



Central University of Odisha
(Established under the Central Universities Act, 2009)
Sunabeda, District Koraput. Odisha Pin. 763004

Ref.: CUO/Estt./35/2011-12

Dt. 28.06.2024

LIMITED TENDER

Sealed quotations are invited from the manufacturers / distributors / dealers for Annual Maintenance Contract of Photocopiers Machines at Central University of Odisha, Koraput. The sealed quotations are to be submitted on or before 18.07.2024 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: www.cuo.ac.in.

Sd/-
Registrar

TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. If the tenderer is the authorized dealer / sole distributor of the items, the Certificate to this effect should be attached.
- c. The tenderers must have satisfactorily completed:
 - i. One work Order of Rs.7.00 Lakhs or more
 - ii. Two work orders of Rs.3.50 lakhs each or more or
 - iii. Three work orders of Rs.2.50 Lakh or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for maintenance of same or similar item during the last 03 Financial Years (i.e. 2020-21, 2021-22 and 2022-23).

Note: (i) The work in progress and work which is not satisfactorily completed will not be considered; (ii) work executed in any private organization will not be considered.

- d. The total turnover of the tenderer shall not be less than Rs.70.00 lakhs (Rupees seventy lakhs) during the last 03 Financial Years (2020-21, 2021-22 and 2022-23).
- e. The tenderer must deposit Earnest Money (EMD) of Rs.35,000/- (Rupees thirty five thousand only) along with their tender in the form of Demand Draft drawn in favour of Central University of Odisha payable at Koraput.
- f. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Odisha payable at Koraput. The cost of the tender document is non-refundable.
- g. The tenderer must possess his own Bank Account, PAN, and G. S.T No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.C above consisting of the following details:
 - i. Details of AMC for Photocopiers
 - ii. Work Order No. & Date
 - iii. Value of work Order
 - iv. Date of commencement of AMC
 - v. Date of completion of AMC
 - vi. Quantity under AMC
 - vii. Whether work of AMC completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, and Goods Service Tax Registration Certificate.
5. Demand Draft of Rs.35,000/- (Rupees thirty five thousand only) drawn in favour of Central University of Odisha payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Odisha payable at Koraput which is not refundable.
7. Certificate of dealership / distributorship as applicable.

III. INSTRUCTIONS TO THE BIDDER:

1. **Bid Opening Date and Time:** The tenderers may send their quotations by speed post or registered post or in person addressed to the Registrar, Central University of Odisha, Sunabeda, Koraput, Odisha – 763 004, so as to reach the University before 18.07.2024 by 15.00Hrs. Envelope containing the bid must be super-scribed as "**Tender for the work of AMC of Photocopier Machines Ref. No.....date.....**" The bids will be opened on 19.07.2024 at 15.00 hrs in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be strictly as per the Proforma attached as Annexure -02 otherwise their quote will be liable for rejection.
3. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
4. All the documents submitted by the tenderers shall be serially numbered.

5. Central University of Odisha, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
6. The blank bid documents may be downloaded from the University Website www.cuo.ac.in
7. Tenders / Bids must be valid for 45 days from the date of opening of tender.
8. The quantity required may vary as per the requirement of the University.
9. **Maintenance Period:** The Photocopier Machine will be under AMC initially for a period of **one year**. The tenderer shall attend the complaints if any within 48hrs / two working days after lodging complaint. Also, the tenderers are required to undertake periodical maintenance of all Photocopier Machine under AMC atleast once in every week and obtain a certificate from the concerned authorities of the University.
10. **Penalty:** If the bidder fails to perform the services by the specified date, penalty at the rate of 1% per week of the total Contract Value subject to the maximum of 10% will be deducted.
11. **Payment:** Payment for AMC will be released in three equal installments after completion of every Quarter.
12. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Odisha and the bidder, arising out of non-maintenance properly, shall be referred to the Vice-Chancellor, Central University of Odisha, Koraput who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Odisha only.
13. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of work Order to the successful tenderer. The EMD of the successful tenderer will be returned on submission of Security Deposit of the required value.
14. The bidder / tenderer shall undertake the repair and maintenance of Photocopier Machine without any defect whatsoever to the satisfaction of the university. Any deviation in repair and maintenance of Photocopier Machine from the accepted terms and conditions is liable to be rejected and the tenderer need to repair on free of cost in the specified form to the satisfaction of the University.

Sd/-
Registrar

BIDDERS' PROFILE

1. Name of the Tenderer/ Bidder / quotationer :
2. Full Address of the tenderer / bidder / quotationer :
3. Contact details of tenderer / bidder / quotationer :
 - a. Telephone No.
 - b. Mobile No.
 - c. Fax No.
 - d. E-mail id
4. Details of Earnest Money Deposit :
 - a. Value of DD
 - b. D.D. No. & Date
 - c. Issuing Bank
5. Details of cost of tender document :
 - a. Value of D.D.
 - b. D.D. No. & date
 - c. Issuing Bank
6. List of Documents enclosed :

Sl. No.	Details of document		Whether photocopies of the documents enclosed (please √tick)
1.	License / Registration No.		Yes / No
2.	Dealership Distributorship Certificate No.		Yes / No
3.	Details of AMC Orders, Completion Certificate (Name of the organization, value, work completion date)		Yes / No
4.	Income Tax Return	2020-21 Rs.	Yes / No
		2021-22 Rs.	
		2022-23 Rs.	

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2020-21	Rs.	Yes / No
		2021-22	Rs.	
		2022-23	Rs.	
6.	Bank Account No. Bank Name & Branch			Yes / No
7.	PAN No.			Yes / No
8.	GST Reg. No.			Yes / No

7. Validity period of the Bid / Quotation :

8. Additional information, if any proposed to be furnished by the tenderer / quotationer:

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:

BILL OF QUANTITIES

Name of the work: **"Annual Maintenance Contract" of Photocopier Machine at Central University of Odisha, Koraput**

Sr. No.	Photocopier Make	Model No.	Purchase Year	Qty.	Rate(Rs)	
					1 Yr	3 Yrs
1.	Canon	IR 3225	2010	02		
2.	Canon	IR 2422L	2013	01		
3.	Canon	IR 2525	2013 2015	02 02		
4.	Canon	IR Adv C-2220 (Colour Machine)	2015	01		
5.	Canon	IR Adv 4245	2016	06		

The agencies are required to quote their rates for 01yr and 03yr separately as per the above table.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal: