



# SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

(Central University)

B-4, Qutub Institutional Area, New Delhi-110016  
(Under Ministry of Education, Govt. of India)

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

Dated: 08.03.2021

## NOTICE INVITING TENDER

**Sub: Quotation for Full Service Maintenance Agreement (FSMA) for a period of one year of two Photocopier Machines (Canon iR-ADV 4525).**

Sealed quotations are invited for providing Full Service Maintenance Agreement (FSMA) services on behalf of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi-110016 of 02 photocopier machines initially for a period of one year.

The last date for receipt of quotation/tender shall be 15.03.2021 up to 2:00 PM and will be opened on same day at 4:00 PM in the Computer Center of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi in presence of intending agency or their authorized representatives who wishes to be present.

REGISTRAR (I/C)

**Sub: Notice Inviting Quotation for Full Service Maintenance Agreement (FSMA) of Cannon Photocopier Machines**

Sealed quotation is invited from your firm for Full Service Maintenance Agreement (FSMA) of 02 Photocopy machines for a period of one year. The equipments are installed at of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi-110016 which can be inspected and details can be collected during any working day between 11 AM to 5 PM with prior appointment with System Administrator telephone no. 011-46060616. The rates quoted should clearly indicate applicable taxes, other terms and conditions. The details of machines are given below:

S. No	Cannon Photocopier No.	Purchased Year	Serial No.	Installed	Warranty Expiry Date
1	Canon iR-ADV 4525	21.05.2020	2RV04091	Examination	21.05.2021
2	Canon iR-ADV 4525	30.03.2019	YAD04378	VC Office	30.03.2020

**Terms & Conditions:**

1. The firm must submit GST Registration Certificate, MAF from OEM, PAN number along with the quotation
2. The firm must agree upon the Terms and Conditions by providing duly signed of it along with Annexure- II, III.
3. You are required to submit your quotations as 'Per Copy' for black & white and color print for A4 and A3 size of paper.
4. The rates shall be inclusive of all spare parts, services, consumables and regular check-up of machines.
5. The firm will provide toners and spare parts of the machines whenever required. The Authority will not provide any spare parts/toners etc. for these machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc.
6. It shall be responsibility of the firm to maintain all the photocopy machines in good working order and take prompt action to rectify the machines.
7. All complaints to be attended by the firm within 24 hrs. If the firm does not attend the complaint within 24 hours from the time of registration of complaint; a penalty@ Rs. 100 per day per machine shall be levied. In case of requirement of replacing sub-assembly/equipment, the same shall be replaced within 05 working days by the firm.
8. The firm shall provide standby Photocopy Machine till the machine is got repaired by the firm, in case of, any delay (i.e. beyond 05 working days).
9. The contract will be valid for a period of one year from the date of signing of contract and can be extended for a further period of 02 years (Total period 03 years) on yearly basis on mutual agreed terms and conditions/rates if the service provided are satisfactory.
10. The contract can be terminated at any time by either party after servicing advance notice of 03 Months.
11. The contract will be valid for a period of one year w.e.f the date of award of contract. The rates quoted will remain in force for the period of one year from the period of contract. No demand for revision of rate on any account shall be entertained during the contact period. It will be open to the Shri Lal Bahadur Shastri National Sanskrit University to extend/curtail the term of agreement for a further period, if necessary.
12. The firm will prepare separate logbook for each of the machines to be taken under the FSMA and preventive maintenance with special cleaning of the machines from outside and inside with liquid cleaner will be carried out on, quarterly basis. A preventive maintenance Report from the user would be submitted to SLBNSU, Computer Center failing which an appropriate penalty would be imposed.

from the user would be submitted to SLBNSU, Computer Center failing which an appropriate penalty would be imposed.

13. Payment shall be made pro-rata on quarterly basis at the end of each quarter after certification of satisfactory work report from the user at the end of each quarter.
14. Penalty shall be deducted from the running payments.
15. The quotation details are also available on SLBSNSU official website i.e. [www.slbsrsv.ac.in](http://www.slbsrsv.ac.in)
16. The last date for receipt of quotation/tender shall be 15.03.2021 up to 2:00 PM and will be opened on same day at 4:00 PM in the Computer Center of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi in presence of intending agency or their authorized representatives who wishes to be present.
17. Quotations received after due date and with rates not quoted in specified performa will not be accepted. The University reserves the right to reduce or increase the number of photocopiers offered for maintenance during the contract period of FSMA. The University also reserves the right to reject any or all quotations without assigning any reason.
18. Quotations must be super scribed 'Quotations for FSMA of Photocopier machines' clearly mentioned on the envelope.
19. In view of the Office Memorandum No. F.9/4/2020-PPD Government of India, Ministry of Finance Department of Expenditure Procurement Policy Division 512, Lok Nayak Bhawan, New Delhi dated the 12<sup>th</sup> Novemember,2020 bid Security declaration should be submitted at Bid Documents.
20. Certified copy document showing that the firm is cannon authorized sales and service partners.
21. Registrar, Shri Lal Bahadur Shastri National Sanskrit University reserves the right to accept or reject any or all the quotations without assigning any reason.
22. The contract can, however be terminated by the University any time without assigning any reasons. 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 on the defaulting contractor, the contract is liable to be cancelled.
23. The contractor shall not sublet any portion of the contract to any other agency/firm for maintenance of machines.
24. No charges will be payable like transportation etc. for providing the services for attending complaints covered under FSMA.
25. 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.
26. Proper record of servicing and repair etc. of the breakdown/maintenance should be kept by the firm.
27. The contractor should make good any damages done during FSMA of photocopier Machines.
28. 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 University
29. Quotations of the firms not fulfilling any of the above conditions will be rejected summarily.
30. The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the courts in Delhi only.
31. The contract can be terminated any time without assigning any reason.
32. Registrar, SLBSNSU reserves the right to reject any or all the quotations without assigning any reason thereof.

***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 FSMA 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 FSMA period.
8. I have a continuous minimum 03 years' experience for FSMA 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 FSMA OF two Photocopier Machines (Canon iR-ADV 4525) installed at SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY, NEW DELHI**

Name of the firm: \_\_\_\_\_

Address : \_\_\_\_\_

Contact Person : \_\_\_\_\_

S. No	EQUIPMENTS	QTY. (nos.)	Full Service Maintenance Agreement Rate* (per Equipment) (in INR)	Total Full Service Maintenance Agreement (FSMA) amount* (in INR)
1.	Canon iR-ADV 4525	02		
	<b>TOTAL</b>			
	<b>GST as applicable</b>			
	<b>Total Amount</b>			

\*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)