

# Document for Expression of Interest (EOI)



## **Document for Expression of Interest (EOI) for Supply, Installation and Commissioning of below items Multifunctional Machine (A3) – Photocopier Machine for Permanent Campus of CUG, Kundhela, Vadodara**

<b>GeM Bid No.</b>	<b>GEM/2024/B/5513275</b>
<b>Pre-EoI Meeting Date, Time &amp; Place</b>	<b>25.10.2024 at 3.00PM</b> Central university of Gujarat, Near Jalaram Temple, Sector-29, Gandhinagar, Gujarat
<b>Bid End Date</b>	<b>07.11.2024</b>

### **Contact person:**

<b>(During office hours 10.00 am to 5.00 pm (Mon-Fri))</b> For Technical query: Shri Hiren Parmar, System Analyst Email: ict[at]cug[dot]ac[dot]in Tel : 079-23977454	For Commercial query: The Registrar, Central University of Gujarat Email: registrar@cug.ac.in Tel: +91 079-23977407
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**Chapter – 1**  
**INTRODUCTION**

Central University of Gujarat, Permanent Campus of CUG, Kundhela, Vadodara, Gujarat, an Autonomous Established by Parliament of India through the Central Universities Act (2009), of the University Grants Commission, New Delhi (Ministry of Education, Govt. of India) invites sealed Expression of Interest (EoI) from leading, reputed, professionally & financially sound and duly registered companies /agencies /organizations with a proven track record and having capabilities for design, supply, installation, commissioning, and maintenance of below items:

1. Multifunctional Machine (A3) – Photocopier Machine.

**Chapter-2**  
**GENERAL INSTRUCTIONS FOR BIDDERS**

1. The Expression of Interest requires submission of a detailed solution, Technical Requirements, Specifications, and Budgetary quote for equipping the Central University of Gujarat, Permanent Campus of CUG, Kundhela, Vadodara, Gujarat with below items:

1. Multifunctional Machine (A3) – Photocopier Machine.
2. Mandatory Site Survey/Visit & Pre-EOI Meeting:  
All the interested parties are requested to go through the tentative Scope of Work detailed in Chapter-3 and mandatorily visit the site during office working hours before Pre-EOI meeting with prior appointment of at least 02 days before the visit in order to understand the modalities such as design, site preparation, supply, installation, testing, training, along with operations and maintenance of physical and IT Infrastructure for below items:
  1. Multifunctional Machine (A3) – Photocopier Machine.
3. A Pre-EOI Meeting will be held on **25/10/2024 at 03:00 PM at Central university of Gujarat, Near Jalaram Temple, Sector-29, Gandhinagar, Gujarat** for technical discussion/queries related to the requirement. Further clarifications (if any) regarding any aspect of the EoI (if any) will be provided to the Bidders consequently. Only the queries received on or within the date prior to the Pre-EOI meeting will be entertained and answered. All such clarifications, together with all details on which the clarification had been sought will be uploaded on the GeM portal and on the CUG Website.

Such clarifications shall form part of the EOI document. Bidder can send their queries to:

**For Technical:**

For Technical query:

Shri Hiren Parmar, System Analyst

Email: ict@cug.ac.in

Tel : 079-23977454

**For Commercial:**

The Registrar, Central University of Gujarat

Email: registrar@cug.ac.in

Tel: +91 079-23977407

The representatives of the interested parties (restricted to two persons) may attend the Pre-EoI Meeting and conduct site survey at their own cost.

4. Eligibility Criteria: The Central University of Gujarat has set up minimum eligibility criteria for the bidding purpose. All the interested parties must meet the criteria mentioned at Annexure-T-I and on GeM Portal, before they apply for the e-bid (EoI) through online mode. The bidding parties meeting the criteria must enclose their supporting documents along with their technical proposal and budgetary quote on GeM Portal (<https://gem.gov.in>), failing which their bids will be summarily rejected and will not be considered any further.

5. Submission of EoI: Central University of Gujarat invites online EoI in single packet bid (Technical Offer along with Budgetary Quotation). All the items/products/solutions required for the project should be suggested and included in the Bill of Material. The complete EoI shall be submitted within the stipulated date & time. No opportunity shall be given to Bidder to withdraw any offer at any stage after the submission of the Bids.

6. The EoI document can be downloaded from the GeM Portal (URL:<https://gem.gov.in>). Besides, EoI document reference can also be seen on the CUG website (<https://www.cug.ac.in/tenders/>). Prospective Bidders who have not enrolled/registered with the aforesaid portal shall have to enroll/register themselves before participating through the website of GeM (URL:<https://gem.gov.in>).

7. Any incomplete EoI received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated. All entries in the EoI should be legible and filled clearly, otherwise the proposal is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, must be initialed by the authorized signatory.

8. Period of Validity of EoI: The proposals shall remain valid till 90 days from the date of opening of EoI. In exceptional circumstances, Central University of Gujarat (CUG) may ask for extending the period of validity and such a request shall be binding on Bidders. Central University of Gujarat (CUG) request and the response to such a request by various bidders shall be in writing.

9. Evaluation of EoI & Call for Presentation:

After the opening of the proposal, the Central University of Gujarat (CUG) will examine the credentials of the firms, based on the submitted documents as per the eligibility criteria detailed in Annexure T-I and other eligibility criteria as mentioned in GeM Bid Document to shortlist the vendors. In case the Centre decides to seek further information/clarification, the same shall be provided by the bidder.

10. After evaluation of the eligibility criteria, the shortlisted vendors will be required to make a focused presentation on the company, expertise, experience in the relevant field, products with the proposed solution etc. to the Technical Committee of Central University of Gujarat (CUG). The date of the presentation will be informed to the shortlisted vendors in advance.

11. Following the presentations, based on the proposed acceptable solutions, the Central University of Gujarat (CUG) will finalize the actual requirement along with specifications and cost implications and then a tender inquiry with two covers (Technical and Financial (BOQ)) will be floated on GeM portal for supply, installation, commissioning, testing below items:

1. Multifunctional Machine (A3) – Photocopier Machine.

12. It must be noted that this EOI is published for obtaining technical offer along with the budgetary quotation for the procurement of below items:

1. Multifunctional Machine (A3) – Photocopier Machine.

However, this EoI has been published without any financial commitment (Non-Committal EoI) from either side forwards any of the participating firms.

13. The Competent Authority of Central University of Gujarat (CUG) is not bound to accept the EoI if any technical discrepancies are found in the EOI. However, it reserves the right to accept/reject the EoI, and the decision of the Authority in this regard shall be final and binding on the Bidder.

14. Participation in EoI will be considered as a qualification of the bidder in regular tender inquiry to be published later.

15. If the product is available on GeM, GeM catalogue of the product to be attached. (or the specification sheet is required).

16. Amendment of Bid Document: At any time prior to the deadline for submission of proposals, CUG reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the Central University of Gujarat (CUG) website and GeM Portal. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

17. Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for

3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year.

18. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid.

19. The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.

20. Central University of Gujarat (CUG) Reserves Right to reject any of all bids: The Competent Authority of Central University of Gujarat (CUG) reserves the right to reject any bid and to annul the bidding process and reject all bids at any time or discontinue this EOI process, without assigning any reason, at any time. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the Central University of Gujarat (CUG)/ in any way concerning scrutiny / consideration / evaluation of the bid shall entail rejection of the bid.

21. Resolution of Disputes: If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavour to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts, giving one month's notice period. The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

## Chapter –3

### TENTATIVE SCOPE OF WORK OF EOI

#### **Scope of Work (SOW) for Multifunction Machine (A3 Size) for 30 PPM (28 Qty.), 55 PPM (1 Qty.) with 5 year warranty**

##### **1. Supply of Multifunction Printer (A3 Size)**

The supplier is responsible for the delivery of the following equipment, in accordance with the technical requirements:

###### **1. Multifunction Printer (MFP) Specifications**

- **Print Size:** A3, A4, and smaller formats
- **Print Technology:** Laser or inkjet (depending on requirements)
- **Functions:** Print, Copy, Scan
- **Printing Speed:** [30 pages per minute (PPM) for A4; 55 PPM for A4]
- **Cartridge Technology:** Separate Drum and Toner (Dual Component)
- **Resolution:** Minimum 1200 x 1200 dpi for high-quality prints
- **Paper Handling:** Multi-purpose tray, input/output capacity for A3, A4, and various media types (envelopes, labels, etc.)
- **Duplex Printing:** Automatic double-sided printing and scanning
- **Scanning Resolution:** Up to [e.g., 600 dpi for color and monochrome]
- **Memory and Processor:** Minimum of [e.g., 1 GB RAM and Dual-Core Processor] for fast processing
- **Original Feeder Type:** SPDF
- **BIS Registration :** Yes (Specify Number and Provide Certificate)
- **Connectivity:**
  - Ethernet (Wired network)
  - Wi-Fi and Bluetooth
  - USB port for direct print/scan
  - Mobile print options
- **User Interface:** Touchscreen display for easy navigation and configuration
- **Toner/Ink:** High-yield toner/ink cartridges for cost-effective printing
- **Security Features:** Secure print, user authentication, data encryption, and network security features
- **Onsite Warranty:** 5 Years
- **Any other features which not specified above**

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## 2. Installation Services

The supplier will provide all necessary personnel, tools, and equipment to install the multifunction printer at the designated location. The scope of installation includes:

### 1. Site Survey:

- Conduct a pre-installation site survey to ensure appropriate space, power supply, and network access are available.
- Identify the optimal placement of the MFP for accessibility and operational efficiency.

### 2. Unpacking and Assembly:

- Unbox and assemble the printer, ensuring all components, including trays, feeders, and toner/ink cartridges, are properly installed.
- Connect all necessary accessories (e.g., paper trays, finishers, additional feeders).

### 3. Network and System Setup:

- Connect the MFP to the client's network, ensuring proper IP configuration, and network settings (static IP or DHCP).
- Install necessary drivers and software on client computers and servers, ensuring compatibility with existing operating systems.
- Configure printing protocols such as IPP, SMB, LPD, or AirPrint based on the client's network environment.
- Ensure mobile printing and cloud printing features are correctly set up.

### 4. Paper Handling and Tray Configuration:

- Configure and test all paper trays to ensure smooth feeding of A3 and A4 paper.
- Set up automatic paper selection, duplex printing, and finishing options (e.g., stapling, sorting, hole punching).

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## 3. Testing and Configuration

After installation, the supplier will perform comprehensive testing to verify that the printer and all associated features are functioning correctly.

### 1. Print Functionality:

- Test print quality for both A3 and A4 sizes, ensuring high resolution and accurate reproduction.
- Check printing speed and output quality, especially for high-volume jobs.
- Test duplex (double-sided) printing capabilities.
- Perform multiple tests to confirm functionality with various paper types (thick paper, labels, envelopes).

### 2. Copy Functionality:

- Test copy functions, including single-sided and double-sided copying, resizing, collation, and sorting.
  - Ensure that A3 copies maintain clarity and are proportional to the original document.
3. **Scan and Fax Functionality:**
- Test scanning to network folders, email, and USB drives, verifying the quality and speed of scanning in color and monochrome.
  - Set up and test fax functionality (if applicable), including sending and receiving faxes, speed dialing, and fax-to-email.
4. **User Interface and Workflow Testing:**
- Verify that the touchscreen interface is responsive and easy to use, allowing users to navigate between different functions seamlessly.
  - Ensure customization of workflows, such as pre-set scan destinations or secure print queues.
5. **Security Features:**
- Test the security features of the MFP, including user authentication (PIN or card-based), encryption of data, and secure print release.
6. **Driver and Software Integration:**
- Verify that drivers and software are correctly installed on user workstations and that all functions (print, scan, copy) are accessible from remote devices.
  - Test mobile and cloud printing options to ensure that users can print directly from smartphones, tablets, and cloud storage platforms.
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#### **4. Commissioning and Handover**

Once the equipment has been installed and tested, the commissioning process will take place, including the following:

1. **Demonstration and Training:**
  - Provide an in-depth demonstration of the MFP's capabilities to key users.
  - Train staff on how to use the multifunction printer for everyday operations, such as printing, scanning, copying, and faxing.
  - Highlight troubleshooting tips, paper handling procedures, toner/ink replacement, and maintenance tasks.
  - Provide training on the use of advanced features, such as mobile printing and cloud integration.
2. **Documentation:**
  - Provide detailed user manuals and technical documentation for the multifunction printer, including guides on maintenance and troubleshooting.

- Provide configuration settings, network information, and backup copies of software/drivers used during installation.
- Deliver warranty certificates for the equipment.

**3. Final Inspection and Client Sign-off:**

- Conduct a joint inspection with the client to ensure that all aspects of the printer are fully functional.
- Resolve any issues or concerns identified during the inspection.
- Obtain client sign-off to mark the formal handover of the multifunction printer.

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**5. Support and Maintenance**

The supplier will provide post-installation support, ensuring that the equipment remains fully operational. This includes:

**1. Warranty and Service Agreements:**

- Offer a warranty for the multifunction printer, covering hardware repairs or replacements within the 5 year period.
- Provide an optional service agreement for regular maintenance, including toner replacement, cleaning, and preventative checkups.

**2. Technical Support:**

- Offer remote and on-site technical support for any issues encountered during the warranty or service agreement period.
- Provide software and firmware updates as needed to maintain the security and performance of the multifunction printer.

**3. Preventative Maintenance:**

- Perform regular maintenance visits as part of the service agreement, ensuring optimal printer performance, paper handling, and output quality.
- Include cleaning and checking of rollers, paper trays, and toner/ink systems.



## **Financial Capability**

**Bidder Turn Over Criteria:** The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

#	Product Name	Average Annual Turn Over (Last Three Years)
1.	Multifunctional Machine (A3) – Photocopier Machine.	66 Lakhs

**OEM Turnover Criteria:** The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

#	Product Name	Average Annual Turn Over (Last Three Years)
1.	Multifunctional Machine (A3) – Photocopier Machine.	530 Lakhs

**NET WORTH: Net Worth of the OEM should be positive as per the last audited financial statement.**

**Please provide details as below**

#	Product Name	OEM	Model Number
1.	Multifunctional Machine (A3) – Photocopier Machine (for 30 PPM and for 55 PPM)		

**Chapter – 4**  
**Central University of Gujarat, Permeant Campus of CUG,**  
**Kundhela, Vadodara, Gujarat**

**Annexure T-I**

**Technical Bid- Pre-qualification Criteria (Annexure – I to VI)**

**Checklist for Technical Bid**

Mention Page Numbers

<u>Sr. No</u>	<u>Pre-qualification criteria</u>	<u>Documents to be provided</u>	<u>Attached (Y/N)</u>	<u>Page No.</u>
1.	The prospective Bidder shall be an Indian entity registered and operating in India under the appropriate Laws of India.	Registration Certificate of Business.		
2.	Bidder must have GST registration certificate issued by the Competent Authority	Attested copy of GST registration certificate.		
3.	Bidder must have PAN/TAN/GIR card.	Attested copy of PAN/GIR/TAN Card		
4.	Bidder's Details	Annexure- I [On the letterhead of the Bidder]		
5.	Declaration of Bidder	Annexure- II [On the letterhead of the Bidder]		
6.	Declaration of blacklisting/non-blacklisting	Annexure- III [On the letterhead of the Bidder]		
7.	Financial Capability of Bidder	Annexure- IV [On the letterhead of the Bidder]		
8.	Details of Firm's Experience of similar services	Annexure- V [On the letterhead of the Bidder]		
9.	OEM's Authorization Form	Annexure- VI [On the letterhead of the OEM]		

The bidder is required to submit the self-attested photocopies of the following documents along with the

Technical Bid, failing which their bids may be summarily/outrightly rejected and may not be considered:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat**

**Annexure-I**

**Bidder's Details**

[On the letterhead of the Bidder]

1	Name of the Firm/ Company		
2	Offered Product Name, Make and Model		
3	Name and Designation of Authorized Signatory		
4	Office Address of the Firm/ Communication Address:		
5	Phone No. / Mobile No:		
6	E-Mail ID:		
7	GST registration Number:		
8	PAN Number:		
9	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFSC Code No:	
		Name of Branch:	
<b>Particular Details of the Bidders Representative</b>			
10	Contact Person: / Mobile No:	Name of Person:	
		Designation:	
		Tele / Mobile No:	
		E-Mail ID:	

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

**Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat**

**Annexure- II**

**DECLARATION**

[On the letterhead of the Bidder]

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director / Authorized Signatory  
of the Company / Firm, mentioned above, is competent to sign this declaration and execute this EOI document;

I/We hereby certify that I/We have read the entire terms and conditions of the EOI documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), etc.,). I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the EOI conditions of above-mentioned EOI document(s) in it's totally / entirely.

**In case any provision of this EOI is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this EOI/bid including the forfeiture of the full said \_\_\_\_\_ deposit absolutely.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat**

**Annexure- III**

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/s.....hereby declare that the firm/  
company namely M/S.....has  
not been blacklisted or debarred in the past by any Government Department/State Govt./PSU/Municipal  
Corporation/other Govt. Bodies from taking part in Government EOIs as on date of submission of proposals.

Or

I / We proprietor / partner (s) / Director (s) of M/S.....hereby declare that the  
firm/ company namely M/S.....was  
blacklisted or debarred by any Government Department/State Govt./PSU/Municipal Corporation/other Govt.  
Bodies from taking part in Government EOIs for a period of .....years w.e.f..... The period  
over on..... And now the firm/ company is entitled to take part in Government EOI. In case, the above  
information is found false, I/we am/are fully aware that the EOI/ contract will be rejected / cancelled by Central  
University of Gujarat, Permeant Campus of CUG, Kundhela, Vadodara, Gujarat and EMD/Performance Bank  
Guarantee shall be forfeited. In addition to the above Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat Will not be responsible to pay the bills for any completed/ partially completed work.

Signature: .....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

**Seal of the firm should be affixed.**

**Dated:**

**Signature of Bidder with seal.**

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate  
will be given by all the partners and in case of limited company by all the Directors of the company or company  
secretary on behalf of all directors.

**Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat**

**Annexure- IV**

**FINANCIAL CAPABILITY OF BIDDER**

[On the letterhead of the Bidder]

**Annual turnover details of the Bidder from [insert relevant details]**

#	Financial Year	Turnover in Indian Rupees	Document Page No.
1	2021-2022		
2	2022-2023		
3	2023-2024		

\*Audited Balance sheet and profit & Loss account statement of the Bidder for each of the above-mentioned financial year shall be submitted as supporting evidence.

1. Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.
- 2. Please affix the signature of the authorized signatory of the statutory auditor of the Bidder with name, designation, seal and date here.**

Authorized Signatory

(Signature in full): \_\_\_\_\_

Authorized Signature of Statutory Auditor: \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

Stamp of the firm \_\_\_\_\_

**Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat**

Annexure- V

**Details of works of similar type executed by the Bidder**

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
- If necessary, separate sheet may be used to submit the information.

**Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat**

**Annexure- VI**

[On the letterhead of the OEM]

**OEM's Authorization**

OEM's Name \_\_\_\_\_

[Address and Contact Details]

Date.....

The Registrar

Central University of Gujarat, Permeant Campus of CUG,  
Kundhela, Vadodara, Gujarat - \_\_\_\_\_

Dear Sirs,

Ref. Your EOI Document No.....for Procurement of below items:

#	Product Name
1.	Multifunctional Machine (A3) – Photocopier Machine.

We, ....., are proven and reputable manufacturers of the EOI. We have factories/branches at ..... We, hereby, authorise Messrs. ....(name and address of the authorised dealer) to submit a bid, process the same further and enter into a contract with you against above referred EOI Process for supply, installation, commissioning, and maintenance of below items:

#	Product Name	Tick (Yes/No)
1.	Multifunctional Machine (A3) – Photocopier Machine.	

subject requirement manufactured by us. Their registration number with us is ....., dated/ since.....

We further confirm that no Bidder or firm or individual other than Messrs. ....  
(name and address of the above-authorized dealer) is authorized for this purpose.

As principals, we commit ourselves to extend our full support for warranty obligations, as applicable as per the EOI Document, for the requirement offered for supply by the above firm against this EOI Document.

Our details are as under:

1. Name of the Company:
2. Complete Postal Address:
3. Pin code/ ZIP code:



- 4. Telephone nos:
- 5. Mobile Nos.: (with country/ area codes):
- 6. Contact persons/ Designation:
- 7. Email IDs:

We enclose herewith, as appropriate, our ----- (Bye-Laws/ Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution)

Yours faithfully,

.....

[signature with date, name, and designation]

for and on behalf of Messrs.....

[name & address of the OEM and seal of company]