

**University IT Services Cell (UITS)**  
4<sup>th</sup> Floor, D-Block, DWS-412  
**Guru Gobind Singh Indraprastha University (GGSIPU)**  
Sector-16 C, Dwarka, New Delhi-110 078

**E-TENDER (NIT)**

**Tender Reference No. GGSIPU/UITs/ PRINTERS/2016-17/(2)**

Registrar, Guru Gobind Singh Indraprastha University invites item rate e-tender from reputed and eligible authorized manufacturers, vendors, contractors/firms for AMC of **Printers & Scanners**. Tender document can also be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in). The tender document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	<b>Name of work</b>	<b>AMC of Printers &amp; Scanners</b>
2.	Last date, time for Submission of Bid Online	<b>June 20, 2016 3:00PM</b>
3.	Last date, time and venue for submission of Hard copies of uploaded document	<b>June 20, 2016 3:00 PM Head, UITS, GGSIPU, DSW-412, Sector 16C, Dwarka, New Delhi- 110078</b>
4.	Date, time and venue for opening of Technical Bid	<b>June 20, 2016 3:30PM</b>
5.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter.	
6.	Estimate cost	Rs.7,00,000/-
7.	Earnest money Deposit	Rs.20,000/-

The bids shall be submitted in two stages viz.

1. Technical bid
2. Financial bid

There are approximately 459 printers & 54 scanners of standard make HP and Samsung (for more details, refer annexure "1 & 2"). The successful bidder has to survey the University departments/schools for the final actual printers & scanners inventory. Soft copy as well as hard copy of the same should be submitted in the UITS and AMC will be awarded as per actual inventory.

A Certificate that all costs of repair and maintenance charges have been included in the quotation, shall be furnished by the bidder.

The offer should be valid for the acceptance for the period of atleast 60 days from the date of opening.

In case of any discrepancies, the minimum quoted price shall be considered for evaluation. In case of difference between the amounts in figure and in words, the rates quoted in words shall prevail. The offer/bid must be sent by registered post/ Courier/ by hand/ speed post. Sufficiently in advance so as to reach to the Head, UITS, GGSIPU by schedule date and time. Any bid received after due date and time, whatever means, shall not be considered and shall be returned unopened.

Eligibility:-

Undertaking by the agency in its Letterhead that:-

- a. It has not been barred or blacklisted by any of the Central/ Store Government/ Departments/ Organizations/ Central or State PSU
- b. It will ensure fair trade practice.
- c. The proprietor/partners of the agency whether have or do not have any relative/employed with GGSIP University.
- d. Should have valid registration with DVAT Department of Govt. of Delhi

**Terms & Conditions:-**

1. The bidder shall place his bids in two separate envelopes marked Technical Bid and Financial Bid. All documents in support of eligibility as well as another envelope containing DD/Pay Order for EMD shall be placed in the envelope marked Technical Bid. The offered rates shall be placed in the envelope marked Financial Bid. Both these bids should be super scribed as “**Quotation for Printers and Scanners**”
2. Bids without EMD will be summarily rejected
3. Conditional Bids will be summarily rejected
4. Bids received after due date & time shall be summarily rejected
5. The Financial Bid of those bidders whose technical bids have qualified will only be opened.
6. Rate must be quoted in Indian rupees only net in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc
7. Delivery:- F.O.R. GGSIP University, Sector 16C, Dwarka, New Delhi.
8. The EMD of unsuccessful bidders shall be refunded immediately.
9. The successful bidder have to submit a Performance Security Deposit @5% of the quoted value in the form of Demand Draft/ Pay Order drawn in favour of Registrar, GGSIPU, Delhi within 7(seven) days of the communication accepting the bid. EMD shall be adjusted toward Performance Security Deposit. The Performance Security Deposit shall be refunded without interest after completion of the AMC period of ...months
10. In case the successful bidder fails to deposit the Performance security within the stipulated 7 days of the communication accepting the bid, the EMD shall be forfeited to GGSIP University absolutely.
11. In case the successful bidder fails to start AMC within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
12. The payment shall be made as per the payment schedule given below:
  - a. **All the AMC charges will be made half yearly basis after submission of invoice.**
13. Taxes etc., if any, levied shall be deducted at source

14. The validity of the bid will be 120 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal the EMD shall be forfeited to GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotation process.
15. The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.
16. University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
17. In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
18. In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGSIP University
19. The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
20. The venue of arbitration proceedings shall be Delhi/New Delhi. The language of the proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.
21. It is also a term of the contract that if any fee payable to arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator, shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
22. Force Majeure:-

For purpose of this clause, Force majeure means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a force majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform the obligation under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force majeure event.
23. The scope of work covers Comprehensive Maintenance includes the preventive and breakdown maintenance of printers installed at Dwarka Campus
24. Some printers may be multifunctional printers, AMC shall include repair/maintenance of all the parts related all the function of that printer like print, photocopy, scanner fax etc.
25. The Service Maintenance Contract shall be comprehensive in nature and shall, therefore, include essential servicing and repairs/fixing/replacement of all the electrical / electronic, and mechanical components of printers & scanners. **Therefore firm shall bear cost of all the spare parts of related items excluding only**

**consumables** toner during the period of the contract at the exclusive risk, responsibility and the cost of the contractor. The term maintenance shall also include rectification of all hardware and software problems/defects and also include cost of all parts/repairs/replacements necessary for the proper maintenance functioning of the aforesaid systems. No extra charges for any general wear and tear/spare parts, etc. shall be liable to be made by the University.

26. The work shall be carried out in premises of the University Campus located at Dwarka. Only such work, which cannot be executed in the premises of University, shall be allowed to be done in the workshop of the firm and for that period, **the firm has to provide a standby system so that the office work does not suffer**. In any case no system or any other items/parts thereof shall be taken out of the premises without formal/written gate pass the UITS. No transportation, freight charges on this account will be paid. The system or any other items, parts thereof taken to the workshop/market will have to be brought back within three working days, extendable upto one week in exceptional circumstances, and a penalty of Rs. 200/- per day will be charged until the delivery of the repaired item.
27. Adequate inventory on site of hardware parts like printer cables (all types), logic cards etc. must be kept in stock in advance. Successful bidder has to provide 5 printers, in standby, in University. These printers should be there.
28. The UITS reserves the right either to accept or reject any part or items found inferior in quality or workmanship.
29. The tender will follow a simultaneous two bid system. One, the technical bid and the other financial bid (where there will be only the cost of the equipment, the cost of spares and cost of add on items will be quoted.). The final cost should be very clear and there should not any hidden cost i.e. there should not be any ambiguity in the total cost. The financial bid will be sealed in a separate cover along with the technical bid and EMD. Technical bid must be submitted along with **Annexure I**.
30. The EMD (refundable) should be in the form of demand draft in favor of the “**Registrar GGSIPU**” payable at Delhi.
31. The rate quoted should be FOR in Indian Rupees. Inclusive of all taxes and the rates should be shown separately ( for imported items Foreign currency the exchange value with Indian rupee on that date should be mentioned before and after taxes/duties/freight/clearance charges as applicable for delivery to the final destination (UITS, GGSIPU Dwarka). The rates should be quoted legibly in figure as well as in words. There should not be any cutting overwriting or erasing in the rates or specifications. If there is any difference in the rates of words and figure in a tender the figure written in words will considered as final.
32. An affidavit on non judicial stamp per worth Rs. 100/- stating that (a) the firm has not been debarred/blacklisted by any university/autonomous organization/ government/semi-government organization, (b) will observe fair dealing in the business and that this equipment has not been sold for less than the price quoted, (c) has not personal dealing with any of the employees of this university.
33. Services Engineer shall be required to solve/ troubleshoot the problems related networking .Engineers shall be required to provide the services at the client side as well as server side. Engineer shall be required to installed the software/ drivers in the computer if require for networking.

34. The successful bidder shall be required to depute 01 qualified Printer Service Engineer:-
  - a. The Service Engineer at printer has to work at Dwarka Campus and for all working days from Monday to Saturday from 09:00AM to 06:00PM.
35. Printer Services Engineer shall be required to solve/troubleshoot the problems related to hardware as well as software's level related to the printers & scanners in the computer or any other unexpected or unforeseen problems.
36. The firm should ensure that the engineers should remain at the office of University Campus. Any change must be intimated to the official well in time. Proper handing over and taking over must be done by the engineer itself.
- 37. Period of contract will be for two years from the date of execution of contract subjected to the yearly renewal on the basis of satisfactory services of previous year which is extendable up to three years.**
38. Payment shall be made on half yearly basis after completion of each half year.
39. Tenderer should quote rate on comprehensive basis for all the printers as per attached format (Annexure 1&2) and partial quote will be rejected summarily.
40. The printers shall be inspected by the successful bidder. The firm will not be allowed to charge any extra amount for repair/replacement. If any after entering into annual maintenance Contract.
41. The down time of a system will be 03 days after the lodge of complaints and after which a sum of Rs. 250/- per day will be charged. However the down time of a system should not be more that 24 hours.
42. Vendor shall be required to maintain updated inventory records of printers in the form of hard and soft copy. Updated inventory list shall be required to submit to the department quarterly in the format provided by UITS.
43. The successful bidder shall be required to pay taxes which should be levied by the Govt. for the execution of work awarded under contract.
44. ON expiry of the contract after two years the firm will have to hand over the systems in perfect working condition to the Department. Failing which the amount spent on setting the system repaired/in working condition from the open market will be deducted from the security deposit of the firm.
45. The firm must have expertise to provide maintenance of various types of printers.
46. In respect to printers & Scanners which are under warranty limited warranty should be provided with the services to these printers from the manufacturer.
47. The successful tenderer will be required to do the work for a period of two years from the date of entering into contract with this University. The Department however, reserves the right to terminate the contract at any time without assigning any reason, therefore, the decision of the University in this regard shall be final and binding on the successful tenderer. The firm entrusted with the work will have to do so, the work will be got done from some other firm/open market and the expenditure incurred on such repairs shall be recovered from the contractor deducted from the security deposit as the case may be.

48. The vendor/ supplier should be a registered firm with Trade/ Sales Tax/ Service Tax Department etc. should possess PAN, TIN (DVAT)/ Sales Tax and Service Tax as applicable.
49. The services at both the premises are being treated as separate unit.
50. The firm must have turnover of Rs. 25 lakhs & above in the last two financial years.
51. All necessary taxes will be deducted as per Government norms.
52. The tender may be rejected in full or any part at the discretion of the University.
53. All disputes are subjected to Delhi court jurisdiction
54. GGSIPU required a Certificate of Acceptance if the tenderer accepts all the above mentioned terms and conditions.

**(Dr. V.P. Vishwakarma)**  
**Head, UITS**  
**Email: uits@ipu.ac.in**

### Annexure-I

The following are the points that all tenderer need to fill and submit along with the documents submitted. Fill up each column (attach supporting documents)

<b>Serial No.</b>	<b>Mandatory Requirements</b>	<b>Please fill up each column (attach supporting documents)</b>
1.	Name of the Vendor	
2.	Telephone No., Mobile number and Fax number and Email address	
3.	Status of the firm- i)A proprietary firm ii )Partnership Firm iii) Limited company with various govt. offices/bodies.	
4.	Particulars of registration with various govt. offices/bodies.	
5.	PAN number with a copy of the latest return.	
6.	TIN/Sales tax number with a copy of the latest return.	
7.	Service tax number, if any with a copy of the latest return.	
8.	Earnest money and deposit as prescribed against each item in the form of DD/FD in favour of the Registrar, GGSIPU payable at Delhi.	
9.	The copy of the terms and conditions as given in the tender with the signature and seal of the dealer/proprietor/manufacturer.	
10.	The firm should provide a list of users with their contact details, including phone/email.	
11.	Undertaking on non judicial stamp paper worth Rs.20/- i) The firm has not been debarred or blacklisted by any Govt./semi govt./autonomous organization/Public sector Undertakings. ii) It will ensure fair trade practice (where it will be mentioned that this equipment has not been sold for less than the price quoted) iii) The firm has no personnel dealings with the officials of the University.	

**Annexure-II**

**Financial Bid (Table 1)**

<b>S.No.</b>	<b>Items</b>	<b>Quantities (approx.)</b>	<b>Cost</b>
1.	Printers	<b>459</b> (Make Model list may be collected from UITS Office)	
2.	Scanners	<b>54</b> (Make Model list may be collected from UITS Office)	
	<b>Total</b>		
	<b>Tax</b>		
	<b>Total with Tax</b>		

**Annexure-II**

**Financial Bid (Table 2)**

<b>S.No.</b>	<b>Man Power Cost</b>	<b>Quantity</b>	<b>Cost (In Rupees)</b>
1.	Technical staff for Printers & Scanners	01 (Dwarka Campus)	
	Total		
	Tax		
	Total with Tax		

**Annexure-III**

This is to certify that technical team of \_\_\_\_\_ (vendor's name) has visited/inspected items available in Guru Gobind Singh Indraprastha University campus, Dwarka

The rates quoted include repairing cum AMC charges in total. No extra repairing cost shall be charged from GGSIP University.

Date:

(Name of the Vendor)

Place:

**Address of Vendor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PAN No.:** \_\_\_\_\_

**Service Tax No.:** \_\_\_\_\_