



**Tender Fee:Rs.2000/-**  
**Baba Farid University of Health Sciences, Faridkot**

Sadiq Road Faridkot – 151203 (Pb) India  
Phone: 01639-256232, 256236, Fax: 01639-256234

Web: [www.bfuhs.ac.in](http://www.bfuhs.ac.in), email: [bfuhspurchase@gmail.com](mailto:bfuhspurchase@gmail.com)

**TENDER FORM**

**(Tender Enquiry No.BFUHS/UPFD/SSMA photocopier machine/2016)**

Name of the Firm	
Complete Address	
Earnest Money Security Amount	: <b>2 % of the tender amount.</b> : <b>10% of the total amount of quoted price to be deposited by successful tenderer on receipt of supply order.</b>
Tender Fee (Not refundable)	: Rs.2000/- should be enclosed with the tender in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at faridkot.
<b><u>Date of Receipt of Tender on or before</u></b>	05.04.2016 by 01:30 pm
<b><u>Date of Opening of Technical bid</u></b>	05.04.2016 at 2:30 pm

**Please quote rates for Spares Services Maintenance Agreement services of following Photocopier machines as per Annexure-III-A-**

Sr. No.	Model & Serial no.	Date of installation	Where the machine is installed
1.	Xerox Wc-5325 3322176278	19.09.2012	Pharmacy College
2.	Xerox Wc-5325 3322171446	19.09.2012	Cancer and Radiotherapy unit
3.	Xerox Wc-5325 3322152697	14.10.2012	SINPMS, Badal
4.	Xerox Wc-5325 3322190424	27.12.2012	Admission Branch
5.	Xerox Wc-5325 3322176065	28.12.2012	Principal office, GGSMC
6.	Xerox Wc-5325 3322242904	03.02.2013	VC Room
7.	Xerox Wc-5325 3322246845	01.05.2013	Library section, BFUHS
8.	Xerox WC-5016 3318480809	09.05.2013	Blood Bank, GGSMH, Fdk
9.	Xerox WC-5016	20.05.2013	Microbiology Deptt, GGSMC

	3318459850		
10.	Xerox WC-5325 3322272668	21.07.2013	Nuclear Medicine Department, GGMH
11.	Xerox-5330 3322272781	26.09.2013	Legal Branch
12.	Xerox WC-5019  3330491425	30.01.14	Accounts section, BFUHS
13.	Xerox WC-5325 3322308204	24.03.14	Principal office, GGSMC
14.	Xerox WC-5325 3322312376	24.03.2014	Principal office, GGSMC
15.	Xerox WC-5775  3646770121	02.04.2016	Meeting Section, BFUHS

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Please quote rates (as per Annexure-III-B) for Spares Services Maintenance Agreement services of following Photocopier machines which are already running under contract and expired on the dates mentioned below-

Sr. no.	Name and model of machine	Branch where it is installed	Date of installation	Date of Expiry of SSMA agreement
1.	Xerox photocopier model WC-5325 3322164407	SVC office	04.09.12	-
2.	Xerox photocopier model WC-5325 3322163796	Establishment Branch	04.09.12	-
3.	Xerox photocopier model WC-5016 3317262778	Goindwal shib	23.06.10	15.09.16
4.	Xerox photocopier model WC-5016 3317129504	Library Section	29.05.09	07.05.16
5.	WC-5016, Digital Copier cum Printer, Xerox 3317292057	College Branch	15.11.10	29.04.16
6.	WC-5016, Digital Copier cum Printer, Xerox 3317259459	Examination Branch	15.11.10	29.04.16
7.	Xerox Photocopier Model WC-5645 3635262097	Examination Branch	02.05.08	09.07.2016
8.	Xerox Photocopier Model WC-238 2233808540	Meeting Branch		30.09.2016
9.	Xerox Photocopier Model WC-5645 3641364648	Admission Branch	27.05.10	09.07.2016
12.	Canon iR-2530 FTU 80048	Examination branch	03.05.12	23.05.2016
13.	Canon iR-5055 CYCO1691	Examination branch	24.12.10	14.06.16
14.	Canon iR-6075 HTL10210	Strong Room	03.05.012	02.05.2016
15.	WC-5016, Digital Copier cum Printer, Xerox 3317420969	MS office	31.10.11	08.03.16
16.	WC-5016, Digital Copier cum Printer, Xerox 3317290607	Physiotherapy	18.10.10	07.05.16
17.	WC-5016, Digital Copier cum Printer, Xerox 3317290364	UCON	15.09.10	07.05.16

\*Machines in total = 15+17 = 32 nos.

- The rates for SSMA services agreement of above said machines will also be sought and the agreement will start with the expiry of contract and approval of competent authority for one year with the same terms & conditions of this tender form.

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**INSTRUCTIONS for TENDERERS**  
*along with Terms and Conditions*

1. The Tender Form along with a copy of Tender Notice, with all the required Annexure(s) indicated must be submitted intact, duly filled & signed and packing should be done as per Clause 45. **Infringement of this condition shall render the tender liable to rejection.**
2. The Tenders should reach in the office of the Registrar, Baba Farid University of Health Sciences, Faridkot on or before **05.04.2016** upto **01:30 pm**. Which shall be opened on the same day at **2:30 pm**.
3. The Tenderers or their representatives are at liberty to be present at the time of opening of Tenders, if they desire/like so, at their own expenses. The representative should carry authorization letter from respective firm(s) to attend the tender opening meeting.
4. Tenders must be submitted on the prescribed Tender Form which may be downloaded from University website ([www.bfuhs.ac.in](http://www.bfuhs.ac.in)) otherwise tender will be ignored straightway. **The Tender Form downloaded from University Website must be accompanied with Tender Fee of Rs.2000/- per tender** in the shape of Demand Draft in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tender form without Tender fee shall be liable to be outrightly rejected.
5. Tender should be accompanied by Earnest Money (2% of the quoted amount) in the shape of Demand draft only (not in any other shape) of any scheduled bank in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tenders without Earnest money shall not be accepted at all.
6. The detail of Bank account consisting of account number, account holder name and branch name, IFSC code also provided with the EMD draft.
7. The bidder firms should not have been black-listed or debarred by Govt. of India/by other state Govt./Institute of India. An affidavit as per specimen copy must be attached (**Annexure – I**).
8. The Technical bid (as per **Annexure-II**) should be filled in the prescribed format and will be opened **02.03.2016**. If the date of opening is declared a holiday the bid will be opened on the next working day.
9. Rates to be quoted should be filled in the prescribed format of **Financial Bid** as per **Annexure – III**. The financial bids of only short listed bidder shall be opened and the date/time and Venue will conveyed to these bidders later on.
10. Attested copy of work order/ agreement of last 3 years (copies of similar annual maintenance contract received from Govt./reputed private organizations).
11. The Tenderer(s) should properly append initials on all the corrections, *if any*.
12. Tenderer should indicate their Sale-Tax/VAT No./PAN No./Firm Regd. No., etc. in their offers, in the absence of which may render the tender invalid.
13. VAT, Inter State tax or any Chargeable duty must be specified/mentioned failing which no VAT or duty will be allowed at a subsequent stage.
14. Tenderer should not quote their own mode of payment otherwise their offer is liable to be ignored.
15. All copies of documents attached with the tender should be self attested.
16. Any tender, which is not in the proper form or received late, will not be entertained.

17. Payment will be made through electronically transfer on quarterly basis after presentation of bill and completion of satisfactory services report from the respective persons identified by this office. TDS will be deducted as per rule. All taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.
18. You will have to provide services at the place(s) (University & its constituent colleges) where the machines have already 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 annual maintenance contract shall include periodic service, replacement of defective parts, and refill/change of toner / cartridge in the photocopier machine.
22. The photocopier machines shall be serviced periodically 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 a week. If the firm is not able to rectify the fault within a week's time 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 respects and will obtain certificate from the users that photocopier machines have been working satisfactorily during the relevant period.
27. The department-reserves the right to increase or decrease the number of photocopier machines offered for annual maintenance contract.
28. As is evident from the list of photocopier proposed for SSMA, they are of different makes and 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 maintenance contract 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 agreed rates and terms and condition, at the discretion of the department.
31. The notice period for termination of contract shall be one month 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 holiday, if required so.

35. The successful bidder shall be strictly required to deposit 10% security money of the total value of the order in shape Demand Draft ) of any scheduled bank in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot
36. However, the EMD(2%) of successful bidder shall be deposited against the security money and the remaining 8% shall be deposited within 10 days of within the issuance of work order. The security money deposit will be refundable after expiry/termination of contract period.
37. If the successful bidder is unable to provide the service/supply of goods or does not accept the work/supply order the EMD will be forfeited
38. In-complete or conditional offers incorporating price variation will not be entertained.
39. Acceptance of supply order implies acceptance of all the terms & conditions of tender/delivery/negotiation.
40. All the disputes arising shall be settled within jurisdiction of Faridkot.
41. The office shall not bear any responsibility for any Postal delay.
42. This institution reserves the right to reject tenders without assigning any reason .
43. Tenders should be sealed with cello tape & sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
44. **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, Tender fee draft, EMD(2%) amount draft and Technical bid (as per Annexure –II) along with certificates of authorization and authenticate principal firm.
- B. ENVELOPE NO. II (FINANCIAL BID)**  
This envelope should contain only Financial bid(Annexure-III).
- C. ENVELOPE NO. III**  
This envelope should contain sealed Envelope-I, II as indicated in 45(A), 45(B) above.

**ENVELOPE NO. III should be sealed and Tender Enquiry No., Type of bids, Due date and Bidder's name be clearly marked on the top of this envelope.**

Signature of Tenderer

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

Date:

Place:

### CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs.2000/-	<input type="checkbox"/>
2.	Earnest Money: 2 % of the tender amount.	<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 certificates	<input type="checkbox"/>

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Certificate

I \_\_\_\_\_, S/D/W of \_\_\_\_\_ Resident of  
\_\_\_\_\_ District \_\_\_\_\_ Proprietor of firm  
M/s \_\_\_\_\_, do hereby solemnly  
affirm and declare as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous body/institute.
- That the terms & conditions, for supplying the material, are acceptable to me. I will abide by terms/conditions in letter and spirit.

(Signature of the Tenderer)

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

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

\_\_\_\_\_  
\_\_\_\_\_

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



**TECHNICAL BID**

Sr. No.	Description	Remarks
1.	Name and Address of the Applicant(proprietor)/ Firm _____ _____	
2.	Permanent address/Head office _____ _____	
3.	Correspondence address/Place of carrying business _____ _____	
4.	Nature of the firm	Private/Partnership/ Proprietorship
5.	No. of years of experience in service/maintenance of photocopier machines (details be enclosed)	
6.	Authorization letter issued by the respective Brand manufacturers to service their product	
7.	A. Phone No.: _____ B. Fax No. : _____ C. E-mail(address): _____	
8.	Attested copy of service tax registration	
9.	A. PAN NO: _____ (Attested copy) B. TIN/Sales Tax No.: _____ (Attested copy) C. VAT Number: _____ (Attested copy)	
10.	Income tax return of the firm for last 03 years	
11.	Annual turnover of the firm for last 03 years	
12.	Attested copy of work order/agreement of last 03 years	
13.	Enclosed Demand Draft for Earnest Money attached bearing No. _____ dt _____ payable at Faridkot	
14.	Tender is Unconditional?	

Signature \_\_\_\_\_

(Name &amp; Address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date &amp; Place: \_\_\_\_\_

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**FINANCIAL BID**

Name and Address of the Applicant

(Proprietor)/firm \_\_\_\_\_

Permanent address/Head office \_\_\_\_\_

Correspondence address/Place of carrying business \_\_\_\_\_

We hereby quote for SSMA services for photocopier machines as under:

Sr. No.	Brand	Quantity	Rate per unit	Total amount (in Rs.)
Total quoted price				

Signature  
(Name & Address of the Tenderer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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**FINANCIAL BID**

Name and Address of the Applicant

(Proprietor)/firm \_\_\_\_\_

Permanent address/Head  
office \_\_\_\_\_

Correspondence address/Place of carrying

business \_\_\_\_\_

We hereby quote for SSMA services rates for photocopier machines which are already running under contract as under:

Sr. No.	Brand	Quantity	Rate per unit	Total amount (in Rs.)
Total quoted price				

**Signature**  
(Name & Address of the Tenderer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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