



Himachal Pradesh Technical University

(A State Government University)

Village & Post Office Daruhi, Teh& Distt. Hamirpur (H.P.) – 177001

Phone :(01972) 226902, 226907 Fax: (01972) 226901,

GST No.: 02AAATH9345M1ZH, PAN: AAATH9345M

E-mail ID: purchaseofficerhptu@gmail.com website: www.himtu.ac.in

No. HPTU/Purchase/7/2024- 7512

Date: 19-10-2024

Short Tender Notice

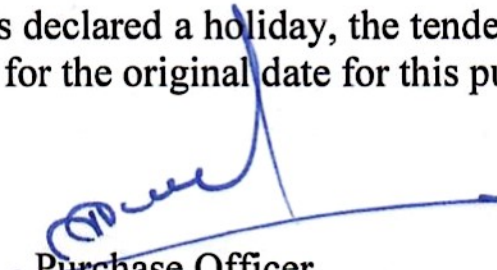
Subject: Tender for AMC of Photostat machine of Ricoh, Xerox & HP Brand/company.

Sir,

Limited tenders in sealed envelope are hereby invited from original equipment manufacturer or authorized dealers/service provider of Ricoh Photostat Machines, Xerox Photostat Machine & HP Photostat Machine as per specification mentioned in annexure-II (A,B & C).

| | | |
|-------------------------------|---|--------------------------|
| No. | Last Date & Time for submission of Tender | 07/11/2024 Up to 2:00 PM |
| Date:- | Tender opening Date & Time: | 07/11/2024 at 3:00 PM |
| Cost of Tender form Rs. - Nil | Tender document can be downloaded from our website i.e. http://www.himtu.ac.in | |

Note:- If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.


Purchase Officer,
H P Technical University,
Hamirpur.



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Date:

The HP Technical University Hamirpur invites Tender in two bids from the original equipment manufacturer and authorized dealers/retailers/service provider of Photocopier machine Agencies to undertake Annual maintenance contract (AMC) for the photocopier Machines of Brands of **Ricoh, Xerox & HP.**

A. General Terms & Conditions and job details

1. Servicing includes viz. (a) electrical parts repair, (b) complete cleaning of the main parts of the machine, (c) making all essential adjustments inclusive of repairs and replacement of parts, if any, (d) movement order, etc, both mechanical and electrical.
2. There shall be 12 preventive services in a year strictly on monthly basis, report to be submitted in HP Technical University, Daruhi, Hamirpur every month.
3. Each service will be supervised by an official of the HP Technical University and the Service report has to be submitted to the HP Technical University on Monthly basis and Bill has to be submitted on quarterly basis for payment.
4. The date of servicing of the machine would be approved by the HP Technical University. Cost of consumables, i.e., Toner, Drum and Developer required to run the copier shall not be included in the AMC contract.
5. If you fail to attend the breakdown within 48 hours after communication by HP Technical University telephonically and /or in writing, HPTU reserves the right to get the work done from other service agencies and recover the cost thereof from the quarterly payment.
6. In the event of breakdown/or failure in machine after servicing, your representative would pay a visit to the HP Technical University as and when intimated and you shall have to attend this forth-with without any extra charges.
7. All expenses pertaining to the visit of the engineer/employee of firm/company including travelling expenses will be borne by the concerned firm/company. The one year period of servicing will commence from the date of execution/acceptance of the AMC Contract by the HP Technical University.
8. During the continuance of AMC, if the machine becomes obsolete/ unserviceable, then the contract for that machine will be terminated in that month itself in which the machine becomes obsolete/ unserviceable. The payment, therefore, will be made on pro-rata-basis (proportionately) to the firm.
9. During the course of servicing or repairing, HP Technical University shall not be liable for any damage or loss direct, indirect or consequential to any person or property/ procurement of the Servicing Agency, as a result of operation/ breakdown or accident of this machine or any other circumstances beyond the control of HP Technical University Hamirpur.

10. Any statutory levy or tax of any nature, including Service Tax which becomes applicable to this agreement at any time, it is understood and agreed that such incidents will be borne by the servicing Agency.
11. In case of any dispute in the service contract, the decision of the Registrar of HP Technical University shall be final and binding on you.

Period of Contract

The contract will be valid for a period of **one year** from the date of contract agreement, which can be extended on year-to-year basis up to **five (5)** years including base year on the basis of satisfactory performance of the contractor on the same terms and conditions and on same rates if mutually agreed upon between both the parties. However, HPTU may terminate the contract at any time by giving 30 days advance notice without assigning any reason.

B. Instructions for Tender Submission.

1. The price Bid is to be submitted in the prescribed formats **Annexure –II (A,B,C)** enclosed to this tender notice. Tender submitted otherwise would not be considered.
2. The bidder may quote rate for any or all the brands (Ricoh/Xerox/HP) in the financial bid of which he/she is original manufacturer or authorized dealer/service provider of concerned company. The interested bidder shall to submit two bids (Technical & Financial Bid) separately. Tender must be submitted on or before the last day of submission. The last date and time for receipt of duly filled in tender is 07/11/2024 (02:00 PM). The Bids should be addressed to The Purchase Officer, HP Technical University, VPO- Daruhi, Distt. Hamirpur Pin 177001. The tender document can be downloaded from HPTU website <https://www.himtu.ac.in>.
3. The tenders will be opened on 07/11/2024 at 3.00 PM by the Tender opening committee in the presence of participating Tenderers or their authorized representatives who may wish to attend.
4. In the event of the office being closed due to any reason whatsoever on the proposed tender opening date, the tender will be opened on the next working day at the scheduled time without any notice issued in this regard.
5. Bidder is required to indicate its GST registration Number & PAN no. wherever applicable. The same must be mentioned in its quotation and also in bill as and when it is submitted.

C. Additional Conditions/Requirements.

1. The HP Technical University reserves the right to cancel the job contract in whole or in parts without assigning any reasons at any time, if the successful bidder does not honour the terms and conditions of the Tender.
2. The Tender will be accepted by the Competent Authority in HP Technical University as per the rule/instructions issued by the Government of Himachal Pradesh from time to time in the matter.



3. The HP Technical University reserves the right to reject any or all tenders/extend the date of opening of tender etc. without assigning any reasons thereof.
4. In additions to its right to determine the contract upon fault of the Successful Bidder, the HP Technical University reserves the right to cancel the contract any time in whole or in part without assigning any reasons and the HP Technical University also reserves the right either to pay or not to pay the successful bidder for either part of the contract work or whole of the contract work executed, if they are not according to the HPTU specifications and complete satisfaction.
5. All questions, disputes or differences arising in connection with the contract shall be subject to the exclusive jurisdiction of the courts at Hamirpur (H.P).



Technical Bid

Annexure – I

The Technical Bid should include the following details:

- a) Details of company in prescribed Performa Annexure-I
- b) GST Registration certification for firm.
- c) Copy of registration for firm
- d) The company should not have been black-listed/ debarred or its contract terminated in any Ministries/ Departments in past. The firm has to give declaration in this regard.
- e) Firm must be authorized service provider of Xerox, HP, & Ricoh (for which it is quoting rates in financial bid). Authorization certificate from OEM against this bid must be submitted alongwith the offer. Without any authorization the bid will not be considered. Except these companies another authorization will not be considered.

| Sr. no. | Particular | Details to be given by the bidder |
|---------|---|-----------------------------------|
| 1 | Firm's Name and full postal address | |
| 2 | Registration No. of the firms (sole/ Proprietorship, Partnership Public limited/ Private Limited) | |
| 3 | Details of PAN & GST NO. | PAN: GST: |
| 4 | Authorization certificate from OEM | |
| 5 | Whether Company black-listed debarred or not in any Ministry/ Department be enclosed affidavit. | |
| 6 | Mobile No. | |
| 7 | E- Mail ID | |

NOTE: - If any of the details submitted by bidder are found to be incorrect/ false, then the firm will be blacklisted with the name of proprietor with wide circulation.

(Signature & Seal of Bidding Agency)

Financial Bid:

(To be sealed separately)

(ANNEXURE-II)-A

Ricoh Photostat Machine

| Sr. No. | Particulars/ Machine No. /Model | Manufacturer Company | Quantity | Year of installation | AMC Charges per year per machine (inclusive of GST Rate in figure.) | AMC Charges per year per machine (inclusive of GST Rate in words.) |
|---------|---------------------------------------|-------------------------|----------|-------------------------|--|---|
| 1 | Ricoh-MP 2501L | Ricoh | 01 | 2017 | | |
| 2 | Ricoh-MPC 2011S Colour Machine | Ricoh | 01 | 2017 | | |
| 3 | Ricoh-MP 2001L | Ricoh | 01 | 2017 | | |
| 4 | Ricoh-MP 2001L | Ricoh | 01 | 2016 | | |

Date:

Place:

(Signature & Seal of Bidding Agency)

PAN:-

Financial Bid:

(To be sealed separately)

(ANNEXURE-II)-B

Xerox Photostat Machine

| Sr. No. | Particulars/ Machine No. /Model | Manufacturer Company | Quantity | Year of installation | AMC Charges per year per machine (inclusive of GST Rate in figure.) | AMC Charges per year per machine (inclusive of GST Rate in words.) |
|---------|---------------------------------------|-------------------------|----------|-------------------------|--|---|
| 1 | Versalink B7125 | Xerox | 01 | 2022 | | |
| 2 | Versalink B7125 | Xerox | 01 | 2023 | | |
| 3 | Versalink B7125 | Xerox | 01 | 2023 | | |

Date:

Place:

(Signature & Seal of Bidding Agency)

PAN:-

Financial Bid:

(To be sealed separately)

(ANNEXURE-II)-C

HP Photostat Machine

| Sr. No. | Particulars/ Machine No. /Model | Manufacturer Company | Quantity | Year of installation | AMC Charges per year per machine (inclusive of GST Rate in figure.) | AMC Charges per year per machine (inclusive of GST Rate in words.) |
|---------|---------------------------------------|-------------------------|----------|-------------------------|--|---|
| 1 | MFPM72630 | HP | 01 | 2019 | | |

Date:

Place:

(Signature & Seal of Bidding Agency)

PAN:-