



# भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)  
कोलकाता परिसर / Kolkata Campus

No. IMU-KC/Photocopier/18-19

Date: 16.07.2018

Sub: Quotation for AMC of 4 nos. Photo Copier Machines at IMU-KC

Sealed quotations are invited from the OEM or authorized service providers of CANON towards comprehensive AMC of 04 nos. Photo Copier Machines at IMU-Kolkata Campus i.e. inclusive of spare parts but excluding consumables for (like Drum, Toner Cartridge, etc.). The Photo Copier Machines to be covered under AMC are as follows:

Sl. No.	Particulars	No.
1.	Canon iR 2402L	01
2.	Canon iR 2116J	02
3.	Canon NP 3020	01

## Terms & Conditions:

1. The contract will be valid for a period of one year initially and may be extended for subsequent periods depending on 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 IMU-KC's working days.
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 black list such firms from future participation.
5. The rate quoted should be inclusive of all charges except applicable Tax.
6. Payment will be made through Bank Transfer on quarterly basis after submission of bill and certification from the competent authority of IMU-KC.
7. Quotations for the above mentioned job should reach the undersigned at this office latest by 26.07.2018 on or before 5:00 P.M.
8. 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.

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9. The AMC is of Comprehensive type. Any replacement should be of equivalent or higher make. The items/accessories which are not covered under the AMC should be clearly mentioned otherwise all items/accessories will be treated under AMC.
10. The agency shall not engage any sub-agent or sub-contractor whatsoever for running the AMC of photocopier machines.
11. If the 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 rectification charges (including spares/parts, if any) for the same thus paid will have to be borne by the agency; otherwise, the said charges will be recovered from the Bill of the agency.
12. 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 shall 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.
13. 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.
14. AMC shall be commencing within 7(seven) days of the placement of the order.
15. No advance will 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.
16. The bid shall be valid in the case of all the tenders for at least 2 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire AMC period.
17. In case of any dispute, the decision of the Appropriate Authority shall be final. In case of disagreement the same shall be settled within the legal jurisdiction of Kolkata.
18. Contract with the tenderer may be terminated by IMU-KC at its discretion by giving 30 days' notice to the tenderer in case of failure to maintain the AMC services at the satisfaction of the IMU-KC and the contract with IMU-KC in that case will be treated as cancelled before expiry of the validity period.
19. Being a comprehensive contract, all liabilities arising out of any fault replacement of any part will be borne by the vendor, if not mentioned separately 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.
20. IMU-KC reserves the right to accept or reject any of the quotations / tender notice itself, without assigning any reasons and the decision of IMU-KC to this effect will be treated as final and binding.

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21. The envelope containing quotation is to be deposited in tender box kept at Dy. Registrar's office (1<sup>st</sup> floor, Room No. 130) and should be addressed to the Director, Indian Maritime University, P – 19 Taratala Road, Kolkata — 700 088 or can be sent by the post. Quotations not superscribed will be rejected.
22. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
23. The envelopes are to be sealed properly with gum and not by stapler pin.

*Anurag* 16/7/18

O.I.C. - Purchase