



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



IMU-KC/Photocopier/21-22

Date: 10.12.2021

Sub: Quotation for AMC of 03 (three) nos. Photocopier Machines
(CANON make) installed at IMU-KC

Sealed quotations are invited towards comprehensive AMC of 03 (three) nos. Photocopier machines at IMU – Kolkata Campus. The AMC should be inclusive of spare parts but excluding consumables (like Tonner etc.). The Photocopier machines to be covered under AMC are as follows:

Sl. No.	Particulars	Qty.
1.	Canon iR 2402L	01 no.
2.	Canon iR 2116J	02 nos.

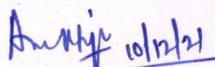
Terms & Conditions:

1. Initially the contract will be valid for a period of one year. It may be extended for further two years, one year at a time with same rate, terms and conditions subject to satisfactory performance. The contract is liable to be terminated before the expiry of the due date by giving one month's notice without assigning any reason.
2. The copies of GST certificate, PAN and a list of clients should be attached with the quotation.
3. The agency shall undertake monthly servicing and other minor repair works during the working days of IMU-KC.
4. 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.
5. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.
6. The rate quoted should be inclusive of all charges except applicable tax, that has to be indicated separately.
7. Payment would be made through Bank Transfer on quarterly basis after submission of bill and certification from the competent authority of IMU-KC.
8. The last date of submission of quotation is 23.12.2021.
9. The cleaning of Photocopier machines at least once in every month is also to be covered in the AMC. The technician doing the cleaning will be needed to get the initials of OIC after providing service.
10. The AMC is of Comprehensive type. Any replacement should be of equivalent or higher make.
11. The agency shall not engage any sub-agent or sub-contractor whatsoever for running the AMC of Photocopier machines.
12. If agency is unable to attend call or resolve any problem, 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.

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13. Where any spare 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 will 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.
14. 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.
15. AMC shall be commencing within 07 (seven) days of the placement of the order.
16. No advance would be provided to the supplier and installer. Payment against Bill/Invoice shall be released only on quarterly basis after successful service provided by the agency. TDS etc. will be deducted at source.
17. The quotation will be valid for 02 (two) months from the last date of submission. In the case of the successful bidder, rate quoted shall be valid for the entire AMC period.
18. In case of any dispute, the decision of the Appropriate Authority will be final. In case of disagreement, the same shall be settled within the legal jurisdiction of Kolkata.
19. 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.
20. Being a comprehensive contract, all liabilities arising out of any fault or replacement of any parts will be borne by the service provider. 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.
21. 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.
22. Bidders may check the Photocopier machines by visiting our office during 10.00 am to 04.00 pm on any working day before submission of their quotations.
23. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for AMC of Photocopier Machines (CANON make) at IMU-KC".
24. 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 (1st floor, Room No. 130) or can be sent by post.
25. The envelopes are to be sealed properly with gum and not by stapler pin.
26. Evaluation of the quotations would be done based on L1 on total amount quoted by the firms.
27. 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