



भारतीय समुद्रीय विश्वविद्यालय  
Indian Maritime University  
(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)  
कोलकता परिसर / Kolkata Campus



IMU-KC/Photocopier (XEROX make)/22-23

Date: 21.10.2022

Sub: Quotation for Repairing & Comprehensive AMC of 06 (six) nos. of Photocopier Machines (XEROX make) installed at IMU-Kolkata Campus

Sealed quotations are invited from the OEM or authorized service providers of XEROX towards repairing and comprehensive AMC of 06 (six) nos. of Photocopier machines (XEROX make), installed at different places of Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700 088. The AMC should be inclusive of spare parts and consumables (like Drum, Blade, Toner etc.). The details of the Photocopier machines are as follows:

Sl. No.	Model No.	Location
1.	VersaLink B7025	Establishment Section (Room No. 30)
2.	VersaLink B7035	Exam Control Room (Room No. 108)
3.	WC 5335	Exam Control Room (Room No. 108)
4.	WC 5230	Room No. 135
5.	VersaLink B7025	Library
6.	VersaLink B7025	Accounts Section

**Estimated amount for repairing: Rs. 50,000.00 plus applicable GST.**

**Rate for the AMC should be quoted on “Per Impression” Basis plus applicable GST.**

**Estimated rate of AMC: Re 0.35 per impression plus applicable GST.**

**Terms & Conditions:**

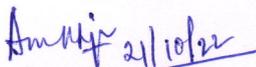
1. Prospective bidders must visit the campus in any working day (Monday – Friday) within 10.00 am to 5.00 pm towards inspection of the above mentioned photocopier machines before submission of their quotations for repairing and AMC.
2. A Security Deposit amount of Rs. 5,000.00 has to be deposited in the form Demand Draft favouring “Indian Maritime University, Kolkata Campus” payable at Kolkata before the start of the AMC.
3. Initially the AMC will be valid for a period of one year, which may be extended for further two years, one year at a time, with the same rate, terms and conditions subject to satisfactory performance and self-discretion of the competent authority of IMU-KC. The contract is liable to be terminated before the expiry of the due date by giving one month’s notice without assigning any reason.
4. Prospective bidders should submit the copies of GST certificate, PAN and a list of clients along with the valid Authorization Letter / Certificate towards being OEM / Authorized service provider for XEROX make Photocopier Machine.
5. The agency shall undertake monthly servicing and other minor repairing works during the working hours of IMU-KC, which has to be certified by the competent authority of IMU-KC.
6. Submission of multiple bids by a single firm directly or through related firms will lead to rejection of the bids and IMU-KC may blacklist such firms from future participation.
7. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.

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8. The rate quoted should be inclusive of all charges except applicable tax, which has to be indicated separately.
9. The last date of submission of quotation is 01.11.2022.
10. The AMC is of Comprehensive type. No extra amount would be paid for consumables or change of spare parts. Any replacement of parts should be of equivalent or higher make both for the repairing work and during the AMC period.
11. The agency shall not engage any sub-agent or sub-contractor whatsoever for running the AMC of Photocopier machines.
12. The agency shall provide immediate repair and maintenance service within the AMC period, in response to the oral/telephonic intimation by the concerned persons of this office and the agency shall ensure that the faults and failures intimated are set right within reasonable time.
13. If agency is unable to attend call or resolve any problem within 24 hours of the call, IMU-KC may get it rectified/repared from any other sources/agency/open market and the cost of rectification for the same will have to be borne by the AMC service provider, otherwise same will be deducted from the bill of the AMC service provider.
14. AMC shall be commencing within 07 (seven) days after the repair of all the machines.
15. No advance payment would be made to the Service Provider. Payment against Bill/Invoice shall be released through NEFT after the completion of the repairing work and on quarterly basis after successful service provided by the agency for the AMC. TDS etc. will be deducted at source.
16. The quotation will be valid for 01 (one) month from the date of issuance of the tender. In the case of the successful bidder, rate quoted shall be valid for the entire AMC period. IMU-KC may include more Photocopier Machine / Machines (XEROX make) in the contract with the existing rates, terms and conditions within the AMC period.
17. In case of any dispute, the decision of the Appropriate Authority of IMU – KC will be final. In case of disagreement, the same shall be settled within the legal jurisdiction of Kolkata.
18. Contract with the service provider may be terminated by IMU-KC at its discretion by giving 30 days' notice to the service provider in case of failure to maintain the AMC services at the satisfaction of IMU-KC and the contract with IMU-KC in that case will be treated as cancelled before expiry of the validity period.
19. Being a comprehensive contract, all liabilities arising out of any fault or replacement of any parts will be borne by the service provide, if not mentioned separately. Otherwise the appropriate authority will be empowered to impose penalty on the agency for delay in restoration of the problem beyond reasonable time limit or for any loss/damage by the agency within the AMC period.
20. IMU-KC reserves the right to accept or reject any of the quotations / tender notice itself, without assigning any reason and the decision of IMU-KC to this effect will be treated as final and binding.
21. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Repairing & AMC of Photocopier Machines (XEROX make) at IMU-KC".
22. The envelope should be addressed to the Dy. Registrar, Indian Maritime University, P – 19, Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar's office (1<sup>st</sup> floor, Room No. 130) or can be sent by post.
23. The envelopes are to be sealed properly with gum and not by stapler pin.
24. Evaluation of the quotations would be done based on L1 rate quoted by the firms separately for the repairing work taken together & the AMC and separate work orders would be issued.
25. Notwithstanding anything specified in this letter inviting quotation, IMU-KC at its sole discretion, unconditionally and without assigning any reason, reserves the right:
  - a. To accept or reject lowest bid or any other bid or all the bids.
  - b. To accept any bid in full or in part.
  - c. To reject the bid offer not conforming to the tender conditions.

  
O.I.C. – Purchase