

**Tender Document  
For  
Spare Services Maintenance Agreement (SSMA)  
for Photocopy Machines.**

## **GENERAL INSTRUCTIONS**

- Attach a copy of the tender notice.
- Attach Affidavit as per proforma given and self attested (Annexure I).
- Attach a signed copy of Terms and Conditions.
- The Vice-Chancellor reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition.

## **SEE NEXT PAGES FOR**

- 1) General terms and conditions (Page No. 4, 5, 6).
- 2) Format of Affidavit (Page No. 7)
- 3) Technical Bid (Page No. 8)
- 4) Financial Bid (Page No. 9)



Tender Fee: Rs. 590/-

## BABA FARID UNIVERSITY OF HEALTH SCIENCES

Sadiq Road, Faridkot– 151203 (Pb.)

Phone: 01639-256232, 256236

Website: [www.bfuhs.ac.in](http://www.bfuhs.ac.in) e-mail: [upfdbfuhs@gmail.com](mailto:upfdbfuhs@gmail.com)

### TENDER FORM

(Tender Enquiry No:- SSMA for Sharp photocopier machines/June/2022)

Name of the Firm	
Address	
Contact No's:	

<b>Earnest Money</b>	<b>Rs.5000/-</b> in the form of Demand Draft in Favour of “Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot”.
<b>Tender Fee</b> (Non Refundable)	<b>Rs.590/-</b> (inclusive of GST Rs.90/-) should be enclosed with the tender form in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.
<b>Security money</b>	<b>Successful bidder shall deposit the security amount i.e. 10% of the work order within 20 days of the issue of work order. EMD amount deposited by the bidder shall be adjusted in security amount</b>

\* Errors and omissions, if any, shall subject to rectification by the University.

#### PLEASE QUOTE RATES FOR SPARES SERVICES MAINTENANCE AGREEMENT SERVICES (SSMA) OF FOLLOWING PHOTOCOPIER MACHINES

Sr. No.	Model & Serial no.	Date of Procurement/Installation	Installed at
1.	Sharp MFP Model <b>MX-M565N</b>	28.03.2017 / 20.04.2017	Examination section, BFUHS, Faridkot
2.	Sharp MFP Model <b>MX-M565N</b>	28.03.2017 / 20.04.2017	Meeting section, BFUHS, Faridkot
3.	Sharp MFP Model <b>MX-M754N</b>	28.03.2017 / 20.04.2017	Strong room, BFUHS, Faridkot

Note:-

- **The L1 bidder may be called for Negotiation by the University.**
- **The rates for SSMA services agreement of above said machines will start with approval of competent authority for one year with the same terms & conditions mentioned in this tender document.**

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**Terms and Conditions are as follows:-**

1. Dully signed and stamped Tender form along with copy of Tender Notice, Terms & Conditions and requisite certificate(s) indicated in the Terms & Conditions may be downloaded from University website i.e. [www.bfuhs.ac.in](http://www.bfuhs.ac.in) should be reached in the office of **The Registrar, Baba Farid University of Health Sciences, Faridkot** on or before **23.08.2022 by 1:00 PM**.
2. Tenders should be sent in sealed with cello tape/sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
3. The tender form must be accompanied with Tender fee i.e. Rs.590/- inclusive of GST per tender in the shape of demand draft in favour of **“The Registrar, Baba Farid University of Health Sciences, Faridkot”** payable at Faridkot .
4. The tender(s) should be accompanied by EMD of Rs.5000/- (Rupees Five Thousand only) in the shape of Demand Draft of any scheduled bank in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.
5. Tender without Tender Fee/Earnest money will be rejected straightway.
6. Tenders forms shall be Computer Printed/ type written.
7. **The tenderer(s) shall give a affidavit stating that their concern has not been blacklisted.**
8. **Rates should be quote against each item and in same order as per given in Annexures only.**
9. **SUBMISSION OF TENDERS:**  
**The Technical and Financial bids should be sealed in separate sealed envelopes with Tender Enquiry No, Type of bid, Due date and Bidder name clearly marked on them as under:**
  - A. ENVELOPE NO. I (TECHNICAL BID)**  
This envelope should contain Tender Form along with a copy of Tender notice, DD of Tender fee, DD of EMD amount and Technical bid (as per **Annexure –II**) along with requisite documents
  - B. ENVELOPE NO. II (FINANCIAL BID)**  
This envelope should contain only Financial bid(**Annexure-III**).
  - C. OUTER ENVELOPE NO. III**  
This envelope should contain sealed Envelope-I, II. The words **"Tender for SSMA services for Sharp make photocopier machines"** should be written on the top of sealed envelope and **Addressed to “The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot”**
10. In-complete or conditional offers incorporating price variation will not be entertained.
11. The University reserves the right to cancel the tender without assigning any reason.

12. Attested copies of work orders/agreements (annual maintenance contract received from Government/reputed private organizations) received during the last 3 years, if any.
13. The Tenderer(s) should properly append initials on all the corrections, *if any*.
14. Tenderer(s) should indicate their **GST No.** in their offers.
15. Tenderer should not quote their own mode of payment otherwise their offer is liable to be ignored/rejected.
16. Any tender, which is not in the proper form or received late will not be entertained.
17. **PAYMENT:** Payment will be made on quarterly basis after receiving of Tax Invoice/Bill and completion of concerned quarter and satisfactory services report from the respective branch of the University. All taxes & other charges, if any, should be mentioned clearly in invoice otherwise, the rates will be treated as all inclusive.
18. You will have to provide services at the place(s) where the machines have been installed.
19. Authorization letter issued by the respective brand manufacturers to service their products, in the case of authorized dealers.
20. The service provider shall **PROVIDE DIRECT SERVICE** and shall not employ sub-contractors.
21. The SSMA shall include periodic services, replacement of defective parts in the photocopier machine.
22. The photocopier machines shall be serviced monthly so that preventive action is taken for any possibility of malfunctioning/non-functioning of the same.
23. **COMPLAINTS**, if any, regarding functioning/non-functioning of the machines are to be attended expeditiously and in any case not later than 2-3 days. If the firm is not able to rectify the fault within 2-3 days from the date of booking the complaint, it would be open to the department to have the fault rectified through any other source at the risk and cost of the service provider firm.
24. In the event of defect remaining unattended for more than a week, a penalty of Rs.100/- per day per machine will be imposed on the firm.
25. **Servicing, replacements, renewal etc. shall be carried out on site and only genuine spare part/assemblies shall be used for the purpose.**
26. The firm shall be responsible for smooth and satisfactory working of the photocopier machines in all aspects and will obtain certificate from the users that the photocopier machines have been working satisfactorily during the relevant quarter.
27. The department reserves the right to increase or decrease the number of photocopier machines offered for SSMA.

28. As is evident from the list of photocopier proposed for SSMA, they are of different models. it will be the responsibility of the tenderer/quoting agency to ensure that it is in position to timely supply authentic/company make spare parts of that make/model of photocopier, in case there is a need of that spare part for proper functioning of the photocopier. The tenderer should note that this office shall not separately write/arrange for any spare parts from the manufacturer/other sources for it.
29. In the matters of interpretation of any terms and condition or any dispute arising out of the SSMA the decision of department will be final and binding.
30. Initially contract/agreement period of SSMA of photocopier machines shall be ONE YEAR, However, the contract is extendable for a further period of one/two years on mutually agreement.
31. The notice period for termination of contract shall be two months by either party. However, the service provider shall continue the service on same terms until a new service provider is identified.
32. The selected service provider shall, at the end of the service period/termination of contract hand over the photocopier machines in working condition to the successor service provider.
- 33. Before quoting the rate, the physical inspection of machine can be made, if desired by the firm.**
34. Service provider should agree to provide service even on holidays, if required so.
35. If the Successful bidder refuses or does not respond to the order the EMD shall be forfeited and order may stand cancelled.
- 36. Successful bidder shall deposit the security amount i.e. 10% of the work order within 20 days of the issue of work order. EMD amount deposited by the bidder shall be adjusted in security amount will be returned after completion of SSMA *without any type of interest or other charge.***
37. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders by the competent authority ***without any type of interest or other charges.***
38. All the disputes arising out of agreement/contract regarding this tender shall subject to Faridkot jurisdiction only. It is specifically agreed that no court outside and other than Faridkot shall have jurisdiction in the matter.

Signature of Tenderer

Accepts all the terms & conditions of the Tender  
Under hand and seal of the authorized person

Date:  
Place:

**ANNEXURE-I**

**AFFIDAVIT**

I \_\_\_\_\_, s/d/w of \_\_\_\_\_  
resident of \_\_\_\_\_  
District \_\_\_\_\_ State proprietor of the firm  
M/s \_\_\_\_\_,

do hereby declare and solemnly affirm as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for services quoted **“Tender for Spare Services Maintenance Agreement (SSMA) services for Sharp make photocopier machines”** for are acceptable to me. I will abide by all terms & Conditions in letter and spirit.
- Date of Existence of the firm \_\_\_\_\_ (Attached Certificate)
- Annual Turn Over Rs. \_\_\_\_\_

(Signature of the Tenderer)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**TECHNICAL BID**

1. Name of the applicant (tenderer/ bidder). \_\_\_\_\_
2. Constitutional status of the tenderer/ bidder. \_\_\_\_\_  
\_\_\_\_\_
- i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/ Public Limited Company/ Co-op Society etc.
3. Address of the tenderer/ bidder \_\_\_\_\_  
\_\_\_\_\_
4. Name of the Dealing Person :- \_\_\_\_\_
6. Position of the dealing person in the tenderer firm/ company/ society :- \_\_\_\_\_
7. E mail id:- \_\_\_\_\_
9. Mobile No:- \_\_\_\_\_
10. Details of the Earnest Money Deposit (EMD Amount):- \_\_\_\_\_  
DD No. \_\_\_\_\_ date \_\_\_\_\_  
Drawn From \_\_\_\_\_
11. PAN Number \_\_\_\_\_
12. GST No. \_\_\_\_\_



**FINANCIAL BID**

Name and Address of the applicant with Telephone/Fax No.

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Permanent Address/ Head Office

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We hereby quote rates for SSMA services for following sharp photocopier machines:

S. no.	Description	Qty	Price per Unit In (Rs.) (Annual) <i>(Incl. all taxes &amp; freight etc.)</i>
1.	Sharp MFP Model <b>MX-M565N</b>	1	
2.	Sharp MFP Model <b>MX-M565N</b>	1	
3.	Sharp MFP Model <b>MX-M754N</b>	1	

Signature \_\_\_\_\_  
(Name & Address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date & Place: \_\_\_\_\_

## CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs.590/- (500/- + GST)	<input type="checkbox"/>
2.	Earnest Money: Rs.5000/- in the shape of Demand Draft.	<input type="checkbox"/>
3.	Certificate certifying that firm has not been blacklisted (Annexure I).	<input type="checkbox"/>
4.	Technical bid (Annexure-II)	<input type="checkbox"/>
5.	Financial bid (Annexure-III)	<input type="checkbox"/>
6.	Other requisite certificate	<input type="checkbox"/>