



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	<p>Short term e- tender notice for PROVIDING OF SSMA SERVICES OF THE PHOTOCOPIER MACHINES INSTALLED AT VARIOUS LOCATIONS OF THE UNIVERSITY AND ITS CONSTITUENT COLLEGES upto the period 31.12.2018</p> <p>or the period that will be extended after the said date, based on the mutual consent of both the parties.</p>
Cost of the tender document:-	Rs. 2000/- only (Rs. Two Thousand Only) {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Punjab Infotech, Chandigarh as per their norms. (Non- refundable).
EMD Amount :	<p>Rs. 10,000/- only (Rupees Ten Thousand Only)</p> <p><i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i></p> <p><i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i></p> <p>The Earnest Money Deposit must be submitted <i>in the shape of a Bank Demand Draft</i> of any nationalized bank and issued in the favour of “ Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot” and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the</p>



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

	<p><u>submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.</u></p>		
Date of start of downloading of tender documents:-	<p>immediate from the website of the Punjab Government i.e. https://etender.punjabgovt.gov.in</p>		
Website for downloading of the tender document:-	<p>From the above website However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in</p>		
Last date for downloading of the tender document:-	<p><u>18.01.2017 up to 12.30 pm</u></p>		
Last date & Time for submission of the tender documents:-	<p><u>18.01.2017 up to 1.30 pm (through online mode only)</u></p>		
Date of opening of the Tender documents (Technical Bids):-	<p><u>18.01.2017 (at 2.30 p.m.)</u> on the e- procurement portal of the Govt. of Punjab. However the bidders or their authorized agents/ representatives may attend the tender opening process at the University Procurement & Facility Department, BFUHS, Faridkot on the prescribed time and date.</p>		
Date of opening of the Tender documents (Financial Bids):-	<p><u>18.01.2017 (at 3.30 p.m.)</u> on the e- procurement portal of the Govt. of Punjab.</p>		
Address for the submission :	<p>The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.</p>		
Who can be contacted for obtaining more information about the tender.	<u>Sr. No.</u>	<u>Nature of Information</u>	<u>Name of the concerned Official with contact No:-</u>
	1	About the	Sh. RAJ SINGLA, AUDIT OFFICER,



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

	tenders and allied information:-	UPFD, BFUHS, FARIDKOT Phone:- 01639-256232, 256236, Email id:- upfdbfuhs@gmail.com (on all working days from 9.00 a.m. to 5.00 p.m.)
2	For any type of information, Solutions of technical problems in E-tendering, Digital Signature certificates and User Id etc:-	<i>Sh. Harmeet Singh, District Co-ordinator (Faridkot) of Punjab Infotech, Chandigarh, Mob: 81466-99868.</i> <i>Or</i> <i>At Punjab Government's e-Procurement helpline numbers 92572-09340, 80546-28821, 0172-3934667.</i>



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

SCOPE OF SUPPLY

E-tenders are invited from the competent Professional Agencies for Providing of SSMA Services (Service and Spare Agreement) for the Various Photocopy Machines installed at the University Offices as well as its Constituent Colleges located at various Locations throughout the State of Punjab for the period of 31.12.2018 or further period that will be extended by the University, based upon the mutual consent of both the parties:-

Details of the Photocopier Machines:-

List - A

Sr. No.	Model & Serial no.	Date of installation	Location where the machine is installed
1.	Xerox Wc-5325 3322176278	19.09.2012	University Institute of Pharmaceutical Sciences & Research, Faridkot
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	Office of the Hon'ble Vice Chancellor
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 3318459850	20.05.2013	Microbiology Deptt, GGSMC



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

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

List- B

Sr. no.	Name and model of machine	Date of installation	Location where the machine has been installed
1.	Xerox photocopier model WC-5325 3322164407	04.09.12	SVC office
2.	Xerox photocopier model WC-5325 3322163796	04.09.12	Establishment Branch
3.	Xerox photocopier model WC-5016 3317262778	23.06.10	University Institute of Nursing, Shri Goindwal Sahib
4.	Xerox photocopier model WC-5016 3317129504	29.05.09	Library Section
5.	WC-5016, Digital Copier cum Printer, Xerox 3317292057	15.11.10	College Branch
6.	WC-5016, Digital Copier cum Printer, Xerox 3317259459	15.11.10	Examination Branch
7.	Xerox Photocopier Model WC-5645	02.05.08	Examination Branch



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

	3635262097		
8.	Xerox Photocopier Model WC-238 2233808540	Not available	Meeting Branch
9.	Xerox Photocopier Model WC-5645 3641364648	27.05.10	Admission Branch
10.	Canon iR-2530 FTU 80048	03.05.12	Examination branch
11.	Canon iR-5055 CYCO1691	24.12.10	Examination branch
12.	Canon iR-6075 HTL10210	03.05.012	Strong Room
13.	WC-5016, Digital Copier cum Printer, Xerox 3317420969	31.10.11	MS office
14.	WC-5016, Digital Copier cum Printer, Xerox 3317290607	18.10.10	University College of Physiotherapy, Faridkot
15.	WC-5016, Digital Copier cum Printer, Xerox 3317290364	15.09.10	University College of Nursing, Faridkot

*Machines in total = 15+15 = 30 nos.

Note:-

- I. The L1 bidder may be called for Negotiation by the University Authorities.
- II. 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.



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i) Tender Fee : The tender document fee of Rs. 2,000/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
 - ii) **Earnest Money Deposit (EMD) of Rs. 10,000/-** (Rs. Ten Thousand Only) The Earnest Money Deposit must be submitted in the shape of a Bank Demand Draft of any nationalized bank and issued in the favour of “ Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot” and must be submitted upto 1.30 p.m. of the last date fixed for the submission of the tenders through e-tender mode. The bidder who will not submit the demand draft upto the last date and time fixed for the submission of tender will be considered as In-valid and his/ her bid will be rejected without any prior notice. The demand draft must reach to the office of the Incharge (UPFD) on which the name and address of the bidder must be written on its back side.



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

- iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. Amount of the Price of the item should be quoted only in proforma at Annexure-'VII'. It is worth to mention here that the Prices of the items demanded once quoted/ finalized will remain same/ unchanged for a period of the contract.
9. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.
10. The firm that will be declared L1 may be called for negotiation on their quoted rates.



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure-I

NOTICE INVITING TENDER

E-tenders are invited from the competent Professional Agencies for Providing of SSMA Services (Service and Spare Agreement) for the Various Photocopy Machines installed at the University Offices as well as its Constituent Colleges located at various Locations throughout the State of Punjab for the period of 31.12.2018 or further period that will be extended by the University, based upon the mutual consent of both the parties. The details of the Photocopier Machines presently installed at the University and its constituent colleges are as under :-

List - A

Sr. No.	Model & Serial no.	Date of installation	Location where the machine is installed
1.	Xerox Wc-5325 3322176278	19.09.2012	University Institute of Pharmaceutical Sciences & Research, Faridkot
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	Office of the Hon'ble Vice Chancellor
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



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

	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, GGS MC
14.	Xerox WC-5325 3322312376	24.03.2014	Principal office, GGS MC
15.	Xerox WC-5775 3646770121	02.04.2016	Meeting Section, BFUHS

List- B

Sr. no.	Name and model of machine	Date of installation	Location where the machine has been installed
1.	Xerox photocopier model WC-5325 3322164407	04.09.12	SVC office
2.	Xerox photocopier model WC-5325 3322163796	04.09.12	Establishment Branch
3.	Xerox photocopier model WC-5016 3317262778	23.06.10	University Institute of Nursing, Shri Goindwal Sahib
4.	Xerox photocopier model WC-5016 3317129504	29.05.09	Library Section
5.	WC-5016, Digital Copier cum Printer, Xerox 3317292057	15.11.10	College Branch
6.	WC-5016, Digital Copier cum Printer, Xerox 3317259459	15.11.10	Examination Branch



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

7.	Xerox Photocopier Model WC-5645 3635262097	02.05.08	Examination Branch
8.	Xerox Photocopier Model WC-238 2233808540	Not available	Meeting Branch
9.	Xerox Photocopier Model WC-5645 3641364648	27.05.10	Admission Branch
10.	Canon iR-2530 FTU 80048	03.05.12	Examination branch
11.	Canon iR-5055 CYCO1691	24.12.10	Examination branch
12.	Canon iR-6075 HTL10210	03.05.012	Strong Room
13.	WC-5016, Digital Copier cum Printer, Xerox 3317420969	31.10.11	MS office
14.	WC-5016, Digital Copier cum Printer, Xerox 3317290607	18.10.10	University College of Physiotherapy, Faridkot
15.	WC-5016, Digital Copier cum Printer, Xerox 3317290364	15.09.10	University College of Nursing, Faridkot

*Machines in total = 15+15 = 30 nos.

Important Note:-

- I. The L1 bidder may be called for Negotiation by the University Authorities.
- II. 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.



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://etender.punjabgovt.gov.in> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

TERMS AND CONDITIONS:-

1. The tenders will be opened on the same day at 2.30 PM, on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
2. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
3. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure-II

(To be furnished on non-judicial stamp papers
worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____

partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm)

_____ do hereby declare and solemnly affirm:-

- That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- That the terms and conditions for supply of "**SSMA Services Photocopier Machines installed at the University Offices as well as its Constituent Colleges**" are acceptable to me/us. I/We will abide by them in letter and spirit.
- That I will supply and install the required material within the stipulated delivery period of the tender document/ supply order/ Purchase Order.

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure-III

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:- _____
- 8 Fax No:- _____
- 9 Mobile No:- _____
- 10 PAN Number _____
- 11 VAT No. _____

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II (Duly signed and stamped scanned copy uploaded on the e-procurement	Yes/No



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

	portal or not?)	
3.	Technical Bid Proforma attached – Annexure – III (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs. 2000/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs. 10,000/- only (Rs. Ten Thousand Only) has been submitted in the shape of a Bank Demand Draft issued in the favour of “The Registrar, Baba Farid University of Health Sciences, Faridkot” and payable at “Faridkot” has been submitted to the Incharge, University Procurement and Facility Department. Demand Draft No:- _____ Dated:- _____ Name of the Bank :- _____ Branch Name:- _____ Amount:- <u>Rs. 10,000/- only (Rs. Ten Thousand Only).</u> Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer	Yes/No



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

	and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached. (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Copy of the Audit Report for the firm for the period of Last 03 Years has been uploaded on the e-tender website or not?	Yes/ No
12.	Copy of the Income Tax Returns for the period of Last 03 Years have been uploaded on the etender website of the Govt. or Punjab or not?	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Dated:- _____.

Place:- _____.

Signature_____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure-IV

TERMS AND CONDCTIONS

Short Term e-**TENDER DOCUMENT** providing of SSMA Services for the various

Photocopier Machines

installed at the BFUHS and its constituent colleges.

The annual maintenance contract shall include periodic service, replacement of defective parts

1. The professional agencies may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. **The rates quoted should be inclusive of all Taxes, and other levies (as applicable). The final rates after including the Taxes must be mentioned in the Financial Bids of the e-tender.**
5. In-complete or conditional offers incorporating price variation will not be entertained.
6. The University reserves the right to increase or decrease the number of machines for which the SSMA services are required to be obtained.
7. 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.
8. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances. The Earnest Money must be submitted in the shape of a Demand Draft issued in the favour of the Registrar, Baba Farid University of Health Sciences, Faridkot and payable at Faridkot. The demand draft of the EMD must reach to the



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

office of the Incharge, University Procurement and Facility Department on or before the last date / time of opening of the technical bids.

9. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot or at any other constituent college/ institution in connection with any other tender/case shall not be considered against this tender.
10. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
11. The rates once quoted will remain valid/ un-changed for a period UPTO 31.12.2018.
12. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
13. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.
14. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
15. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
16. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

- authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
17. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
 18. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
 19. The service provider will be required to offer his/ her services at the location where the Machine is installed. The constituent institutions of the University are located at Faridkot, Badal, Jalalabad, Shri Goindwal Sahib, Bathinda. No extra TA/DA or other charges will be paid to the service provider.
 20. Servicing, replacements, renewal etc. shall be carried out on site and only genuine spare part/assemblies shall be used for the purpose.
 21. The photocopier machines shall be serviced periodically so that preventive action is taken for any possibility of malfunctioning/non-functioning of the same.
 22. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
 - 23. CRITERIA OF EVALUATION OF PRICE BID**

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates should be mentioned after including all type of Taxes/ cess.. The price bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material.
 - 24. SECURITY DEPOSIT:**



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

- a. The EMD of Rs.10,000/- only (Rs. Ten Thousand Only) of successful bidder submitted with the Tender considered as Security Deposit.
- b. The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- c. The above said amount of the security deposit will be retained by the University and will be refunded after 31.12.2018.
- d. That the Successful bidder will have to deposit a Bank Gurantee of Rs. 50000/- only (Rs. Fifty Thousand Only) having a validity of period upto 31.12.2018. The Bank Guarantee will be issued by any nationalized bank in the favour of the Registrar, Baba Farid University of Health Sciences, Faridkot and must be submitted to the Incharge (UPFD) within 30 days from the issue of the Work Order.

25. PAYMENT TERMS

Payment through RTGS / NEFT Only directly in the Bank account of the Party Concerned. The payment will be made on Half yearly basis, after receipt of Verification Report from the concerned Head of the Department/ Principal / Director/Senior Medical Superintendent etc.

26. PENALTY CLAUSE

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.

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.

27. ARBITRATION



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

28. Jurisdiction – All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated:- _____.

Place:- _____.

Signature_____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

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

Accepted

Dated:- _____.

Place:- _____.

Signature_____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure- V

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

The Registrar
Baba Farid University of Health Science,
Sadiq Road,
Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____

Contact No:- _____



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

SHORT TERM e-TENDER NOTICE FOR SSMA SERVICES OF PHOTOCOPIERS.

Annexure - VII

FINANCIAL BID

Strictly on the Prescribed format provided on the

e-procurement portal of the Govt. of Punjab.