



**SAINIK SCHOOL GHORAKHAL**

**Total Pages: 06**

Tele : 05942-220051

E-mail : ssghorakhal@gmail.com

No: SSGK/ AMC PHOTOCOPY MAHCHINE / 2021 Date \_\_\_\_\_  
 Cost of the form Rs. 500/- paid vide SSGK MR No. / DD No. \_\_\_\_\_ dated \_\_\_\_\_  
 Earnest Money Rs 2000/- paid vide DD No. \_\_\_\_\_ Dt \_\_\_\_\_

**TENDER FORM FOR ANNUAL MAINTENANCE OF PHOTO COPIER MACHINE  
 FROM 01 AUG 2021 TO 31 JUL 2022**

**(Any alteration / addition made in the tender form will make it null and void)**

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 12 Jul 2021, for Annual Maintenance contract of Photo Copier Machine for the period 01 Aug 2021 to 31 Jul 2022. Late receipt of tenders will not be considered. Postal delay is at vendor's risk.
2. Tender form would be available from school office on payment of **Rs 500/-** (non-refundable) by **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), up to 12:00 hrs on 12 Jul 2021. Earnest money of **Rs 2000/-** is to be paid by Demand Draft, (refundable) on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be submitted along with filled-in tender form. In case the tender form is down loaded from the Internet, received by post, or by any other means, it shall accompany **two separate demand drafts** for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 2000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **12:30 hrs on 12 Jul 2021** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders at any time without assigning reasons thereof.**

**Part I – General Information**

1. **Manner of Depositing the bids:** Sealed Bids should be either dropped in the Tender Box (Para IV) or send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non- receipt of Bid documents. Bids sent by FAX or E-mail will not be considered (unless they have been specifically called for by these modes due to urgency) Bidders are requested to quote their e-mail ID on their letter head for expeditious communication post opening for tender/RFP documents. The bid should be packed in envelope before putting in tender Box.
2. **Time and date for opening of Bids:** 12 Jul 2021 (1230 hrs) (If due to any exigency, the due date for opening of the bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
3. **Location of the Tender Box:** Guard Room, Main Gate No 02 ,Sainik School Ghorakhal only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

4. **Place of opening of the Bids:** Reception Room of Sainik School Ghorakhal .Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders . This event will not be postponed due to non-presence of your representative.
5. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-
- (a) Complete postal and e-mail address and Fax/ Telephone No.
  - (b) GST number
  - (c) Bank Branch and address
  - (d) Name as it appears in the Bank Account
  - (e) Detail of Account number, Account Type IFSC, MICR code (Along with one cancelled cheque or photocopy of Bank Pass Book)
  - (f) PAN Number
6. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than seven (07) days prior to the date of opening of the bids.. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
7. **Modifications and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the Written notice of modifications or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation and should reach the purchaser not later than the deadline for submission of bids . No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
8. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
9. **Validity fo Bids:** The Bids should remain valid till 90 days.

## **PART II TERMS AND CONDITIONS**

- (a) Annually rates payable by the school towards annual maintenance of Photo Copier Machine inclusive of all charges, including GST for free visit at the school site on stipulated dates & time.
- (b) The firm must enclose copy pan card/ GST registration numbers/service registration as applicable and attach along with the tender for documentary proof. If the firm does not enclosed the copies of the documents alongwith the tender. The tender will be rejected at the time of opening of tender.

(c) The bidder is to note that once contract is finalised, after due negotiations of rates, has to deposit security amount @ Rs. 5% of the total cost in the form of DD, before the order for AMC is placed. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount.

(d) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school. Agency having full setup /experience in maintenance of Photo Copier Machine.

(e) The contractor shall carry out the maintenance works at their expense in such time and place in such representatives and cost of all components/spares shall be borne by the contractor during the currency of the contract.

(f) The Adm Officer, Sainik School may authorised such officer as he may wish to operate the contract on his behalf and the contractor and his agents will accept and carryout instruction given by the officer (or his representatives) in connection with the contract as if those are issued by the Adm Officer, Sainik School Ghorakhal.

(g) The contractor shall neither claim nor be entitled to payment for any damage/rejected accessories of the system.

(h) **The contractor will depute an engineer to visit the school site, at least twice a month and as and when required**, during the period of contract to ensure smooth and uninterrupted functioning of Photo Copier Machine. However repairs / breakdown of systems need to be repaired within 48 hours from the date and time of report. Any breakdown beyond 07 days will lead to 1% deduction for each additional day beyond the acceptable downtime.

(j) The contractor will provided maintenance services as per the indent with in stipulated time mentioned in the Work order / as per telephonic information. Collection of work order from the school is the responsibility of the service provider.

(k) The contractor will put up a monthly statement of Details of repairs, replacement, and maintenance of machines / equipments carried out by him.

### **PART III- STANDARD CONDITION**

1. In the event of irregular or failure of adherence to service schedule on the stipulated date and time , or rejection of the supplied items/services, and if no satisfactory remedial action is accomplished within seven (07) days of demand, the school is at liberty to get the required services from the local market without prejudice. The excess cost paid over and above the contract rate of such services locally availed, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the service provider by way of redemption of monthly bill In addition, a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School, Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the service provider.

2. All supplies /services will be subject to approval by the Principal, Sainik School, Ghorakhal or by a representative appointed by him before they are finally accepted / or any payment made. Supply will be delivered at school premises at the cost of the contractor and when needed and where applicable, will be compared with the brand / sample and duly inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.
3. Inability on the part of the contractor, to continue with the contract any time during the approved tenure, the contract will be terminated without any notice and the contract shall be awarded to the next agency, without any prejudice.
4. The contractor shall oblige his servants and agents to conform to any responsible instruction to ensure their punctuality in attendance or service or services cleanliness and respectful behaviour that may be given by the Adm Officer, Sainik School Ghorakhal of his representative or any other staff member of the school.
5. In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.
6. Notwithstanding anything to the contrary herein contained, the contract may be terminated by the Adm Officer, Sainik School Ghorakhal after prior approval of the Principal , Sainik School Ghorakhal by giving the contractor a fortnight (14 days notice) in advance without assigning any reason and without the contractor's being entitled for any compensation on this account.
7. The contractors acknowledge that he has made himself fully acquainted with all the terms and conditions and circumstances under which the services required under this contract will have to be made or furnished and with all the terms, clauses, conditions, specification and other details of the contract and he shall not plead ignorance of any these as excuse in case of complaints against or rejection of services, tendered by him or with a view whether to asking for enhancement of any rates agreed to in the contract or to evading any of the obligation under the contract.
8. Any work which is not covered under this contract but is essentially required for proper maintenance of Photo Copier Machine the work shall be carried out by the mutual consent of both party
- 9.. The period of this contract shall be 01 Aug 2021 to 31 Jul 2022. This is extendable upto three months at the discretion of the Adm Officer, Sainik School Ghorakhal in which fifteen days notice will be given to the said contractor for the extension of the same of the day of last payment whichever is earlier unless it is terminated earlier, In the event of the emergency being declared during the currency of the contract, this contract may if so required in writing by the Adm Officer, Sainik School Ghorakhal within ten days before the expiry of the contract period continue to be enforced upto a date of sixty one days after the date originally fixed for the termination of the contract.
10. Request for enhancement of contract rates under any circumstances, will not be considered, once the rates are finalised. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.

11 **Payment will be made through RTGS/NEFT on quarterly basis on submission of the corrected bill, with in a month from the date of the receipt of the corrected bill.** Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking solutions. 2% of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

12 During the period of contract, the approved list of Photo Copier Machine will be handed over to the firm for servicing of the machines, repairing/ replacing of all spares, it shall be the responsibility of the contractor, after completion of the contract he will handover all the machines back to the school or to the next approved service provider, in serviceable condition,

13 The Principal, Sainik School Ghorakhal reserves the right to or not to demand any item / service, given in the tender.

14 In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.

15. Rates should be quoted in figure as well in words.

16. After the tendering procedure if any contractor would like to withdraw his tender, shown his inability to take up the contract after negotiation or in any reason not able to sign the agreement bond, the EMD deposited by the contractor will stand forfeited and he will have no further claim for the contract and forfeited amount.

17 The sealed envelope of the tender paper of item/services will be stipulated with the category for which the tender is submitted i.e. '**TENDER FOR ANNUAL MAINTENANCE CONTRACT OF PHOTOCOPIER MACHINES FOR THE PERIOD FORM 01 AUG 2021 TO 31 JUL 2022.**

**Note: All pages are to be signed before dropping in tender box.**

4. **ANNUAL MAINTENANCE OF PHOTOCOPIER MACHINE 2021-22** (Rates to be quoted by the agency / firm)

SI.No	Particular	Apprx qty	Annual charges
1	AMC of Photo Copier Machine <b>Model RICOH 2014-AD</b>	02 Nos	
2	AMC of RISO MACHINE <b>Model RICOH Priport DX 2430 Digital</b>	01 Nos	

5. The above mentioned details, terms and all conditions have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

**Enclosed Demand Draft for**

Name: \_\_\_\_\_

**(a)Rs.500/- towards cost , and / or**

Address \_\_\_\_\_

**(b) for Rs.2000/- as EMD along with  
this Tender Form**

Tel : \_\_\_\_\_

**(Tick / Strike out as applicable)**

E-mail (if any) : \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

Branch of Bank & Place \_\_\_\_\_

A/c Number: \_\_\_\_\_

IFSC CODE No \_\_\_\_\_

MICR NO. \_\_\_\_\_

Enclosed cancel cheque/Photo copy of Pass Book

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