



**PURCHASE & STORE SECTION
JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110 025
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**E-Tender for Comprehensive Annual Maintenance Contract (CAMC) of Photocopier
Machines installed in various departments/centres of JMI**

No.NIT-28/CMC/PM/PSS/RO/JMI/2020-21

Date:- 25/01/2021

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, online bids (two bids system) are invited from vendors/agencies/organizations for the Comprehensive Annual Maintenance Contract (CAMC) of Photocopier Machines with stabilizers (**Total Nos.135 approx.**) of various make like Canon, Kyocera, Toshiba, Ricoh etc. installed at various offices/department/centres of the Jamia Millia Islamia, New Delhi. The CAMC will be awarded for a period of one year and may be extended for another year subject to satisfactory performance and other terms and conditions. Bid documents with other terms & conditions can be downloaded from Website: <https://mhrd.euniwizarde.com/> and be uploaded along with notified EMD as per following:

Last Date for uploading the bids/ Time	Bid Opening Date	Estimated cost in Rupees
10.02.2021 04.15 P.M.	10.02.2021 4.30 p.m	Rs.10.00 lakhs

Please note that the number of Photocopier Machines may increase or decrease

In place of a Bid security, the Ministries/ Departments may require Bidders to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids (Annexure A).

Eligibility of Bidders-Pre Qualification (to be uploaded only in technical cover separately)

- (i) Vendors/agencies/organizations that is providing similar kind of services to any of the Government or semi-government Departments/Autonomous Institution/Universities/PSUs of Govt. of India for at least last three consecutive years.
- (ii) Copy of Income Tax Return for the last three years.
- (iii) The bidder should not have been black listed at anytime in the past by any of the Departments/Autonomous Institutions/Universities/PSUs of Govt. of India. Affidavit in this regard may be submitted.
- (iv) GST Registration number and certificate
- (v) Copy of PAN Card

- (vi) In addition to above, bidder should also fulfill any one of the following conditions within last 7 years to become eligible to offer their bids.
 - (a) Three similar completed works costing not less than Rs.4 lakhs each; or
 - (b) Two similar completed works costing not less than Rs.6 lakhs each; or
 - (c) One similar completed work costing not less than Rs.8 lakhs

Terms & Conditions

1. The successful bidder should submit a Bank Draft as Security Money @3% of the award value of the CAMC at the time of acceptance of offer. JMI shall forfeit the Bank Guarantee in the event of breach of contract by successful service provider.
2. The rates quoted for CAMC includes preventive maintenance/monthly regular services of the Photocopies machines and/or replacement of any items/spare parts of good/standard quality for keeping the Photocopier Machines active and free from any defects/disturbance. The consumable items include Drum, photo Conductor Unit (PCU), Copy printer machines drum unit, thermal head, master roll etc. as well as stabilizer. **All consumables/non-consumables to be provided by the vendor except cartridge/toner and developer.**
3. The CAMC charges shall not include consumable items i.e. Developer, Cartridges, Toners and Papers. The vendor shall also quote the Annual Rate Contract for the supply of cartridge/toner/developer in the financial bid. However, separate order will be placed for the supply of these consumable items. Jamia reserves the absolute right to place the order for purchase of consumable to any vendor. There is no compulsion to purchase the consumable from the same vendor who will look after the CAMC of machines.
4. The replacement of parts/spares etc. shall be borne by the firm at their own cost.
5. The firm shall attend the complaints/faults of the machines at once whenever received from the office/department/centre in person or in writing or over telephone and shall be bound for minor repairs of the machines at once or within a reasonable time (maximum 2 working days). A proper entry may be made in the record which is to be maintained by the firm with name/details of person and such information received shall be inspected by PSS from time to time. In case, the problem is not resolved within stipulated time, the firm/agency will provide adequate standby machines/systems.
6. The machines must be inspected by the engineers of the agency monthly as preventive maintenance and put up Log Book before any payment duly signed by users.
7. In case the successful bidder fails to maintain the machines, the penalty @ Rs.100/- per day for the period for which the machines remained out of order will be charged upto a maximum of Rs.1000/-.
8. Rate : Rates should be quoted on "per machine basis" including consumable items like Drum, photo Conductor Unit (PCU), Copy printer machines drum unit, thermal head, master roll as well as stabilizer. It may be ensured that only genuine spare parts of authorized brand should be used during CAMC. However Developer, toner/cartridges & papers will be provided by the concerned department/centre/office.
9. If the material/part is damaged after retrieved requisite repairs under CAMC, shall be the part of the vendor.
10. Payment: Will be made on quarterly basis (after submission of satisfactory performance report mandatory quarterly routine checkup reports duly endorsed by the concerned deptt.). No payment shall be made for the photocopier machine not provided routine check up during any quarter.
11. The bidder should have enough infrastructures to maintain the above equipments of different makes/ models/ capacities.
12. Full time Resident Engineers/Technicians (on site) from 9:30 a.m. to 5:30 p.m. to be deputed on daily basis. However in case of emergency the engineer will be called after office hours as well as on holidays.
13. Shifting of Photocopier Machines as where needed, will not be charged extra.
14. Engineer/Technician: Engineer/Technician should have enough experience in the respective fields.
15. Engineer/Technician (to be deputed) should be given in advance i.e. at the time of entering into contract.
16. Maintenance of Log-book: Engineer/Technician should maintain Log-book for attending the equipments.
17. Issuance of tender documents should not automatically be construed that the bidder is considered qualified.
18. In the evaluation and comparison of bids; Jamia Millia Islamia reserves the exclusive right to reject any or all tenders.
19. Jamia Millia Islamia, at its absolute discretion, reserves the right to award the contract to one party or more than one party irrespective of the financial bids.
20. Tender documents sent by post will not be entertained.

21. Photocopier machines under warranty/guarantee period of the supplying firms shall not be included in the proposed CAMC.
22. A separate letter of inclusion in the proposed CAMC shall be issued by Asstt. Registrar (PSS) after expiry of original warranty/guarantee period.
23. A representative of the firm awarded CAMC along with a representative from PSS office shall verify the list of all photocopier machines put under CAMC for the current contract.
26. The JMI shall consider award of contract to only those of eligible bidders whose offers have been found technically and financially acceptable.
27. Bills should be produced in the prescribed format serially printed incorporating GST Registration/IT PAN No., etc. as per standard. G.S.T.
28. At the end of CAMC, all photocopier machines shall be handed over as functional and vice-versa after completion of the CAMC period.
29. The tender will be for a period of one year. Contract can be extended for another years subject to the satisfactory performance.
30. The vendor can inspect these machines on any working days between 10.00 a.m. to 4.30 p.m. from 27.01.2021 to 08.02.2021. Before bidding, the bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extend of ground, working condition of site and locality required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Jamia Millia Islamia in any circumstances.
31. One-month notice will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.
32. Bidders and suppliers shall observe the highest standard of ethics during the execution of the contract.
33. The Jamia Millia Islamia will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
34. The Vice Chancellor, Jamia Millia Islamia is the final authority for settlement of any dispute.

Annexure – A

BID SECURING DECLARATION

I, _____ S/o _____, R/o _____, Aadhar No. _____, Proprietor/Partner/Director of _____ do hereby solemnly and sincerely declare as under:

1. That I/we are bidding for the Comprehensive Annual Maintenance Contract for Photocopier Machines installed in Jamia Millia Islamia.

2. That if we withdraw or modify our Bids during the period of validity, or if the contract is awarded to us and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the Jamia Millia Islamia.

Name

Signature

Company/Partnership/Proprietorship Name with seal

Address

Mobile Number

Aadhar Number

TECHNICAL BID

- (i) Vendors/agencies/organizations that is providing similar kind of services to any of the Government or semi-government Departments/Autonomous Institution/Universities/PSUs of Govt. of India for at least last three consecutive years.
- (ii) Copy of IT Return for the last three years may be furnished.
- (iii) The bidder should not have been black listed at anytime in the past by any of the Departments/Autonomous Institutions/Universities/PSUs of Govt. of India. An Affidavit in this regard may be submitted.
- (iv) GST Registration number and certificate
- (v) Copy of PAN Card
- (vi) In addition to above, bidder should also fulfill any one of the following conditions within last 5 years to become eligible to offer their bids. Satisfactory work completion certificate may be attached.
 - (a) Three similar completed works costing not less than Rs.4 lakhs each; or
 - (b) Two similar completed works costing not less than Rs.6 lakhs each; or
 - (c) One similar completed work costing not less than Rs.8 lakhs

FINANCIAL BID

Comprehensive Annual Maintenance Contract of Photocopier Machines with Stabilizers					Annual Rate Contract for the supply of cartridge/toner/developer, whenever required. Separate order will be placed	
S.No.	Brand name of Photocopier machine	Quantity of machines	Rates per machine per annum including GST	Grand Total	Cartridge/Toner	Developer
	Canon (approx. 100)					
1	Model IR-2004	6				
2	Model IR-2020	4				
3	Model IR-2022N	9				
4	Model IR-3530	4				
5	Model IR-2018	3				
6	Model IR-2320	5				
7	Model IR-2318	6				
8	Model IR-3045	1				
9	Model IR-2016	1				
10	Model IR-2525	10				
11	Model IR-2004N	6				
12	Model IR-2420	7				
13	Model IR-2535	3				
14	Model IR-2525W	2				
15	Model IR-2002N	1				
16	Model IR-2530	2				
17	Model IR-2202N	2				
18	Model IR-2116	3				
19	Model IR-2422	2				
20	Model IR-2002N	1				
21	Model IR ADV-6575i	1				
22	Model IR ADV-6275	1				
23	Model IR ADV-4525	4				
24	Model IR ADV-4545	2				
25	Model IR ADV-4245	5				
26	Model IR ADV-4225	3				
27	Model IR ADV-4551	1				
28	Model IR ADV-4535	1				
29	Model IR ADV-4225	2				
30	Model ADV C5535i	1				
31	Model ADV C3530	1				
	Kyocera (approx. 21)					
33	Taskalfa 180i	4				
34	Taskalfa 300i	3				
35	Taskalfa 6030	2				
36	Taskalfa 220	4				
37	FS 6025	1				
38	Minolta Ineo 283	1				
39	Taskalfa 1800	2				
40	Taskalfa 6025	1				
41	Taskalfa 5052ci	1				

42	FS 1135	1				
43	Taskalfa 2201	1				
	Toshiba (approx. 5)					
44	Model E-studio CJJ235711	1				
45	Model E-studio 181	1				
46	Model E-studio 212	1				
47	Model E-studio 167	1				
48	Model E-studio 2540C	1				
	Ricoh (approx. 6)					
49	Model Aficio 2500	1				
50	Model MP 2000 le	1				
51	Model MP 2500	1				
52	Model MP 2014AD	2				
53	Model AFICIO 2500	1				

Note: The quantity of photocopy machines may increase or decrease.

Name and Signature of the Tenderer (with seal)

Name of the Firm:

Address with Telephone No.

Place:

Instructions to Bidder for online participation

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered by payment of 2000/- exclusive onetime fee for 1 Year on the portal for participating in the e-tenders published by the department. Detailed registration help manual is available in bidder help manual kit.
2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details.
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.
10. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bid sheet. After saving, the same bid sheet must be uploaded in the portal.
11. Bidders must pay required payments (Tender fee, EMD, Tender Processing Fee etc as available on the portal) as mentioned in the tender document, before submitting the bid.
12. Bidders are recommended to use PDF files for uploading the documents and file size must not cross 5MB. Only price bid sheet will be in Excel format.
13. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...
14. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
15. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
16. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
17. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
18. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.
19. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

For E-Tendering Help/Support in participation or guidance: -

Helpdesk No. – 01149606060 or you may contact to below persons for any clarifications

Navneet – 9560364871