General Form of File PICO-/A4/11024/2026 Approved by REGISTRAR (i/c) on 11-Nov-2026 07:47 PM - Page 1

KANNUR UNIVERSITY

(Purchase and Inventory Control Office 'A' Section)

PICO-/A4/11024/2026 11.11.2026

TENDER NOTICE

Sealed competitive Tenders with superscription "Supply and Installation of High Speed Scanners" are invited from eligible, reputed and bonafide dealers having proven track record, for the Supply and Installation of 03 units of High Speed Scanners at Kannur University Thavakkara Campus

Tenders with details of model, price (including GST) etc. should reach the Registrar, Kannur University, Civil Station P.O, Kannur - 670002 on or before 03/12/2026 at 3.00 PM and will be opened on 04/12/2026 at 3.00 PM. Late tenders will not be accepted.

TENDER SCHEDULE

TENDER NOTICE No.	PICO-/A4/11024/2026
NAME OF WORK	Supply and Installation of 03 units of High Speed Scanners at Kannur University, Thavakkara Campus
TENDER SUBMISSION FEE	₹.472/- (Including 18% GST)
EMD	₹.1,500/-
MODE OF PAYMENT	Demand Draft
WARRANTY PERIOD	One year Onsite Warranty
BID SUBMISSION END DATE AND TIME	03/12/2026 3.00 PM
BID OPENING DATE AND TIME	04/12/2026 3.00 PM
ADDRESS OF THE OFFICER TO WHOM TENDERS ARE TO BE SUBMITTED	The Registrar, Kannur University, Thavakkara Campus, Civil Station (PO). Kannur- 670002

TECHNICAL SPECIFICATIONS

SL.NO	SPECIFICATION/ DESCRIPTION	QUANTITY
(i)	***HIGH SPEED SCANNER*** Resolutions : 600x 600 (in DPI) or better Scanning Speed: 20 PPM or better Document Feeder: ADF and Flatbed Document Size : Legal in Flatbed and ADF Document Feed Tray Capacity : 50 sheets or better File Format : JPEG, PDF Connectivity : USB Warranty : One year Onsite	03

Terms and Conditions

Tender form and General Conditions can be downloaded from University Website ***www.kannuruniversity.ac.in***

The acceptance of tenders will be subject to the following conditions:

1. The tender fee and Earnest Money Deposit (EMD) for each item, as specified below, shall be remitted through a Demand Draft drawn in favour of the Finance Officer, Kannur University, payable at the State Bank of India (SBI), South Bazar Branch, or at the Kannur Branch of any other nationalised or scheduled bank. However, 18% GST on the tender fee shall be remitted directly to the GST Department.

SL.NO.	ITEM	TENDER FEE (Excl GST)	TENDER FEE (18% GST)	EMD
1	Supply and installation of High Speed Scanners	₹.400/-	₹.72/-	₹.1,500/-
Total		**₹.400/-**	**₹.72/-**	**₹.1,500/-**

All the MSMEs with Udyog Aadhaar Registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the State of Kerala will be exempted from payment of Tender Fee and Earnest Money Deposit. Necessary Documents should be produced.

2. The tenderer shall submit, along with the tender, an agreement duly executed and signed on Kerala Stamp Paper of the value of ₹200/- (Rupees Two Hundred only). The prescribed format is available on the University website.
3. The rates quoted shall be inclusive of GST and all other applicable charges, if any. The basic rate, GST amount, and other applicable charges, if any, shall be indicated separately.
4. The bidders shall keep their quoted rates firm for a period of 90 days.
5. The firm shall possess a valid GST registration and shall submit a copy of the GST registration certificate along with the tender documents.
6. The bid shall include detailed technical specifications, brochures, and pamphlets relating to the items quoted.
7. All the claimed specifications (make, model, year of manufacture warranty etc) should be mentioned in the brochure or Catalogue of the equipment.
8. The successful bidder shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5% of the value of the contract by way of Demand Draft drawn in favour of the Finance Officer, Kannur University payable at SBI South Bazar Kannur University Campus Branch at Kannur, for the satisfactory fulfillment of the contract.
9. The installation and the initial operation shall be the responsibility of the Supplier.
10. The payment will be made through the account only after the delivery and installation of the products, and on proper presentation of the invoice in original and duplicate along with advance stamped receipt specifying the letter of acceptance number and date. No advance

General Form of File PICO-/A4/11024/2026 Approved by REGISTRAR (i/c) on 11-Nov-2026 07:47 PM - Page 2

payment will be made.

11. Warranty for Equipment shall be one year onsite.
12. Dedicated/ toll free Telephone number shall be provided for service support.
13. The Registrar, Kannur University reserves the right, not to process the tender, cancel the contract/ supply order, hold the payment and to trade or not to trade the old stores without assigning any reason.

GSTIN 32AAAGK0152J1ZT

Contact: 0497 2715267

Sd/-

REGISTRAR (I/C)

Copy to : Web Manager/Notice Board

General Form of File PICO-/A4/11024/2026 Approved by REGISTRAR (i/c) on 11-Nov-2026 07:47 PM - Page 3