

## **NOTICE INVITING TENDER**

Sealed quotations are invited from the reputed firms/Vendors for annual repair and maintenance of different makes and models of xeroxing machines being used in various Departments/Offices of the University. The quotations from vendors should essentially carry the following details and also note the requirements: -

The firm shall arrange/provide/bear the following: -

1. Complete repairs and maintenance.
2. Consumables like toner, cartridge.
3. Replacement of any part, if needed.
4. Security money **Rs.15,000/-**
5. Registration with Purchase Office
6. Terms and conditions as decided by the Committee is annexed herewith.

The vendor should consider the following details: -

- Mention the makes and models of Xeroxing machines/copiers against which the firm is interested to enter into Annual Maintenance Contract.
- Toner/ink cartridges (consumables) in original will be used (Refill Toner/Ink cartridge will not be entertained at any stage).
- Mention the rate per copy \_\_\_\_\_ against each make and model. (it will be chargeable by the firm).
- Security money **Rs.15,000/-** is to be deposited in University Treasury before the execution of the contract.
- Bill will be considered by user on the monthly billing basis.
- This office reserves the right to terminate the contract at any time without assigning any reason thereof.
- The vendors should furnish the details of TIN No., PAN No. and Bank Certificate/Statement of the financial year 2013-14.
- Provide the proof of having experience in the field of not less than 3 years.
- The Registrar, AMU reserves the right to accept or reject any of the quotation without assigning any reason thereof.

### **Terms and Conditions for annual repair and maintenance of xeroxing Works in various Departments/Offices of the University**

1. The firm shall replace the drum/developer after Xeroxing of 40000 copies and shall use the original ink etc. The sharpness of xeroxing work should be maintained and if the ink is found/reported to be faded, it will have to be immediately changed/replaced.
2. The Security money of Rs. 15,000 shall be deposited and the same is liable to be forfeited in case of deficiency of service, non abiding of the contractual obligations, premature termination of contract etc.
3. That the firm shall provide xeroxing facility at the rate which is to be considered as per quotation invited and approved accordingly.

4. The proprietor of the firm/vendor shall provide mobile no. for emergent and urgent nature of complication arising in the machine as and when they are contacted on phone for emergency situations and they are duty bound to attend the same without delay.
5. The proprietor of the firm /vendor shall depute the Engineers of the machines for emergent and urgent repair in the machines on call basis.
6. That the firm shall exhibit proper behavior with the staff working in the Administrative Block.
7. That the firm shall submit the bill @ rate of Rs. \_\_\_/- per copy (as per quotation approved) on monthly basis after a discount of 1% of the total Xeroxing copies made for payment as per the reading of the respective machine.
8. This contract which comes into force when signed by or on behalf of the University and by a person authorized by firm and unless terminated by either of the parties by giving 30 days notice in writing. As per the recommendation for proper working/overhauling after 5 lacs copies, the firm shall make alternate arrangement and will bear the cost as much as applicable.
9. In the event of termination of this agreement due to any reason whatsoever as mentioned in this agreement, the firm shall clear all pending xeroxing work (in any) within 7 days of such termination having come into effect.
10. In the event of any dispute, differences or questions arising out of touching upon or concerning this agreement or the execution of work herein specified the same shall referred to the sole arbitrator i.e. the Vice Chancellor, Aligarh Muslim University or his nominee; The decision of the arbitrator shall be final and binding on the parties and the provision of Arbitration and Conciliation Act 1996 shall apply to the same. The venue of Arbitration shall be at Aligarh.
11. This is the entire contract between the parties and supersedes all previous negotiations representation made earlier if any, no alternation or amendment is valid unless signed by both the parties.
12. Sealed quotations properly superscribed as “**Quotation for installation of the xeroxing machines in the entire University**” should reach in the Registrar’s Secretariat on or before **25.04.2014**.