



SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(Deemed to be University)
B-4, QUTUB INSTITUTIONAL AREA, NEW DELHI-110016
(Under Ministry of HRD, Govt. of India)

Ref. No:F-11()/LBS/CC/Photocopier AMC/2018-19/113

Dated: 07.05.2019

To,
All Vendors

Sub: Quotation for Comprehensive Maintenance Contract for a period of one year of Photocopier Machines (Kyocera Taskalfa 420i, Toshiba E-167& Toshiba E-352).

Dear Sir,

The sealed quotations for Comprehensive Annual Maintenance Contract (AMC) of Photocopier Machines (Kyocera Taskalfa 420i, Toshiba E-167& Toshiba E-352) are invited for the following items. The details are as under: -

SNo	ITEM Description	Make & Model	Quantity
1	Kyocera Taskalfa 420i	Kyocera	02
2	Toshiba E-167	Toshiba	01
3	Toshiba E-352	Toshiba	01

You are requested to submit the sealed quotations addressed to Registrar, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, B-4, Qutub Institutional Area, New Delhi-110016 along with the following documents:-

- a) GST registration certificate.
- b) PAN Number
- c) Duly signed copy of terms & conditions given at Annexure-I.
- d) Duly signed copy of undertaking at Annexure-II
- e) Duly signed Quotation at Annexure-III

The last date for submission of quotation is 17th May, 2019 up to 4.00PM in the Computer Centre of the Vidyapeetha.


REGISTRAR (I/C)

Copy To:

1. PS to VC
2. PS to Registrar(I/c)
3. DR(A/C)
4. CVO
5. CPP Portal
6. Vidyapeetha Website
7. Concerned File


REGISTRAR (I/C)

Terms & Conditions:

1. Quotations received after the stipulated date and time/ incomplete quotations/unsigned quotations will not be entertained. The interested representatives of the tenderers may be present during the opening of the tender by the committee.
2. Mentioned Photocopier Machines can be inspected/ checked during the office hours in the premises of the Vidyapeetha before submitting quotations.
3. The firm should quote the rates of AMC per annum. The contract shall be comprehensive in nature.
4. The rates of AMC shall be quoted as per Annexure-III and details of the firm may be provided as per Annexure-II.
5. The advance payment will be released by the Vidyapeetha only after bank guarantee of the total AMC cost is submitted.
6. The contract will be valid for a period of one year w.e.f the date of award of contract.
7. The contract can further be extended for one year subject to the satisfactory service by the firm and approval of Competent Authority with the same terms & conditions.
8. The contract shall be awarded to the firm whose rates are lowest and satisfy the terms & conditions.
9. The firm will service & maintain above mentioned equipment's/items, the Firm's representative will carry out maintenance of equipment's/items whenever call is made to the Company's office.
10. The firm shall check basic features and carry out necessary adjustments to the system for the proper functioning of the equipment's/ items at each such inspection.
11. In case where repair is not possible at Vidyapeetha premises and can only be done at Firm's premises, the Standby of same/other make/ model shall be provided by the firm immediately.
12. All type of taxes may be quoted in the proposal.
13. In case the contractor fails to maintain the mentioned equipment's/items in time and in attending the related complaints within 24 hours, the Vidyapeetha shall have the right to get the Photocopier Machines repaired at its own and the cost of repair will be deducted from the bills of the contractor.
14. The contractor shall not sublet any portion of the contract to any other agency/firm for maintenance of machines without prior consent of the Vidyapeetha.
15. No charges will be payable like transportation etc. for providing the services for attending complaints covered under AMC.
16. Charges, if any, spent by the contractor during the period of contract, will be borne by the firm. All material required for repairs etc. shall be arranged by contractor at site and no extra amount will be payable on this account.
17. Proper record of servicing and repair etc. of the breakdown/maintenance should be kept with the firm.
18. The firm should also furnish a copy of PAN, service tax registration, GST No. with the quotation/bid.
19. In the case where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation such tender is liable to be disqualified and rejected.
20. The firm must mention the additional work with rates which are not covered under AMC. No payment will be made except agreed rates/work.
21. The contractor should make good any damages done during AMC of the system.
22. The firm will be entirely responsible for any damages caused on account of negligence/bad work-ship on the part of the firm's employee, the loss/damage thereto will be recovered from the firm. The firm will abide by all labor laws in vogue and will not transfer any liability on this account to Vidyapeetha.
23. The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the courts in Delhi only.
24. The contract can be terminated any time without assigning any reason.
25. The Vidyapeetha reserves the right to reject any or all the quotations without assigning any reason thereof.

26. In case of any query, contact to System Administrator, Computer Centre at Phone No 011-46060616/645.

All the above terms and conditions are acceptable.

Date:

Place:

(Signature of Authorized Person/ Signatory with Seal)

UNDERTAKING

1. I _____, Son/Daughter/Wife of Shri./Smt. _____
Proprietor/Director/Authorized signatory of the agency/firm,
M/s _____ is competent to sign this declaration
and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the quotations and
undertake to abide by them.
3. The information/documents furnished along with the above application are true and correct to
the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any
false information/fabricated documents, would lead to rejection of my/our tender at any stage
beside liabilities towards prosecution under appropriate law.
4. Our agency/firm has not been blacklisted by any of the government agency.
5. I agree to provide services, if required beyond office hours and/or holidays.
6. My firm/agency is working for Photocopier Machines AMC job in at least one government
office.(Copy Enclosed)
7. I will deploy experienced engineer for preventive maintenance/ resolving the issues related to
software/hardware for mentioned items and fully responsible for resolving any defect in
machinery during AMC period.
8. I have a continuous minimum 03 years' experience for AMC of Photocopier Machines.
9. My office is situated in Delhi/NCR and I am a registered vendor having GST/ PAN Number.
10. I have filed the last year service tax return/ GST Return.(Copy Enclosed)

Signature of authorized person

Full Name: _____

Seal: _____

Date: _____

Place: _____

QUOTATION FOR COMPREHENSIVE MAINTENANCE SERVICE CONTRACT OF Photocopier Machines (Kyocera Taskalfa 420i, Toshiba E-167& Toshiba E-352) installed at SHRI LAL BAHADUR SHASTRI RAHSTRIYA SANSKRIT VIDYAPEETHA, NEW DELHI

Name of the firm : _____

Address : _____

Contact Person : _____

S. No	EQUIPMENTS	QTY. (nos.)	Comprehensive AMC Rate*(per Equipment) (in INR)		Total Comprehensive AMC amount* (in INR)
			With Tonner	Without Tonner	
1.	Kyocera Taskalfa 420i	02			
2.	Toshiba E-167	01			
3.	Toshiba E-352	01			
			TOTAL		
			GST as applicable		
			Total Amount		

*Taxes if extra should be indicated separately

DECLARATION

I hereby certify that all the terms and conditions are acceptable to me/us and 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 may be blacklisted and shall not have any dealing right with the department in future.

Date:

Place:

(Signature of Authorized Person/Signatory with Seal)