

To

(Supplier Address)

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed Authorized Dealers /Distributors / Annual Maintenance Services Provider for the Annual Maintenance Contract for the Photo Copiers Machine installed in our Institute.

- Name of the Item and Quantity : Annexure (1-3)
1. Quotation Reference No : NITT/F.No-004/Rate Contract/2018-19/MO
 2. Last date for receipt of quotation :28.05.2018 till 3.00PM
 3. Date & Time of opening of Quotation :28.05.2018 at 3.00 PM in S&P Section
 4. Validity (Days) :180days
 5. Address to which quotations are to be sent:

The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamilnadu, India
Kind ATTN to: Assistant Registrar (Stores and Purchase)
Phone:0431-2503961
Email : stores@nitt.edu

6.Quotations should be submitted in the format given in Annexure II and III

7.The envelope should be superscribed as given below:

“QUOTATION AGAINST ENQUIRY – ANNUAL MAINTENANCE CONTRACT FOR THE PHOTO COPIERS MACHINE - NITT/F. No-004/Rate Contract/2018-19/MO

Kind attention to- Assistant Registrar (Stores and Purchase)

Terms and conditions

1. The AMC shall be for various **Photo copier machine** installed in NITT, as described in Annexure I of the document. The bidder may quote rate for each Machine in the two formats of quotation attached (Annexure II and III) Quotation (Annexure –II) should be for on-site service and should include all the charges including supply of all material spares, replacement / repairs or parts from OEM's excluding Consumables (toner and drum) and Quotation (Annexure –III) should be for on-site service per page basis it

should include all the consumables and non-consumable item charges, there should not be any hidden charges

2. If there is any unavoidable correction it should be properly attested with date. If not the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
 3. You are invited to submit your most competitive quotation for the Services
 4. Incomplete and late Quotations are liable to be rejected summarily.
 5. Each bidder shall submit only one quotation
 6. Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Kind Attention to Stores & Purchase section National Institute of Technology. Note Mention the Contact Number/Email id on the cover.
 7. Quotation will be opened on due date at 3.00 pm at the Store and Purchase Section NITT in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone/Email)
 8. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI Certificate, please attach it to the quotation. Mention your registration details
 9. The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
 10. **Evaluation of quotations:** Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.
1. AMC of photocopier machines includes supply of all material spares, replacement / repairs or parts from OEM's
 2. Bidder has to supply Original drums / toners are required.
 3. Selected agency / tenderer should provide preventive maintenance at least once in each quarter.
 4. The cleaning of photocopier machines at least once in every month is also to be covered in the AMC.
 5. Details of all minor / major, routine / preventive repair / maintenance job undertaken shall be entered into the history sheet in the Maintenance Register book.
 6. Complaint feedback / performance report - the agency shall maintain all records of the complaints in a Complaints Register.

7. 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 respective department.
8. The material replacement shall be of same quality / manufacturer and specifications. The dismantled material shall be the property of Department (dismantled material has to be handed over to the respective department).
9. Successful tender 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.
10. 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.
11. The agency shall not engage any sub-agent or sub-contractor whatsoever for running the AMC Service of Photocopier machines.
12. The agency should agree to provide service even on holidays, if required so.
13. Penalty – Response time of the complaint regarding break down /toner or drum replacement should be within 48 hours and in case of any failure to respond within the stipulated, a penalty of Rs.100/- per working day shall be imposed which will be deducted from the payment of that quarter
14. The agency should be capable of providing photocopier as standby in case any photocopier having problem which is unable to be rectified within 48 hours,
15. 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.
16. 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.
17. The agency shall provide immediate repair and maintenance service within 48 hours' period, in response to the oral /telephonic intimation by the concerned office/Department and the agency shall ensure that the faults and failures intimated are set right within reasonable time.

18. Similarly, the agency will provide drum / toners in response to the oral / telephonic intimation by the concerned office/Department and the agency shall ensure that the toners are kept in spare for immediate issue when required.

Award of contract

19. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Goods/Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.
20. The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods/services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.
21. Notwithstanding the above, The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
22. The National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the AMC order.
23. AMC shall be commence within 7 (Seven) days of the Placement of the order at the different locations in, the Institute.

Performance Security

24. The successful bidder need to submit performance security for an Amount of 5% of AMC order value either in the form of bank guarantee or crossed demand draft drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bank guarantee will be returned to the supplier after 60 days from date of successful completion of AMC.
25. **Payment** against Bill /Invoice shall be released only on quarterly basis after successful service provided by the agency. TDS will be deducted at source. Bill should be raised in the favor of The Director National Institute of Technology Tiruchirappalli with institute GST No. 33AAATN5491Q1ZZ.
26. No advance will be provided to the supplier and installer.
27. 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.
28. 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.

29. Successful bidder has to enter into the contract with the institute in the given format Annexure IV

30. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Tiruchirappalli only.

I, _____ the _____ (designation) of the firm M/s ----- have read the term and condition given in this quotation and agree to abide with all the terms & condition.

Date:

SEAL OF THE FIRM & SIGNATURE OF THE PROPRIETOR

List of photocopier Machine

1.Canon Machine

S.NO	MODEL NUMBER	LOCATION
1	IR ADV C 2020	Library
2	IR2422L	ICE
3	IR 2422 L	Production
4	IR 2422L	EEE
5	IR2422 L	Humanities
6	IR 2422L	Main Office
7	IR 2422L	Academic Section
8	IR A4245	PHD section
9	IR-ADV 4225/4235 UFR II	Dean (P &D)
10	IR-ADV 4225/4235 UFR II	Dean (R & C)
11	IR-ADV 4225/4235 UFR II	Dean (ID)
12	IR-ADV 4225/4235 UFR II	Dean (SW)
13	IR Adv 4225	Registrar Office
14	IR2320L	Mechanical
15	IR2320L	MME
16	IR2320L	First year co office
17	IR 2320L	Director office
18	IR ADV 4025	Library
19	IR 2520	CSE
20	2202	Humanities
21	IR Adv 2002N	Scholarship section

2.Other Brand Copier Machines

S.NO	MODEL	LOCATION
1	Riso EZ231	Dean (SW)
2	Riso KZ30	FIRST YEAR Co
3	Aticio MP 2000L2	MBA
4	Richomi 2001	Dean (F &W)
5	Aficio 2020D	Humanities
6	Ricoh Aficio MP 2000L	Director office
7	Riso 2300AG	Director office
8	Ricoh MP2001L	Academic AD Office
9	Sharp AR-5620N	CEESAT
10	Sharp AR6031N	Chemical
11	RONGDA RD 4129L	Humanities

Annexure II

Format – 1 Price Bid for AMC contract excluding consumables (Toner and drum)

Brand	Model name	Toner printing capacity	Toner Rate	Rate per Year per machine	GST	Total Price
Canon	IR ADV C 2020					
	IR2422L					
	IR A4245					
	IR-ADV 4225/4235 UFR II					
	IR Adv 4225					
	IR2320L					
	IR ADV 4025					
	IR 2520					
	2202					
	IR Adv 2002N					
Other Brand Copier	Riso EZ231					
	Riso KZ30					
	Aticio MP 2000L2					
	Richomi 2001					
	Aficio 2020D					
	Ricoh Aficio MP 2000L					
	Riso 2300AG					
	Ricoh MP2001L					
	Sharp AR-5620N					
	Sharp AR6031N					
RONGDA RD 4129L						
<p>Date:</p> <p>Seal</p> <p align="right">Signature of the Bidder</p>						

Annexure III

Format 2 Price Bid for AMC contract

Brand	Model name	Rate per page per machine	GST
Canon	IR ADV C 2020		
	IR2422L		
	IR A4245		
	IR-ADV 4225/4235 UFR II		
	IR Adv 4225		
	IR2320L		
	IR ADV 4025		
	IR 2520		
	2202		
	IR Adv 2002N		
Other Brand Copier	Riso EZ231		
	Riso KZ30		
	Aticio MP 2000L2		
	Richomi 2001		
	Aficio 2020D		
	Ricoh Aficio MP 2000L		
	Riso 2300AG		
	Ricoh MP2001L		
	Sharp AR-5620N		
	Sharp AR6031N		
RONGDA RD 4129L			
Date			
Seal	Signature of the Bidder		

FORM OF CONTRACT FOR PHOTOCOPIERS

1. The Annual Maintenance Contract as per Full Service Maintenance Agreement (FSMA) is being entered into by National Institute of Technology Tiruchirappalli hereafter referred to as NITT with (The address of the firm).
2. The AMC executed hereunder commences from and expire on
3. Maintenance service shall be provided only during normal working hours of NITT, Tiruchirappalli.
4. For proper maintenance of the system, preventive maintenance shall have to be carried out by the Vendor on one-month basis.
5. The payment of photocopier machines will be paid on quarterly basis after the service.
6. Response time of a call should be within 48 hours and in case of any failure to respond within the stipulated time, a penalty@100 per working day shall be imposed which will be deducted from the payment of that quarter.
7. However, clause (6) will not apply if a stand-by machine is provided by the Vendor.
8. Replacement of all the parts in the machine shall be done within the AMC charges.
9. In case of violation of any the terms of the contract, the NITT will be entitled for claiming damages from your firm.
10. NITT will have to ensure safe and proper custody of all the machines which are herewith brought under AMC.
11. In case the services are not found satisfactory, NITT can terminate the contract by giving a notice of 30 Days.
12. Reading of the photocopiers will be counted from the first day of the award of AMC.
13. List of Machines under AMC with this firm.

S.No	Make and Model	Location

Signature of the Authorized person

Name :

Designation:

Date:

Witness:

- 1.
- 2.

Signature of the Head of Department

Name :

Designation:

Date:

Witness:

- 1.
- 2.