

SHRI VISHWAKARMA SKILL UNIVERSITY, DUDHOLA, PALWAL

FORMAT FOR INVITING QUOTATIONS

SVSU/2023/P&S/_____ Dated: /10/2023

Subject: Invitation for Quotation for supply of colour printer on rent basis.

Sealed quotations/tenders are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/service providers for the colour printer on rent basis as per details given below:

S.NO.	Type of Machine	Qty	Monthly free pages required
1.	Colour printer/copier machine	01	Total monthly 1000 colour pages (A3 colour pages-100, A4 colour pages-900)

1. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by _____ (date) by _____ (time). The same shall be opened on _____ at _____ in the office of **Assistant Registrar, P & S Branch, Shri Vishwakarma Skill University, Village-Dudhola, Palwal, HR-121102**. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
2. The Quotation received after due date and time or incomplete shall be rejected outrightly.
3. The quotation shall be submitted in double envelope.
Envelop-I:- Should contain Technical bid documents,
Envelop-II:- Should contain Financial Bid documents.

The both envelopes shall be sealed and shall have the superscription **“QUOTATIONIN RESPONSE TO ENQUIRY NO. _____ DATED_____”**.

The offer may be sent to the **Assistant Registrar, P & S Branch, Shri Vishwakarma Skill University, Village-Dudhola, Palwal, HR-121102**. The quotation, where the superscription is not mentioned on the envelope by the Quotee, may not be entertained.

4. The following charges and terms may be spelt out in your offer clearly:
 - i. F.O.R
 - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the quotation.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as “packing, forwarding, freight and insurance charges etc. extra”.

6. Charges not mentioned in the quotation shall not be paid.
7. FOR shall be Shri Vishwakarma Skill University, Palwal or Offices situated at Outstations as the case may be. The rates quoted Ex-Godown can be rejected.
8. The offer must be valid for a period of at least **three months** from the date of opening of quotation/tender.
9. **The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.**
10. Quantity may increase or decrease without any notice at any time.
11. If the Supplier or their **Principals** are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
13. **The security/earnest money will be Rs. 3000/- to be deposited by the vendor within 15 days after receipt of the supply order. The security/earnest money should be deposit online in the University bank account. The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted.**
14. The rented copier machine shall be supplied by the vendor within the time limit specified in the supply order. The delivery period can be extended by the Asstt. Registrar (P & S) with the approval of CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. In case, the rented machine is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the monthly rent each day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of monthly bill. Appeal against these orders shall, however, lie with the Vice-Chancellor, Shri Vishwakarma Skill University, Palwal whose decision shall be final.
15. In case, the supplier fails to execute the supply order on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
16. The vendor has to submit two copies of monthly bill with the machine satisfaction report to be obtained by vendor from the user department. The University tries to make 100% payment at the earliest after the receipt of bill subject to satisfaction report/ proper installation report to be obtained from the user department/office every month by the vendor and satisfaction of the Inspection Committee whenever required. No advance payment against documents negotiated through Bank shall be made.
17. The acceptance of the colour printer/machine shall be subject to satisfactory report of user department etc.
18. For demo the colour printer/machine may be demanded and for this no charge shall be made.
19. The acceptance of the quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation without assigning any reason therefore. The undersigned also reserves the right to accept quotation in part i.e. any item or any quantity and to reject it for the rest.
20. Vendor have to give in written that his/her firm is not **debarred/ blacklisted for** any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished.

Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

21. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 0124-2746856 on any working day (Monday to Saturday) during office hours (9 a.m. to 5.00 p.m.).
22. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
23. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order and NIQ document. Your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order (supply order & NIQ).
24. The number of photocopier machines to be hired at present is one (01 colour machine), which is liable to increase or decrease depends at the sole discretion of the University during the period of contract and the vendor shall have to supply/lift off/shift from one place to another place without any financial implication to the University as and when required by the University.
25. The photocopier machine(s) should be in working condition and should not be older than **Jan-2023 Model. The successful firm has to submit the original invoices of all those photocopier machines which are to be installed in University premises to ensure the manufacturing and purchase date of the photocopier machines.**
26. **Maintenance:** - Complaints lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a machine is not satisfactory, the firm has to provide suitable replacement of the machine immediately. During the currency of the contract period, it will be the responsibility of the vendor to keep the equipment's in perfect working order. Any kind of maintenance including part broken while working will be the sole responsibility of the vendor.
27. In case a photocopier machine is to be taken out for repair by the firm, a standby machine of same /higher configuration shall be provided by the vendor free of cost.
28. If in the event of a tie in L1 in the Financial bid, the university will negotiate with all the eligible bidders and the bidder whose quotes are lower than other bidders will be declared as L1.
29. Negotiation with the L1 bidder may also be exercised with the L1 bidder if committee feel the quoted rates are at the higher side.
30. This contract initially will be **for a period of one year and SVSU** reserves the right to extend /curtail the contract any time even during the contract period also without assigning any reason or without giving prior notice. The contract may be extended which will depend upon satisfactory working report of machine and requirement of University.
31. The Agency/Firms/Individual may be debarred/blacklisted if the services provided are not found satisfactory or if complaints are not attended in time bound manner. Refusal or inability or delay by the successful vendor to undertake the said work at the contracted rate may result in termination of the contract and forfeiting of performance guarantee (if any) as well as disqualification of the bidder from participating in future NIQs.

32. The rates quoted should be inclusive of transportation/ shifting of photocopiers from one place to another place, if required, and re-installation at the new site.
33. The Registered office or branch office of the agency should be located in Palwal/ Delhi NCR and the Agency is bound to provide a proof of address and telephone number of its office/branch located in Delhi NCR.
34. **SPECIFICATION OF PHOTOCOPIER MACHINE FOR HIRING:**
Minimum specifications for Digital Photocopier machine to be supplied by the firm on hire-cum-maintenance basis: -

Specifications of Colour copier Machine to be installed

S.No.	Description	Requirement
1	Machine Type	Multi-function colour laser Printer
2	Function	Print, Scan, Copy
3	Paper Size	A4 & A3 etc.
4	Printing Speed	Min. 30 PPM
5	Connectivity/Interface	USB, Ethernet, Wi-Fi LAN etc.
6	Paper Feeder	Automatic Document Feeder
7	Paper Input Capacity	250 Sheets or more
8	Scanning & Printing	Dual Scanning and auto Duplex Printing

Asstt. Registrar (P & S)

Encl: As above

Annexure: I- (Submit in sealed Envelope-I)

PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars to be submitted	To be filled in by the bidder
1	Name of the Agency/firm	
2	Date of establishment/registration of the firm/agency.	
3	Detailed office address of the Agency with Office Telephone Number/Mobile Number/email id and name of the contact person	
4	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
5	PAN/TAN Number (copy may be enclosed)	
6	Sales Tax/VAT /GST Registration Number (copy may be enclosed)	
7	Whether the firm is blacklisted by any Government Department/PSU/corporate or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a declaration/certificate is to be attached in this regard)	
8	Experience in dealing similar kind of items with Govt. Departments/PSU/corporate attach copies of supply orders placed on the agency, if any	
9	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
10	Photocopier machine invoice copy to be submitted	
	Place:	Signature of the Bidder With Office Seal
	Date:	

Annexure-II
(Submit in separate sealed Envelope-II)

PROFORMA FOR FINANCIAL BID (PART -II)

Firm Name.....

Firm Address with pin code.....

.....

Sr. No.	Type of pages	Qty of pages	Rate
1	Total monthly 1000 colour pages (A3 colour pages-100, A4 colour pages-900)	1000	
2	Extra A4 Colour per page rate	1	
3	Extra A3 Colour per page rate	1	
4	A4 B/W per page rate (after 1000 monthly free pages)	1	
5	A3 B/W per page rate after (after 1000 monthly free pages)	1	
	Total Amount quoted by bidder		

Note: - Negotiation may be applied.

(Signature of Bidder with seal)

Name:

Designation:

Address with contact no. :