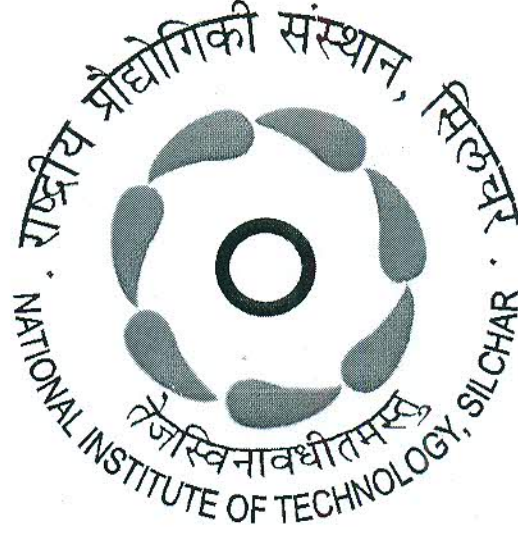


# NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR-788010

No. NITS/PS-236/AMC of CANON Copier/18-19

Date: 08/10/2018



## NOTICE INVITING TENDER

FOR PROVIDING AMC OF CANON COPIER AT NIT SILCHAR

LAST DATE & TIME OF SUBMISSION : 26/.11/.2018 up-to 01.00PM

DATE & TIME OF OPENING : 26/.11/.2018 at 03.30PM



**NATIONAL INSTITUTE OF TECHNOLOGY  
SILCHAR - 788 010**

Tel.No. Director: (03842) 224879

Fax: (03842) 224797

**NOTICE INVITING TENDER**

Sealed tenders are invited from reputed firms/ vendors/ service providers/ contactors/ companies/ supplier (hereinafter referred as firm) for the Annual Maintenance Contract (hereinafter referred as AMC) for CANON COPIER of National Institute of Technology, Silchar-788010 (hereinafter referred as customer) as listed in Annexure-A with the following general terms & conditions along with Earnest Money Deposit (EMD)@2% of the total bid value in the form of Demand Draft in favour of "The Director, NIT Silchar". Payable at NIT silchar. No Interest shall be paid on EMD at the time of return.

Detail List of items is given in (Annexure – A).

Tender documents can be obtained from Purchase Section, NIT Silchar or may be downloaded from our website [www.nits.ac.in](http://www.nits.ac.in) or <http://eprocure.gov.in> .The cost of tender document is Rs.1,000.00 (non-refundable) to be submitted in the form of DD in favour of The Director, NIT Silchar. Payable at NIT Silchar. The last date for submission of Tender document will be 26/11/2018 up-to 01.00 PM and tender will be opened on the same date at 03.30 PM in the Purchase Section, NIT SILCHAR

The offers without Cost of Tender & Earnest Money Deposit (EMD) shall be out rightly be rejected.

Director, NIT Silchar reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items/services.

Quotations are to be sent/submitted in sealed covers addressed to:-

The Purchase Officer  
National Institute of Technology, Silchar  
788 010 (Assam)

**REGISTRAR, NIT SILCHAR**

**(1) Eligibility criteria:**

- a) The firm should have at least 3(three) years' experience in providing AMC Service. Testimonial should be enclosed as proof along with quotation.
- b) The firm should have three similar contracts with any Govt./Semi Govt. organization/ universities/ institution/ PSC etc.

**(2) Testimonials & records to be furnished:**

The firm should enclose the following records in support of their bonafide:

- a) Copy of AMC order not less than three (3) of Govt/Semi Govt/PSU/University/Institution etc.
- b) Copy of certificate of registration/incorporation of the firm.
- c) Copy of Income Tax registration certificate, PAN, GST, Service Tax etc.

In the absence of any of the aforesaid documents, acceptance of the quotations solely lies with the discretion of Director, NIT Silchar.

**(3) Terms & condition:**

- a) The Annual maintenance contract includes preventive as well as corrective maintenance.
- b) The firm shall depute well qualified & experience service engineer(s) for attending maintenance related complaints.

c) **Scope:**

- 1. Maintenance service shall consist of preventive and corrective maintenance of Copier Machines. In case of any breakdown, all efforts shall be made by the firm of rectify and make the machines operational at the earliest. Breakdown Maintenance will be carried out in the event of malfunction, which prevent the operation of the machine and it includes faultfinding, repair/replacement of defective parts and functional checking. The system shall be set right by the firm within 2(two) working days barring holidays, bandh, road blockade etc. from date of complaint received by the firm for complete breakdown.
- d) **AMC shall cover each & every parts excepting all external covers, glasses, control panel, stabilizer, drum & toner** of item & replacement of any parts necessary for keeping the machines active & free from any defects/ disturbances, any unscheduled call for corrective and/or preventive maintenance service.
- e) Firm will supply all the new release / new version / updates of parts free of cost.
- f) In case, item is of proprietary nature, firm should enclose certificate & other documents as a proof in this context.

**(4) Validity:**

- a. The contract will be initially for 1(one) year from the date of award and may be renewed for further 1(one) year with the consent of both parties and based on satisfactory services provided by the firm.
- b. This Agreement may also be terminated by at any time if the firm fails to rectify major pending complaints no compensation in this regard will be entertained.

**(5) Payment terms:**

The AMC Charges shall be payable to the service provider in two instalment i.e. Half yearly (six months) payment at the end of each instalment of AMC period after deducting penalties, if any, Half yearly advance payment may be made against Bank Guarantee on equal value at six months payment. TDS, Service tax and any other applicable taxes as per prevailing rates will be deducted before making the payment.

**(6) Agreement:**

The selected firm shall have to sign an agreement in two sets on non-judicial stamp papers of Rs.100.00 (One hundred) each only containing details of terms & conditions after issue of P.O. to begin AMC. One set will be retained by the customer and other set is to be retained by the firm.

**(7) Penalty for Failure:**

- a) The firm will ensure 90% uptime in respect of service. The uptime will be completed on calendar month basis in a non-cumulative manner.
- b) The down time penalty charges if not rectified within 2days – Rs. 100/- per day penalty shall be imposed & deducted from their bill.

- (8) **Earnest Money Deposit (E.M.D.):**  
E.M.D. @2% of the total bid value in the form of demand draft in favor of "Director, National Institute of Technology Silchar-788010", payable at Silchar must be deposited along with the quotation without which the quotation will not be honoured and liable to be rejected. The E.M.D will be refunded to unsuccessful bidders within a month of finalization of quotation.
- (9) **Performance Security Deposit:**  
The successful firm have to deposit performance security equivalent to 10% of total contract value in the form of Bank Draft/F.D.R./Bank Guarantee at the time of signing the AMC agreement. The validity of performance security deposit will be for 13 months from the date of operation of AMC and the EMD shall be released after receipt of performance security.
- (10) Quotation shall be in sealed envelope super scribes "**Quotation for AMC of UPS at NIT Silchar**" vide **Tender No.....dtd. ....due date .....**
- (11) The rate shall be quoted both in figure & words and all taxes shall be mentioned separately. Educational Discount if any shall be mentioned.
- (12) The Director, NIT Silchar reserves the right to accept or cancel any or all quotation without assigning any reason thereof.



Registrar  
NIT Silchar

**BIDDERS DETAILS**

Name of the Contractor /Party/ Firm	:	<input type="text"/>
Name of Authorized Representative	:	<input type="text"/>
Phone Nos.	:	<input type="text"/>
Mobile Nos.	:	<input type="text"/>
Fax No.	:	<input type="text"/>
E-Mail Address	:	<input type="text"/>
Web Site Address ( If Any)	:	<input type="text"/>

(Signature & seal of the contractor)

Place:

Date:

## CHECK-LIST (TECHNICAL BID)

### SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of Requirement	Yes / No / NA	Page No.
1.	Tender Cost Rs. 1,000/- in the form of Demand Draft in favour of "Director, NIT Silchar" in a separate envelope		
2.	EMD@2% of the total bid value in the form of Demand Draft in favour of "Director, NIT Silchar" in a separate envelope		
3.	Copy of the PAN card.		
4.	Copy of VAT/GST registration certificate		
5.	Copies of previous work order of similar work with completion certificate		
6.	Bidder's details		
7.	NSIC/SSI Certificate where applicable		
8.	All the pages of tender document have been signed		
9.	Sealed envelope of price bid submitted.		
10.	Complete copy of Techno Commercial Bid / Price Bid. Annexure-A		

(Signature & seal of the contractor)

Place:

Date:

## TECHNO-COMMERCIAL BID

<b>NAME OF THE WORK</b>		: Providing AMC Service of UPS at NIT Silchar			
<b>TENDER NO.</b>		: NITS/PS-622/AMC of UPS/18-19, dtd. __. __. 2018, LOS : __. __. 2019			
Sl. No.	Dept./Section	Location	UPS Sl. No.	Make	AMC Price Per Unit
1					
2					
3					
4					
5					
<b>SUB TOTAL AMOUNT</b>					
<b>TAX (if any)</b>					
<b>Other Charges (if any)</b>					
<b>Grand Total Amount</b>					
<b>(AMOUNT IN WORDS)</b>					

I/ we have gone through all the Special & General Conditions and the contractor's obligations enclosed with this tender document and agree to abide by these.

**Note:** In case of discrepancy in rates between figure & words the higher will be taken for evaluation of bid and lower value will be taken for award of work.

(Signature & seal of the contractor)

Place:

Date:

ANNEXURE-A  
(Detailed List of Items)

Sl.	Name of Dept.	Status	Existing nos. of machine
1	Mathematics	Working	01
2	MBA	Working	01
3	Dean FW	Working	01
4	Dean SW	Working	01
5	ECE	Working	01
6	Dean Exam	Working	01
7	ME	Working	01
8	Chemistry	Working	01
9	CSE	Working	01
10	Hostel Manager	Working	11
11	Kendriya-Vidyalaya	Working	02
12	Physics	Working	01
13	HSS	Working	01
14	Estate	Working	01
15	T&P	Working	01
16	Academic	Working	01
17	Director's Office	Working	01
18	Purchase	Working	01
19	CE	Working	01
20	EE	Working	01
<b>Total nos. of existing machine</b>			<b>31nos.</b>