

ASSAM UNIVERSITY, SILCHAR

NO.AUES/EQUIPT/24/2015

Date: 27/03/2015

NOTICE INVITING TENDER

Sealed tenders are invited from agency / firm / dealer having at least three years experience in execution of Annual Maintenance Contract of copier machine in Govt. / Semi Govt. , PSU or such other organisation for Annual Maintenance contract of copier machines of Assam University. Details of copier machines, terms & conditions of maintenance contract and **tender paper can be downloaded from University Website www.aus.ac.in**. All relevant documents and Earnest Money Deposit of Rs. 10,000 along with non refundable fee of Rs. 1000/- being the cost of tender may also be deposited with the tender paper in the box placed at Estate Section, Assam University up to 2:00 PM of 24/04/2015.

Sd/-
Registrar

TERMS & CONDITIONS FOR SUBMISSION OF TENDER FOR ANNUAL MAINTENANCE OF COPIER MACHINE.

- 1.The firm must have experience in undertaking such maintenance of copier in large Govt./Semi Govt.PSU or such other organisation/Educational institution in last three years. Photocopy of the certificate in this regard from a responsible officer of that organization with contact no. ,e-mail address is to be submitted alongwith the tender.
2. During the contract period number of copier machine may be increased/added as per approved rate and maintenance cost for the same shall be calculated from the date of inclusion to expiry date of contract.
3. Tender paper submitted should be accompanied with a Earnest Money Deposit of Rs.10000.00 pledged in favour of Assam University in the form of Demand draft payable at Silchar. EMD of successful/unsuccessful bidder shall be released only after issue of work order to selected bidder.
4. Party /Firm should quote rate for each machine which is inclusive of all taxes. However with spares and without spares part rate may be mentioned separately against each machine.
5. The selected tenderer after receipt of work order has to deposit 10% of work order value in the form of FDR in favour Assam University payable at Silchar as security deposit. The security deposit shall be released after expiry of contract of period.
6. A committee constituted by the University authority will check each tender to prepare a list of successful bidder. On their recommendation and subsequent approval of competent authority work order shall be issued.
7. The tenderer shall have a service centre within Silchar town. If the firm is from outside the Silchar town, actual location of their firm as well as their service centre of Silchar city with correct Mobile/landline no. shall be intimated /mentioned.

8. University hereby reserves the right to place whole of the order with single bidder/vendor even if the bidder/vendor has not quoted the lowest price for each item. Merely quoting the lowest price shall not entitle a vendor to get or receive the order.
9. The Accepted bidder shall have to enter into an Agreement with Assam University in a non judicial stamp paper of Rs.100/- (cost of the same shall have to borne by the contractor)
10. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and anyone found to be resorting to canvassing his tender will be summarily rejected.
11. Transfer of Tender document between the tenderer is not permitted
13. Details of machine with model no. given in the annexure may be seen. All machines are in working condition.
14. Physical verification of machine shall be allowed to selected bidder before signing agreement.
15. Any dispute arising out of the Contract/Tender shall be decided within the jurisdiction of Silchar Court.
16. Last date of submission of tender paper is on 24/04/2015 up to 02:00 PM .

Those bidder who accept the above terms and condition, may submit their tender in the prescribed format at annexure along with all relevant document to this office on or before the stipulated date. The bidder must also submit certificate in their official letter head stating that all above terms and conditions are acceptable to them.

S/d-

Registrar i/c

A. LIST OF KIBURN COPIER MACHINES

Sl.No.	Place of installation	Machine Model	Date of installation	Amount(Rs.) Without Spares	Amount(Rs.) With Spares
1.	VC's Residence	KM-1635	17/03/2008		
2.	V.c's Office	KM-1635	17/03/2008		
3.	Registrar's Office	KM-1635	18/03/2008		
4.	Academic Section	KM-1635	17/03/2008		
5.	Finance Officer's Office	KM-1635	18/03/2008		
6.	Pro.VC's office	KM-1635	18/03/2008		
7.	Dy. Registrar's Office	KM-1635	17/03/2008		
8.	Dir. CDC's Office	KM-1635	17/03/2008		
9.	Deptt. of Information Technology	KM-1635	05/03/2008		
10.	IQAC Office	KM-1635	02/03/2008		
11.	Estate Section	KM-2035	31/08/2009		
12.	Deptt. of Agricultural Engineering	Taskalfa180	26/03/2010		
13.	Deptt.of Life Science	Taskalfa180	26/03/2010		
14.	Deptt. of Business Admn	Taskalfa180	26/03/2010		
15.	Deptt. of Sociology	Taskalfa180	26/03/2010		
16.	Budget & Entitlement Section	Taskalfa180	31/05/2010		
17.	Deptt. of Mathematics	Taskalfa180	02/08/2010		
18.	Deptt.of Bengali	Taskalfa180	11/01/2011		
19.	Deptt. of Bio-Technology	Taskalfa180	28/02/2011		

B. LIST OF RICOH COPIER MAHCINE

Sl.No.	Place of installation	Machine Model	Date of installation	Amount(Rs.) Without Spares	Amount(Rs.) With Spares
20.	Controller of Exam's Office	DSM 620D MP2000Le	29/07/2009		
21.	Engineering Cell	MP2000Le	29/07/2009		
22.	Central Library	MP2000Le	29/07/2009		
23.	Computer Centre	MP2000Le	29/07/2009		
24.	Dean School of Information Sciences	MP1600Le	29/07/2009		
25.	Deptt.of Law	MP1600Le	29/07/2009		
26.	Deptt.of Chemistry	MP1600Le	29/07/2009		
27.	Deptt.of Bengali (CELMF)	MP1600Le	22/03/2011		
28.	Deptt.of Physics	MP2000Le	11/08/2011		
29.	School of Technology	MP1800Le	19/09/2011		
30.	Carrier counselling and placement Cell	MP2000Le	29/07/2009		
31.	Controller of Exam's Office	MP2000Le	29/07/2009		
32.	Cash & Accounts	MP2000Le	12/12/2011		
33.	Remedial coaching centre	MP1800Le	10/01/2012		
34.	Health Centre	MP1800Le	20/02/2012		
35.	Sports & physical Edu.	MP2000Le	07/05/2012		
36.	Pre –Exam Training Centre	MP1600Le	07/05/2012		

37.	Controller Of Examinations(PG CELL)	MP2000Le	21/08/2012		
38.	Dept. of Education	MP2000Le	14/09/2012		
39.	Dept. of Lib. & Inf. Sci.	MP2000Le	24/09/2012		
40.	Dept. of Microbiology	MP2000Le	03/10/2012		
41.	NET Coaching Centre	MP2000Le	12/12/2012		
42.	Dept. of Arabic	MP1800Le	18/12/2012		
43.	Controller Of Examinations	MP5002SP	18/01/2013		
44.	Controller Of Examinations	MP5002SP	18/01/2013		
45.	Dept. of Manipuri	MP2000Le	25/02/2013		
46.	Establishment _II	MP2000Le	06/03/2013		
47.	Pro-V.C Office	MP2000Le	08/03/2013		
48.	AUTA Office	MP2000Le	08/04/2013		
49.	SLET/NET Office	MP1900	30/08/2013		
50.	Dept. of Earth Sci.	MP1900	30/08/2013		

Total number of copier machine may likely to increase and details may be given in the letter of Intent/Work order.

Total Amount with spares RS _____

Rupees in word _____

Total Amount without Spares Rs. _____

Rupees in word _____

Signature of bidder _____

Name _____

Full Address _____

Contact No. _____

