

BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY,

(Established by the Govt. of Punjab)

Gurdaspur-143521

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TENDER NOTICE 03/2018

CATEGORY - B

TENDER FOR 'ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER'

,Sealed tenders i.e) 1) Qualifying Bids and 2) Financial Bids are invited for comprehensive Annual Maintenance Contract (AMC) of Photocopier Machines from reputed manufactures/ Authorised Dealers, having 3-5 years of experience in executing similar kind of AMC in reputed organizations. The tender documents along with, terms & conditions etc can be downloaded from the college website www.bcetgsp.ac.in Last date for receipt of Tender bids is 06.07.2018 at 11:30 AM and same will be opened at 3:00 PM respectively. Corrigendum, if any will be uploaded on College website.

(A)TENDER PROCESS

1. Tender is invited in two parts i.e. **(1) Qualifying bid and (2) Financial bid.** The tender form for Qualifying bid in proforma prescribed in ANNEXURE - I and the tender form for the Financial bid in proforma prescribed in ANNEXURE - II, complete in all respects shall be submitted in **two separate sealed covers** addressed to the Principal, Beant college of engineering and technology , Gurdaspur, 143521.

The sealed covers should be super scribed with "**Qualifying Bid – Annual Maintenance Contract for Photocopier Machines**" and "**Financial Bid - Annual Maintenance Contract for Photocopier Machines**", respectively.

S.No	Description	Quantity
1	RICOH PHOTOCOPIER MACHINE	09
2	CANON PHOTOCOPIER MACHINE	02

2 The Company/firm/enterprise intending to submit the quotation shall be a reputed organization in the field for at least 3-5 years and should provide their PAN, Sales Tax , Service Tax Registration No. and GST No in respect of their

firms along with their quotation. The agency should provide the telephone nos., fax nos., e-mail ID., mobile nos. to ensure proper connectivity.

3. Qualifying bid should be accompanied by an earnest money of **Rs. 10,000/-** in the form of Bank Draft in the favour of the Principal, Beant college of engineering and technology payable at Gurdaspur,. Cash and cheque shall not be accepted. Technical bid received without earnest money shall be summarily rejected without assigning any reason there of and no tenderer shall have any right to represent against it, even if, his quotation happen to be lowest. Earnest Money received from the unsuccessful tenderers will be returned without interest immediately after the process of selection of tender/quotation is over. The earnest money in respect of 3 most successful bidders (i.e. L1, L2, L3) will be retained. If the firm to whom the contract is awarded fails to commence the service within the stipulated date & time or does not accept the work/supply order the earnest money will be forfeited and the contract will be awarded to the next lowest bidder.

4. An undertaking in the enclosed format is required to be furnished by the interested vendor for the sake of authenticity.

Only the firms meeting the technical terms & conditions should submit their quotations in sealed cover. Qualifying bid shall include documentary proof in respect of each of the points of Technical Terms & conditions. Financial bids of firms, who fail to fulfil any of the above conditions, will not be considered.

5.. The rates for maintenance quoted should be inclusive of all taxes. Rates must be shown in figures as well as in words. However, net price (inclusive of all taxes) to be considered as offer price. In case of any variance between amount quoted in figures and in words, the quotations will be summarily rejected

Only the firms meeting the above financial terms & conditions should submit their quotations in sealed cover. The firm which fails to fulfil any of the above conditions will be disqualified

(B) GENERAL TERMS & CONDITIONS:-

1. Interested firms may submit their documents satisfying the Qualifying bid requirement in a sealed cover, super scribed with “ Qualifying bid for AMC of copiers” along with another sealed cover super scribed as “Financial bid for AMC of copiers” and addressed to the Principal, Beant college of engineering and

technology , Gurdaspur, 143521 at the earliest, but not later than 11.30 Hrs on 06.07.2018.

Quotations received after the said date and time will be summarily rejected.

2.The received quotations will be opened on 06.07.2018 at 15.00 hrs in Beant college of engineering and technology , Gurdaspur, in presence of duly authorised Representative of respective bidders. If no bidders/ their representatives are present at the stipulated date & time, the tender opening process will be continued without them with the permission of the Appropriate Authority. Qualifying Bid will be opened first and only those firms, who fulfill the Technical terms & conditions, will be eligible for participating in the “Financial Bi”

3.Comprehensive AMC of photocopier machines includes supply of all material spares, replacement/ repairs or parts and also supply of drums/ toners as and when required.

4.Details of all minor/ major, routine/ preventive repair/ maintenance job undertaken shall be entered into the history sheet.

5.Complaint feedback/ performance report- the agency shall maintain all records of the complaints in a Register.

6.After completion of the Agreement, the agency has to handover the machines in perfect running condition (complete in all respects as per inventory) to the department.

7.The material requires replacement shall be of same quality/manufacturer and specifications. The dismantled material shall be the property of Department.

8.Successful tenderer may be allowed to undertake the AMC initially for a period of one year. The contract will automatically get terminated after expiry of the period of contract. However, on the basis of requirement of the Department to run the AMC Service the contract may be renewed/ extended for further periods on mutually agreed terms & conditions subject to satisfactory services offered by the selected agency.

9.Selected agency / tenderer shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the appropriate authority.

10. Selected agency/tenderer should provide preventive maintenance at least once in each quarter.

11. The cleaning of photocopier machines at least once in two months is also to be covered in the AMC.

12. The AMC is of Comprehensive type. Any replacement should be of equivalent or higher. The items/accessories which are not covered under the AMC should be clearly mentioned otherwise all items/accessories will be treated under AMC

13. The agency shall not engage any sub-agent or sub-contractor whatsoever for running the AMC Service of photo copier machines.

14. The agency should agree to provide service even on holidays, if required so.

15. The agency should be capable of providing photocopier as standby in case any photocopier having problem which is unable to be rectified within 72 hours.

16. If the agency is unable to attend call or resolve any problem the Department may get it rectified/ repaired from any other sources/ agency/ open market and the rectification charges (including spares/parts, if any) for the same thus paid will have to bear by the agency; otherwise, the said charges will be recovered from the Bill/ Security Deposit submitted by the agency.

17. Where any parts need replacement, the same shall be replaced within the AMC period free of cost preferably with items of same make. In case any particular brand/model is not available, the same shall be replaced with equivalent items with existing or higher quality. In no case will permission be accorded for the machine to be taken outside the office for repair from where they are installed.

18. The agency shall provide immediate repair and maintenance service within the AMC period, in response to the oral/telephonic intimation by the concerned formations of this office and the agency shall ensure that the faults and failures intimated are set right within reasonable time.

19. Similarly the agency will provide drum/ toners in response to the oral/telephonic intimation by the concerned formations of this office and the

agency shall ensure that the toners are kept in spare for immediate issue when required.

20. Quotations should be signed and stamped by the authorized person of the bidding firm his full name and status should be indicated below his signature.

21. No advance will be provided to the supplier and installer. Payment against Bill/Invoice shall be released only on quarterly basis after successful service provided by the agency. VAT/ TDS etc will be deducted at source.

22. Other things being equal, preference may be given to the tenderers having higher experience, capacity etc. of providing AMC Services in similar organizations; hence, being L1 may not be the only criteria for awarding the AMC.

23. The bid shall be valid in the case of all the tenders for at least 3 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire AMC period.

24. In case of any dispute, the decision of the Appropriate Authority shall be final. In case of disagreement the same shall be settled within the legal jurisdiction of Gurdaspur

25. Contract with the tenderer may be terminated by the Department at its discretion by giving 30 days notice to the tenderer in case of failure to maintain the AMC services at the satisfaction of the Department and the contract with the Department in that case will be treated as cancelled before expiry of the contract.

26. Being a comprehensive contract, all liabilities arising out of any fault /replacement of any part will be borne by the vendor, if not mentioned separately otherwise. The appropriate authority will be empowered to impose penalty on the agency for delay in restoration of the problem beyond reasonable time limit or for any loss damage by the agency within the AMC period.

27. The notice period for termination of contract shall be one month by either party. However, the service provider shall continue the service on same terms until a new service provider is identified.

28. The selected service provider shall, at the end of the service period/termination of contract hand over the photocopier machines in working condition to the successor service provider.

29.. The Department reserves the right to accept or reject any of the said quotations / the tender notice itself, without assigning any reasons and the decision of the Department to this effect will be treated as final and binding.

QUALIFYING BID DOCUMENT ANNEXURE - I

1. Name of the Party :
2. Address (with Tel No., Fax No.)
3. Name & Address of the Proprietor / : Partners/Directors (with Mobile No. & E-mail)
4. Contact Person(s) (with Mobile No. & E-mail) :
5. No. of years of experience in Service / : Maintenance of Photocopier machines and detailed should be enclosed
8. Permanent Account Number (PAN) :
9. Authorization letter issued by the respective Brand manufacturers to service their products:
10. The evidence for filing of IT returns and a copy of Profit & Loss Account and Balance Sheet for the Asst. Year 2017-18
11. List of clients along with evidence
13. Details of Earnest Money Deposit (EMD) / Registration details with Small Scale Industries (SSI) / National Small Industries Corporation : (NSIC)

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted, my/our Earnest Money Deposit (EMD) forfeited and that I/will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date[

FINANCIAL BID DOCUMENT ANNEXURE - II

1. Name of the Party :

2. Address

(with Tel No., Fax No.) :

3. Name & Address of the Proprietor / :

Partners / Directors (with Mobile No. & E-mail)

4. Contact Person(s) (with Mobile No.& E-mail) :

5. Annual Maintenance Contract (AMC) charges

(Rates in Rupees **per unit / per copy**) (exclusive of taxes)

S.No	Brand	Rate per unit/per page

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)