

NOTICE INVITING TENDER

Sealed quotations are invited from the reputed firms/Vendors for the installation of new xeroxing machines (Two each for Duplicating Cell and Common Facility Centre), Registrar's Office, Administrative Block. The quotations from vendors should essentially carry the following details and also note the requirements: -

- Xeroxing machines/copiers (It should essentially be heavy duty with capacity of 50 CPM or more).
- Toner/ink cartridges (consumables) in original (Refill Toner/Ink cartridge will not be considered at any stage).
- Rate per copy _____paise with paper and per copy_____paise without paper (it will be chargeable by the firm).
- Repairs and complete maintenance will be borne by the firm who are providing the machines.
- Earnest/Caution money would be **Rs.10,000/-** per machine which is to be deposited in University Treasury before installation of the machine.
- It will be the duty of the firm to provide immediate alternative arrangement in case of machine breakdown during emergency work.
- The Bill will be submitted by the firm on the monthly billing basis.
- This office reserves the right to terminate the contract at any time without assigning any reason thereof.
- No advance payment will be made in any case.
- The Registrar, AMU reserves the right to accept or reject any of the quotation without assigning any reason thereof.

Terms and Conditions for outsourcing of the Xeroxing machines for Registrar's Office, Administrative Block

1. That the firm/Vendor shall arrange new Xeroxing machines not Reso with exclusive dedicated voltage stabilizers etc. and the firm shall undertake to provide Xeroxing facility on the following terms and conditions:-
2. The firm shall replace the drum/developer after Xeroxing of 40000 copies and shall use the original ink etc. The sharpness of Xeroxing should be maintained and if the ink is found/reported to be faded, it will have to be immediately changed/replaced.
3. The University shall provide space free of charge within the campus of Administrative Block for four machines i.e. (two for Common Facility Centre and two for Duplicating Cell, Registrar's office) and the electricity charges will be borne by the University
4. The caution/earnest money of Rs. 10,000 per machine 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.
5. That the firm shall provide Xeroxing facility at the rate which is to be considered as per quotation invited and approved accordingly.
6. 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.
7. The proprietor of the firm /vendor shall depute the Engineers of the machines for emergent and urgent repair in the machines on call basis.
8. That the firm shall exhibit proper behavior with the staff working in the Administrative Block.

9. That the firm shall submit the bill @ rate of Rs. 0.____/- 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.
10. 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.
11. 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.
12. 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.
13. That the contract shall be valid for 11 months from _____ to _____, on the expiry of the said period firm should be liable to handover vacant possession of the establishment in question to the University
14. 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.
15. Sealed quotations properly superscribed as "Quotation for installation of the xeroxing machines to the Registrar, AMU should reach in the Registrar's Secretariat on or before 07.12.2013.