

SAINIK SCHOOL SUJANPUR TIRA

Tele : 01972-272024

No: SSST /AMC-RICOH/2021-22 Date _____

Cost of the form Rs. 500 /- paid vide DD No. _____ dated _____

Earnest Money Rs 2000 /- paid vide DD No. _____ dated _____

**TENDER FORM FOR AMC OF MULTIFUNCTIONAL COPIER PRINTER
RICOH , RISO DIGITAL DUPLICATOR AND PHOTOCOPIER MACHINE
XEROX VERSALINK B 7025 FOR THE PERIOD
FROM 01 MAY 2021 TO 30 APR 2022**

(Any alteration / addition made in the tender form will make it null and void)

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by **1700 hrs on 06 April 2021** for award of AMC of Multifunctional Copier Printer Ricoh, Riso Digital Duplicator and from **01 May 2021 to April 2022.**

2. Tender forms are available at school office on payment of **Rs.500/-** (non-refundable) through **PNB/SBI/CANARA DEMAND DRAFT** in favour of **PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA,** payable at Sujanpur Tira, up to **1700 hrs on 06 April 2021** Earnest money of **Rs 2000/-** in the form of Demand Draft, refundable on finalization of tender, in favour of Principal Sainik School Sujanpur Tira, as mentioned above, is to be remitted along with filled-in tender form. Photocopy of Money Receipt issued by the School, vide which the tender form was purchased, shall also be attached with the filled in Tender Form for verification. In case the tender form is down loaded from the School website, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs.500/-** (non-refundable amount towards the cost of the form) and **Rs.2,000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1000 hrs on 08 April 2021** in presence of the bidders/ authorized agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons thereof.**

3. **TERMS AND CONDITIONS**

- (a) Separate rates should be quoted as,
- (i) Monthly rates payable by the school towards AMC of Multifunctional Copier Printer Ricoh as specified, inclusive of all taxes including GST, for free visit at the school site on stipulated dates & time and for,
- (ii) Rate for consumables such as Tonner, Ink and Master Roll.
- (b) The contract shall be for the period from **01 May 2021 to April 2022.** However, it will come in to effect from the date of actual issue of orders. The firm must quote IT,

GST, CST, PAN, TIN, as applicable and attach documentary proof for the same along with the tender papers.

(c) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Sujanpur Tira to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school.

(d) The bidder is to note that once contract is finalized, after due negotiations of rates, has to deposit Rs.10,000/- as security amount in the form of DD, before the indent for supply is placed if desired by the school. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount.

(e) Maintenance services will be provided as per the indent with in stipulated time mentioned in the Work order / as per telephonic information. Collection of work order from the school is the responsibility of the service provider.

(f) Items will be supplied as per the indent with in stipulated time mentioned in the indent form. Collection of indent form from the school is the responsibility of the supplier. Inferior and sub-standard quality of items will not be accepted. Substitute items if supplied, will not be accepted. Items supplied must be of latest make and a certificate covering guarantee period / maintenance, be submitted during the installation.

(g) Request for enhancement of contract rates under any circumstances, will not be considered, once the rates are finalized. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.

(h) Payment will be made by crossed cheque only, once in a month on submission of the corrected and verified bill through the staff in charge, for total services actually given or the items actually received in good condition. Payment will be made with in a month from the date of the receipt of the corrected bill. **TDS will be deducted** from each payment, where applicable, as per latest Income Tax Rules. No advance payment is permissible.

(j) In the event of irregular or failure of adherence to service schedule on the stipulated date and time, and if no satisfactory remedial action is accomplished with in seven (07) days of demand, the school is at liberty to get the required services from the local market without prejudice. The excess cost paid over and above the contract rate of such services locally availed, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the service provider by way of redemption of monthly bill or from the security deposit. In addition, a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School, Sujanpur Tira is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the service provider.

(k) During the period of contract, the Ricoh Machine will be handed over to the firm for servicing, repairing/ replacing of all spares and it shall be the responsibility of the contractor, after completion of the contract he will handover all the machines back to the school or to the next approved service provider, in serviceable condition, as per the specifications mentioned in the tender conforming to fulfillment of all conditions.

(l) The contractor will depute a service engineer to visit the school at least once a month to ensure smooth and uninterrupted running of the machine. However repairs / breakdown of machines need to be repaired within 48 hours from the date and time of report. Any breakdown beyond 07 days will lead to 1% deduction for each additional day beyond the acceptable downtime.

(m) All repairs will be subject to approval by the Principal, Sainik School, Sujanpur Tira or by a representative appointed by him before they are finally accepted / or any payment made. Items will be repaired at school premises only.

(n) All supplies will be subject to approval by the Principal, Sainik School, Sujanpur Tira or by a representative appointed by him before they are finally accepted / or any payment made. Supply will be delivered at school premises at the cost of the contractor and when needed and where applicable, will be compared with the brand / sample already obtained, and inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.

(o) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, without any prejudice.

(p) In case of any dispute, the decision of the Principal, Sainik School Sujanpur Tira shall be final which will be disposed off with in the Hamirpur court jurisdiction only.

(q) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e. **TENDER FOR AMC OF MULTIFUNCTIONAL COPIER PRINTER, RISO DUPLICATOR AND PHOTOCOPIER MACHINE XEROX VERSALINK B 7025**

(r) An agreement bond is to be executed on a non-judicial paper of Rs.50/- value by the approved supplier/ contractor before placement of order.

4. **SPECIFICATIONS OF ANNUAL MAINTENANCE OF RISO DIGITAL DUPLICATOR– 2021-22** (Rates to be quoted by the agency / firm)

<u>S.No</u>	<u>Particular</u>	<u>Rate Tendered</u>
(a)	Annual Maintenance Contract for Riso Digital Duplicator CV 3130/3230	
(b)	Ink Riso	
(c)	Master Roll	

SPECIFICATIONS OF ANNUAL MAINTENANCE OF MULTIFUNCTIONAL COPIER PRINTER RICOH MACHINE– 2021-22 (Rates to be quoted by the agency /Firm)

S.No	Particular	Rate Tendered
(a)	Annual Maintenance Contract for RICOH MULTIFUNCTIONAL COPIER WITH PRINTER 2001-L	
(b)	Tonner	
(c)	Drum unit	

SPECIFICATIONS OF ANNUAL MAINTENANCE OF PHOTOCOPIER MACHINE XEROX VERSALINK B 7025 (Rates to be quoted by the agency /Firm)

S.No	Particular	Rate Tendered
(a)	Annual Maintenance Contract for PHOTOCOPIER MACHINE XEROX VERSALINK B 7025	
(b)	Tonner 7025	
(c)	Drum Unit	

5. The above mentioned details with terms and conditions from Sl. No 1 to 3 (r) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

Enclosed Demand Draft for

(a) Rs.500/- towards cost , and / or

(b) For Rs. 2000/- as EMD along with this Tender Form.

(Tick / Strike out as applicable)

To

The Principal,
Sainik School
Sujanpur Tira -176110
Distt. Hamirpur (HP)