



GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra Notification No.-MISC-(2007/(322/07) UNI-4 Under Sub Section (2) of Section-3 of the Maharashtra Universities Act 1994 (Mah.XXXV of 1994)

(Office of the Finance & Accounts Officer)

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Ref.No.- GUG/FAO/Store/515/2017

Date : 15/06/2017

Quotation Tender Notice No. 04/2017

Subject : Annual Maintenance Contract in respect of Photocopier Machines.

Gondwana University, Gadchiroli invites sealed quotations on limited tender enquiry for award of full Maintenance Contract of Nine Photocopier Machines on annual basis. Envelopes should be sealed and super-scribed as "Quotation for AMC of Photocopier Machines For Finance & Accounts Office". The last date of receipt of quotation is 26.06.2017 (3:00PM sharply) and the quotations will be opened on the next day at 1:00 PM in the presence of tenderers, if any.

(I). The terms and conditions of the maintenance contract are as under:

1. The firm should be in existence for over 5 years in the trade.
2. The firm must have Multi-OEM product support capability i.e. Ricoh, Canon, Sharp Photocopier machines etc. and shall act as a single point of support contact for all the products.
3. The firm must have previous experience in maintaining the above mentioned machines in Govt. Organisations/PSU's. Performance certificates from the existing Govt. Clients must be attached.
4. The firm must have expertise in the requisite preventive measures on site maintenance (FSMA).
5. The AMC shall be on non-comprehensive maintenance service basis i.e. the firm should provide free of charge SERVICE of the equipment except Spares, Power, Paper or any other output copy material and all Consumable i.e. Toner, Developer, Drum / PCU, Fuser oil, etc. The Spares and consumables required for the said machines shall be intimated to the CUSTOMER.
6. Any conditional tenders will not be considered.
7. Intermittent failure and repetitive problems due to improper diagnosis or repair should not be happened. If so, the penalty will be imposed and deducted from the bill.
8. The firm must be registered with the Registrar of Companies and with the Sales Tax Department (VAT No.)/Service Tax Deptt.
9. If the firms meets the above technical requirements, it may apply in the proforma placed at Annexure-I in sealed cover.
10. The vendor will provide engineer on all the days. The engineers should be equipped with Mobile Phones to ensure their availability.
11. The contract will be valid for a period of one year and the period of AMC will be informed after finalization of the contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the Finance & Accounts Office, Gondwana University, Gadchiroli to extend the term agreement for a further period, if necessary.
12. The firm will prepare separate logbooks for above cited machine to be taken under AMC with special cleaning of the machines from outside and inside with liquid cleaner will be carried out on monthly basis. A preventive maintenance report from the user would be submitted to this office failing which an appropriate penalty would be imposed. The half yearly payment will strictly be made on the basis of satisfactory report from the user.

13. The service engineers would take up any reported fault within 2 to 4 hours. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm will also provide maintenance and repair services on holidays in case of emergency.
14. It may also be noted that in case of contractor backing out in midstream without any explicit consent of this office, he will be liable to recovery at higher rates, vis-à-vis, those contracted with it, which may have to be incurred by this office on maintenance of machines for the balance period of contract through alternative means.
15. The above act of backing out would automatically debar the firm from any further dealing with this office.
16. No advance payment in any case would be made. However, half yearly payment after completion would be made on production of bill/invoice (in triplicate) duly pre-receipted along with the satisfactory reports from the concerned user after deduction of TDS and the other taxes as applicable.
17. The contract can, however, be terminated by the office at any time if there are reasons to do so. If the work of the contractor is found to be unsatisfactory and the contract is entrusted to any other party at the risk and expenses of the defaulting contractor, the contract is liable to be cancelled.

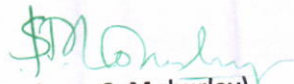
(II) If your firm is interested, you may submit your documents satisfying the technical requirements containing the quoted rates and documents relating to acceptance of all the terms and conditions in a sealed cover super scribed with "Quotation for AMC of Photocopier Machines for Finance & Accounts Office" and should be addressed and sent to Deputy Registrar of Store, Gondwana University, Gadchiroli latest by 3:00 PM on 26.06.2017. Quotations will be opened on the next day at 1:00 PM in the office of the Finance & Accounts Officer, G. U. Gadchiroli. in presence of tenderers, if any.

(III) Quotations received after due date, those received without sealed cover, and rates not quoted in specified proforma will not be accepted. The Hon'ble Vice Chancellor of Gondwana University, Gadchiroli reserves the right to reduce or increase the number of items offered for maintenance contract during the currency of the AMC.

(IV) The rates quoted should be net and no discount, free services/offers will be considered.

(V) VAT No. and Service Tax No. allotted to the firm must be quoted with supportive documents.

(VI) Acceptance of offer for award of AMC shall be the exclusive authority of the Finance & Accounts Officer, Gondwana University, Gadchiroli. Evaluation criteria will not only have the expensive financial condition, registration with authorities as criteria, but will also be considered on the quality of work to be promised.


(Dr. Ishwar S. Mohurley)
Finance & Accounts Officer,

Annexure-I

Ref : Finance & Accounts Officer, Gondwana University, Gadchiroli

Ref No : - GUG/FAO/Store/515/2017

Dated : 15.06.2017

Sl. No.	Model No.	Quantity	Amount Quoted (Rs.)
1.	RICOH- Afficio MP2000L2	2 No.	
2.	RICOH- Afficio MPC2030	1 No.	
3.	CANON- Image Runner 2420L	3 No.	
4.	CANON- Image Runner 2535	2 No.	
5.	SHARP- AR6020	1 No.	
TOTAL Number of Machines		09 No.	

Name of the firm :

Authorized person :

Address of the firm :

Contact No. :Mobile No.....

E-mail ID :

Fax Nos. :

Service Tax No. : (Copy enclosed)

PAN No. : (Copy enclosed)

VAT No. : (Copy enclosed)

We are ready to accept all the terms and conditions mentioned in the tender.

Signature :

Name :

Contact No. :

Dated :June, 2017.