for installation and configuration of various photocopiers.
 - d. Supply and installation of spare parts: All the spare parts (which are not repairable / not maintainable) must be purchased from the Original Equipment Manufacturer (OEM) / Authorised Service Dealer or partner of OEM. These will be purchased by the AMC Provider (Party) and supplied to the University at the prevailing market rate for which the Party will submit the rate chart of the Original Equipment Manufacturer (OEM) / Authorised Service Dealer or partner of OEM. The amount for the spare parts shall be extra in addition to the AMC value and the bills for the spare parts shall be submitted separately.
 - e. Supply of cartridges: Same as above at (d).

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8/11/27

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- f. For the items at (a) to (e) above, a detailed chart is given at **Annexure-I**, which must be adhered to, failing which penalty / Liquidity Damage would be charged.
- g. Details of all the Photocopier / Multifunction Photocopier Machines are listed at **Annexure- V**. Exact number of machines will be intimated through the order/contract after inspection of all the machines by the AMC provider. The unserviceable machines will be left out.

C) Terms and Conditions of the Bid and Contract:

- 1) **GeM Specific:**
 - i) Estimated Bid Value: As per GeM.
 - ii) Consignee Details: As per GeM.
 - iii) Contract Period: For a period of three (03) years. However, the contract will be awarded initially for a period of one (01) year and will be renewed / extended on yearly basis subject to satisfactory performance.
 - iv) Minimum Average Annual Turnover of the Bidder: (As per GeM guidelines)
 - v) MSE Exemption for Turnover & Experience: Yes
 - vi) Startup Exemption for Turnover & Experience: Yes
 - vii) Years of Past Experience Required: (As per GeM guidelines)
 - viii) Past experience of similar services: Yes
 - ix) Bid to RA enabled: No / Yes.
 - x) Time allowed for technical clarifications during Technical Evaluation: Two (02) days
 - xi) Evaluation Method: Total value-wise evaluation.
 - xii) EMD: 2% of the Bid Estimate Value
 - xiii) Performance Bank Gurantee / Security Deposit: 3% of the contract amount (to be released after 3 months of expiry of the AMC period).
 - xiv) Splitting: No bid splitting.
- 2) **Others:**
 - i) Inspection of machines at site: The bidder or its representative shall be deemed to have inspected and examined the machines at the site and surroundings before submitting the bid and shall obtain the necessary information as to the risks and other circumstances, which may influence or affect the bid. Bidder can inspect the machines between during the 'bid duration time' from 10.00-AM to 05.00 PM on all working days.
 - ii) Bidder should take into account any corrigendum / addendum that may have to be published on the GeM as well as Tezpur University website.
 - iii) Uploading of the bids: Bids should be uploaded by the bidders on their original letterhead and submit all necessary supporting documents with due signature with office seal. A check list as provided at **Annexure- IV** must be submitted alongwith the bid and all the attached documents must be numbered.
 - iv) While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions of bid. A photocopy of the bid (all the pages) duly signed with seal must be submitted as a token of acceptance of the same.
 - v) Evaluation Criteria:

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- a. The bidders are required to upload the bid as per bid specifications provided on the GeM portal and this bid notification.
- b. A Tender Evaluation Committee (TEC), duly constituted by the competent authority of Tezpur University, shall evaluate the bids (Technical and Financial).
- c. The TEC shall evaluate the bids and verify all relevant supporting documents and mark the bids as Accepted and Rejected [with the reason(s) for such rejection].
- d. Only the technically accepted bids will qualify for opening of the Financial Bids.
- e. The financial bid will be evaluated by the TEC based on the "Per Machine Lowest Rate" (L-1). In case of tie of the financial bid / two or more bidders having the same lowest rate, the L-1 will be decided as per Gol rules. / GeM guidelines.
- f. The L-1 bidder will be awarded the contract.
- g. The Service Provider on award of the contract shall have to execute a Service Agreement on stamp paper of ₹ 1,000/-
- vi) Effective date of the contract: The contract shall come into effect on the date of signing of the contract by both the parties and shall remain valid until the completion of the obligations of the parties as per the contract.
- vii) Subletting of contract: The service provider shall be responsible for maintaining necessary uptime during the AMC period. Service Provider shall remain the single point of contract for this AMC and no consortium, subletting or hiring of services of other company for execution of the service shall be allowed.
- viii) Termination Clause: Tezpur University shall have the right to terminate this contract in part or in full by serving thirty (30) days notice in any of the following cases-
 - a. The delivery / commencement of the services is delayed for causes not attributable to Force Majeure for more than thirty (30) days after the scheduled date of delivery / services.
 - b. The service provider is declared bankrupt or becomes insolvent.
 - c. Failure by the Service Provider to honour any part of the contract including failure to deliver the spare parts / render services on time.
 - d. When the service provider is found to have made any false or fraudulent declaration / statement / is found to be indulging in unethical / unfair trade practices.
 - e. Repeated failure of inspection / rectification / resolution of the complaints / defects, leading to the down-time of the machine(s).
 - f. Force Majeure: "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. If the performance of the obligations of either party is rendered commercially impossible by any of the events hereinafter mentioned, the same shall be brought to the notice of the other party in writing within 15 days from the date of such event. The events are – Government Regulation, Legislation, Natural Disasters, Strikes, Lock out, Act of God.
- ix) Transportation & Insurance: Wherever required, shall be arranged by the service provider covering all risks for the machine(s) at its own cost.
- x) Arbitration: Any dispute / legal actions, arising out of / resulting from this bid / contract, shall be subject to jurisdiction of Assam only.

AC.
/s/

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- xi) Terms of Payment:
- No advance payment against proforma invoice will be made.
 - Payment will be made quarterly, i.e. in four (04) equal installments on completion of each quarter.
 - Payment will be made subject to deduction of Penalty Charges / Liquidated Damages on account of defective service as stated under **(B) (iv) (f) and (Annexure-I)**.
 - The bills / invoices must be raised through GeM only. However, in case of any genuine difficulty to do so, manual bills / invoices may also be considered for payment.
- xii) Preference to 'MSME' and 'Make in India': Applicable as per Gol guidelines / policies / instructions.

D) General Instruction for submission of the Bid:

1) Technical Bid:

No separate tender paper will be issued from the office; one should only download the specifications from the GEM Portal of Govt. of India or the Tezpur University website (www.tezu.ernet.in). Bidders having the minimum eligibility criteria as below shall qualify for the Technical Bid. For this, the bidders must upload the scanned copy against each of the requirements as below:

- A tentative list of the machines to be considered under AMC is annexed with this bid. However, bidders may note that the list is tentative and the actual quantity may vary upto 10% of the stated number of machines. Prices are to be quoted accordingly.
- Bidders must be incorporated in India as Proprietary Firm / Partnership Firm / Private Firm / LLP / Limited Company under the Company's Act / Limited Liability Partnership Act. Self-attested copy of Certificate of Registration / Certificate of Incorporation and other relevant documents for this must be uploaded.
- Must have valid Current Bank Account, Income Tax Return Filed Acknowledgement (last 03 years), PAN, GST Certificate. All these documents must be uploaded.
- The bidder must have established registered branch / office in Assam. Relevant documents must be uploaded. Also Service Matrix / Escalation Matrix for resolving complaints must be furnished.
- The bidder must have an experience of minimum three (03) years in providing similar services (AMC for Photocopier / Multifunction Photocopier Machines) in any Central /State Public Sector Undertakings, Central or State Govt. Offices / Departments, Central / State Autonomous organizations / institutions, Universities. A self-declaration to this effect (detailing all such experiences) must be uploaded. Supporting documents (invidual contract orders / details) against this declaration should also be uploaded.
- A Bid Security Declaration at **(Annexure- II)** must be uploaded (by those seeking EMD Exemption under MSE).
- List of at least two (02) qualified service engineers of the firm / company with details of their qualification and experience, designation, contact details must be uploaded.
- It is desirable to have a service engineer placed at Tezpur so that any call can be attended within minimum time required.
- All the supporting documents and printed literature must be either in English or in Hindi language.
- No price information shall be mentioned in the Technical bid; otherwise, the bid shall be summarily rejected.

2) Financial Bid:

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- The prices should be quoted in Indian Rupees (INR) and should be inclusive of all applicable taxes / duties, etc. (for which tax breakup should be mentioned in details) at destination sites of Tezpur University. Applicable GST / taxes must be clearly and separately mentioned.
- The offered price in the financial bid shall be final. No variation in prices shall be allowed under any circumstances during the entire period of contract.
- If there is any discrepancy between words and figures in the price quoted, the amount in WORDS will be considered.

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8/10/24
Deputy Registrar (GA)
Tezpur University

No.	Description of Work	Unit	Frequency	Penalty	Penalty
1	Supply of consumables (Cartridges, etc.)	Per Visit / Per call	Monthly	NA	0.1% of the total contract amount
2	Breakdown Maintenance Services	Within 2 working days	If not attended by 3 rd day	0.1% of the total contract amount	0.2% of the total contract amount
3	Replacement of unserviceable spare parts	Within 7 working days	If not attended by 5 th day	0.1% of the total contract amount	0.2% of the total contract amount
4	Machine Uptime	95%	NA	0.1% of the total contract amount	

Log Book / Sheet of the Machinery

(To be maintained by the Stores & Purchase Section of the University)

Sl. No.	Make / Model of the machine	Serial No. / Marking No.	Fault Details	Fault log date / time by TU	Fault Rectification details	Fault Rectification date / time	Signature of Authorized Official of TU
1			Cartridge needed		Cartridge required		

N.B. The Service Provider will get this log sheet filled and signed by the concerned officials of the indenting department / office of TU and submit to the Stores & Purchase Section. The Log Book will be maintained by the Stores & Purchase Section.

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Annexure-I

DETAILS OF SERVICES AND PENALTIES FOR FAILURE

Sl. No.	Services	Base-line performance	Lower Performance	Penalties for breach	
				1 st Instance	2 nd Instance
1	Log Sheet Maintenance (As below)	Per Visit / Per call	NA	0.1% of the total contract amount	
2	Preventive Maintenance (Exterior Cleaning, Interior Cleaning and Adjustment for improved print quality)	Monthly	NA	0.1% of the total contract amount	0.2% of the total contract amount
3	Breakdown Maintenance Service	Within 2 working days	If not attended by 3 rd day	0.1% of the total contract amount	0.2% of the total contract amount
4	Supply of consumables (Cartridges, etc.)	Within 2 working days	If not attended by 3 rd day	0.1% of the total contract amount	0.2% of the total contract amount
5	Replacement of unserviceable spare parts	Within 7 working days	If not attended by 5 th day	0.1% of the total contract amount	0.2% of the total contract amount
6	Machine Uptime	95%	NA	0.1% of the total contract amount	

Log Book / Sheet of the Machine(s)

(To be maintained by the Stores & Purchase Section of the University)

Sl. No.	Make / Model of the machine	Serial No. / Marking No.	Fault Details	Fault log date / time by TU	Fault Rectification details	Fault Rectification date / time	Signature of Authorised Official of TU
1.			Cartridge required		Cartridge required		

N.B. The Service Provider will get this log sheet filled and signed by the concerned official of the indenting department / office of TU and submit to the Stores & Purchase Section. The Log Book will be maintained by the Stores & Purchase Section.

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

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Annexure-II

BID SECURITY DECLARATION

(to be submitted on firm/company/vendor's/applicant's letterhead with seal and signature)

To,
The Registrar
Tezpur University
Napaam, Tezpur-784028, Sonitpur, Assam

GeM Bid Ref. No.

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature:

Name:

Designation:

Date:

Place:

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).

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Annexure-III

Undertaking regarding Non-Blacklisting

(to be submitted on firm/company/vendor's/applicant's letterhead with seal and signature)

To,
The Registrar
Tezpur University
Napaam, Tezpur-784028, Sonitpur, Assam

GeM Bid Ref. No.

I/We, the undersigned, declare that:

M/S

is not Blacklisted / De-registered / Debarred by any Government Department / Central or State
Public Sector Undertaking / any other Govt. or Private institution / agency / organization for which
we have undertaken / executed the works / services.

Signature:

Name:

Designation:

Date:

Place:

Corporate Seal (where appropriate)

Date:

Place:

Corporate Seal (where appropriate)

Signature:

Name:

Designation:

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Annexure-IV

Check List of Documents

(To be submitted as the 1st page of Bid;

to be submitted on firm/company/vendor's/applicant's letterhead with seal and signature)

Name of the Bidder Firm / Company:

Sl. No.	List of Documents to be submitted	Compliance (Yes / No.)	Reference Page No(s).
1	Name and Registration / Incorporation Details of bidder firm / company		
2	Registered Office Address of the firm / company with e-mail and telephone, mobile no(s).		
3	Name, Designation, Address and contact (e-mail & Mobile No.) details of the person authorized to deal with this bid		
4	Registered Office / Branch Address of the Firm / Company in Assam with e-mail and telephone, mobile no(s).		
5	Specify whether the firm / company is a Manufacturer / Authortised Dealer / Authoised Service Provider / Authorised Distributor / Authothorised Agency		
6	Whether MSME/MSE/NISC?		
7	PAN Card		
8	GST Registrartion		
9	Service Tax Registration		
10	Bank Details (Name, Branch, Address, Account Type, Account No., IFS Code)		
11	Copies of Income Tax Return Filed Acknowledgment for last 3 years		
12	Audited Balance Sheet and Profit & Loss Account for the last 3 financial years		
13	Scanned bid document duly signed and stamped by the bidder as a token of acceptance of all terms and conditions		
14	Bid Security Declaration (As per Annexure- II)		
15	Non-Blacklisting Underkating (As per Annexure- III)		
16	Technical Compliance Statement (As per Annexure- VI)		
17	Details of completion of similar services (AMC for Photocopier / Multifunction Photocopier Machines) during last 3 years and their satisfactory completion certificates from the concerned buyer		
18	List of at least two (02) qualified service engineers of the firm / company with details of their qualification and experience, designation, contact details (e-mail and mobile no.)		

Date:

Place:

Corporate Seal (where appropriate)

Signature:

Name:

Designation:

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Annexure-V

Details of the Photocopier / Multifunction Photocopier Machines (to be covered under the AMC)

Sl. No.	Make	Model	Year of Purchase	Quantity (in Nos.)
1.	Brother	HL-L2321D	2020	
2.	Cannon	Cannon Image Runner 2525	2015	
3.	Cannon	CANON IMAGE CLASS LBP151DW	-	
4.	Cannon	CANON IMAGERUNNER 2625	2022	
5.	Cannon	Canon Multifunction Machines Mfm, ImageRUNNER 2425	2022	
6.	Cannon	Image runner 2625	2022	
7.	Cannon	Image Runner 2630	2022	
8.	Cannon	IMAGE RUNNER 2645	2022	
9.	Cannon	Image Runner 2945	2024	
10.	Cannon	Image Runner2003N	2021	
11.	Cannon	Imagerunner 2625	2022	
12.	Cannon	ImageRUNNER 2925	2024	
13.	Cannon	IR 1643 i	2022	
14.	Cannon	IR-2425	2022	
15.	Cannon	Model No:IRC3120, Serial No.: YEB01013	2020	
16.	Cannon	Image Runner 2224 N	2023	
17.	Cannon	LBP6230DN Printer	2023	
18.	Hewlett-Packard	Colour LaserJet Pro M570dW	2021	
19.	Hewlett-Packard	HP Laser MFP 138fnw	2023	
20.	Hewlett-Packard	LaserJet Pro M706n	2016	
21.	Hewlett-Packard	LaserJet Pro MFPM435nw	2014	
22.	Konica Minolta	bizhub 25i	2023	
23.	Kyocera	Tascalla 3212i	2020	
24.	Kyocera	Kyocera Taskalfa 3212i	-	
25.	Kyocera	KYOCERA TASKALTA 3212i	2019	
26.	Kyocera	Taskalf 3212i	2020	
27.	Kyocera	TASKalfa 3212i	-	
28.	Kyocera	TASKalfa 3212i	2020	
29.	Kyocera	Taskalfa 3212i	2018	
30.	Kyocera	KYOCERA TASKALFA 3212i	2022	
31.	Kyocera	TASKALFA 3212i	-	
32.	Richo	MP1800L2	2016	
33.	Richo	MP2500E	2011	
34.	Richo	RICHO Aficio MP 1800L2	2014	
35.	Richo	Aficio MP 1600Le	2011	
36.	Richo	Aficio MP 2000Le	2014	
37.	Richo	MP2501L	-	
38.	Richo	RICOH 2014D	-	
39.	Richo	RICOH AFICIO MP2000 L2	2012	
40.	Richo	Ricoh Aficio MP2000L2	2012	
41.	Richo	RICOH MP2000Le	-	
42.	Richo	RICOH MP2001L	2012	
43.	Richo	Aficio MP2000L2	2012	
44.	Sharp	AR-5625	2008	
45.	Sharp	SHARP AR-M165 (Digital)	2011	
46.	Toshiba	e studio 181	2012	
47.	Toshiba	TOSHIBA Workcentre 5024	2017	

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नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
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Contd...

Sl. No.	Make	Model	Year of Purchase	Quantity (in Nos.)
48.	Toshiba	Toshiba e studio 211	2012	
49.	Toshiba	TOSHIBA ES-18	2013	
50.	Toshiba	Toshiba Model No. e-studio-18, Sl. No. CIJ247959	2012	
51.	Xerox	B1025	2020	
52.	Xerox	B1025	2019	
53.	Xerox	B1025	2017	
54.	Xerox	B7100	2022	
55.	Xerox	HP LASERJET MFP M438nda	2023	
56.	Xerox	Old machine	-	
57.	Xerox	Versalink B7035	2019	
58.	Xerox	WC 7225	2016	
59.	Xerox	WC 7225	2016	
60.	Xerox	WC5021	2018	
61.	Xerox	WORK CENTRE 5016	2016	
62.	Xerox	Work Centre 5021	2017	
63.	Xerox	Work Centre 5024	2017	
64.	Xerox	Work Centre 5325	2015	
65.	Xerox	workcenter 5225	-	
66.	Xerox	Workcentre 5021	2017	
67.	Xerox	WorkCentre 5021 (Sl. no.3331975671)	2014	
68.	Xerox	Workcentre 5330	2014	
69.	Xerox	XEROX B1025	2022	
70.	Xerox	Xerox B1025	2016	
71.	Xerox	Xerox B1025	2019	
72.	Xerox	Xerox Versalink B7100	2022	
73.	Xerox	Xerox VersaLinkB7100	2023	
74.	Xerox	XEROX WC 5021	2016	
75.	Xerox	XEROX WC 5022	2018	
76.	Xerox	XEROX WC 5024	-	
77.	Xerox	XEROX WC 5024	2016	
78.	Xerox	Xerox WC5021	2018	
79.	Xerox	Xerox Work Centre 5325	2015	
80.	Xerox	XEROXB 1022	2019	
81.	Xerox	WC5024(work centre)	2017	
82.	Xerox	Workcentre 5020	1997	
83.	Xerox	Workcentre 5022	-	
84.	Xerox	Workcentre 5022	-	

N.B. A detailed list of location of the machines may be obtained from the Stores & Purchase Section of the University, if desired.

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Annexure-VI

Technical Compliance Sheet

(to be submitted on firm/company/vendor's/applicant's letterhead with seal and signature)

Sl. No.	Make	Model	Year of Purchase	Compliance for AMC (Yes / No)
1.	Brother	HL-L2321D	2020	
2.	Cannon	Cannon Image Runner 2525	2015	
3.	Cannon	CANON IMAGE CLASS LBP151DW	-	
4.	Cannon	CANON IMAGERUNNER 2625	2022	
5.	Cannon	Canon Multifunction Machines Mfm, ImageRUNNER 2425	2022	
6.	Cannon	Image runner 2625	2022	
7.	Cannon	Image Runner 2630	2022	
8.	Cannon	IMAGE RUNNER 2645	2022	
9.	Cannon	Image Runner 2945	2024	
10.	Cannon	Image Runner2003N	2021	
11.	Cannon	Imagerunner 2625	2022	
12.	Cannon	ImageRUNNER 2925	2024	
13.	Cannon	IR 1643 i	2022	
14.	Cannon	IR-2425	2022	
15.	Cannon	Model No.:IRC3120, Serial No.: YEB01013	2020	
16.	Cannon	Image Runner 2224 N	2023	
17.	Cannon	LBP6230DN Printer	2023	
18.	Hewlett-Packard	Colour LaserJet Pro M570dW	2021	
19.	Hewlett-Packard	HP Laser MFP 138fnw	2023	
20.	Hewlett-Packard	LaserJet Pro M706n	2016	
21.	Hewlett-Packard	LaserJet Pro MFPM435nw	2014	
22.	Konica Minolta	bizhub 25i	2023	
23.	Kyocera	Tascalla 3212i	2020	
24.	Kyocera	Kyocera Taskalfa 3212i	-	
25.	Kyocera	KYOCERA TASKALTA 3212i	2019	
26.	Kyocera	Taskalf 3212i	2020	
27.	Kyocera	TASKalfa 3212i	-	
28.	Kyocera	TASKalfa 3212i	2020	
29.	Kyocera	Taskalfa 3212i	2018	
30.	Kyocera	KYOCERA TASKALFA 3212i	2022	
31.	Kyocera	TASKALFA 3212i	-	
32.	Richo	MP1800L2	2016	
33.	Richo	MP2500E	2011	
34.	Richo	RICHO Aficio MP 1800L2	2014	
35.	Richo	Aficio MP 1600Le	2011	
36.	Richo	Aficio MP 2000Le	2014	
37.	Richo	MP2501L	-	
38.	Richo	RICOH 2014D	-	
39.	Richo	RICOH AFICIO MP2000 L2	2012	
40.	Richo	Ricoh Aficio MP2000L2	2012	
41.	Richo	RICOH MP2000Le	-	
42.	Richo	RICOH MP2001L	2012	
43.	Richo	Aficio MP2000L2	2012	
44.	Sharp	AR-5625	2008	
45.	Sharp	SHARP AR-M165 (Digital)	2011	
46.	Toshiba	e studio 181	2012	
47.	Toshiba	TOSHIBA Workcentre 5024	2017	

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48.	Toshiba	Toshiba e studio 211	2012	
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56.	Xerox	Old machine	-	
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59.	Xerox	WC 7225	2016	
60.	Xerox	WC5021	2018	
61.	Xerox	WORK CENTRE 5016	2016	
62.	Xerox	Work Centre 5021	2017	
63.	Xerox	Work Centre 5024	2017	
64.	Xerox	Work Centre 5325	2015	
65.	Xerox	workcenter 5225	-	
66.	Xerox	Workcentre 5021	2017	
67.	Xerox	WorkCentre 5021 (Sl. no.3331975671)	2014	
68.	Xerox	Workcentre 5330	2014	
69.	Xerox	XEROX B1025	2022	
70.	Xerox	Xerox B1025	2016	
71.	Xerox	Xerox B1025	2019	
72.	Xerox	Xerox Versalink B7100	2022	
73.	Xerox	Xerox VersaLinkB7100	2023	
74.	Xerox	XEROX WC 5021	2016	
75.	Xerox	XEROX WC 5022	2018	
76.	Xerox	XEROX WC 5024	-	
77.	Xerox	XEROX WC 5024	2016	
78.	Xerox	Xerox WC5021	2018	
79.	Xerox	Xerox Work Centre 5325	2015	
80.	Xerox	XEROXB 1022	2019	
81.	Xerox	WC5024(work centre)	2017	
82.	Xerox	Workcentre 5020	1997	
83.	Xerox	Workcentre 5022	-	
84.	Xerox	Workcentre 5022	-	

N.B. A detailed list of location of the machines may be obtained from the Stores & Purchase Section of the University, if desired.

Date:

Place:

Corporate Seal (where appropriate)

Signature:

Name:

Designation: