

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY

FUTALA LAKE ROAD, NAGPUR-440001.



TENDER NOTICE

Annual Maintenance Contract for Computer , Printer Laptop and Other Peripherals for the year 2017-18

ESTIMATED ANNUAL EXPENDITURE	:	Rs. 1.70 Lacks
SECURITY DEPOSIT	:	4 % Of Accepted Tender Cost.
EARNEST MONEY DEPOSIT	:	Rs. 1700/- (Refundable)
TENDER FORM	:	Rs. 200/- (Non-Refundable)
LAST DATE OF ACCEPTANCE OF TENDER FORM	:	_____ Upto 17.00 Hours
TENDER WILL BE OPENED ON	:	_____ at 11.30 A.M.

TEL NO: 2511784/ 2511785

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY, NAGPUR - 01

Annual Maintenance Contract For Computer , Printer , Laptop

And Other Peripherals For The Year 2017-18

The Registrar MAFSU invites sealed tenders from the interested and eligible tenderers for annual Maintenance Contract of Computer, Printer Laptop and Other Peripherals of MAFSU for one year which is extendable further for another one year with same rates terms and conditions with mutual of both the parties

I. HOW TO FILL THE TENDER FORM :-

1. The Demand Draft of Rs 200 of any Nationalized Bank drawn in favour of Comptroller , Maharashtra Animal and Fishery Science University , Nagpur Payable at Nagpur only Should be submitted with tender from towards the fees for processing the tender from .
2. Tender shall be filled-in two parts under Three-Envelope System. Technical Tender shall be enclosed and sealed in Envelope No.1. Schedule of Rates shall be filled in and enclosed in Envelope No.2 Both the sealed envelopes shall be kept in envelope No.3, which shall be big enough to contain two envelopes. On each envelope name and address of tenderer shall be written in block letters. The envelope should be addressed to the Registrar, Maharashtra Animal & Fishery Sciences University, Nagpur (MAFSU). Tender should be submitted in the prescribed tender form provided by the University. Copy or Xerox will not be accepted.
3. Tender shall be opened as far as possible in the presence of all tenderers and committee members of MAFSU, Nagpur. Sealed envelope No.3 shall be opened first. It must contain two envelopes – Envelope No. 1 & 2. Envelope No 1 is technical tender which will be opened first and if it contains all the papers required then envelope No. 2, containing the schedule of rates will be opened. If it is found that all the papers are kept together in a single envelope ignoring instructions given above, the tender shall be rejected forthwith.

I.GENERAL CONDITIONS: -

1. No residential facilities will be made available within the campus of University.
2. The agency shall not transfer or assign or share benefit of this agreement with anyone else without the prior permission in writing of the University.
3. No tender shall be considered if the contents are found erased, or overwritten. Any corrections should be scored and rewritten under the initials of the tenderer. As far as possible tender should be without any corrections.
4. Each tender should be accompanied by the Earnest Money Deposit in the office of MAFSU, Nagpur No tender will be accepted without earnest money deposit. Conditional tender will not be accepted. Every page of the tender and contract documents must be signed by the tenderer. Earnest Money Deposit must be in the form of **Demand Draft of any Nationalised Bank drawn in favour of Comptroller, Maharashtra Animal & Fishery Science University, Nagpur” payable at Nagpur only.**
5. The Earnest Money deposited by the tenderer shall remain in the safe custody of MAFSU, until the acceptance of the tender by University and in case, tender is accepted till then the tenderer signs the contract and gives the necessary security deposit.

6. Tenderer whose tender is accepted upon being intimated within the period of three working days from the receipt of the letter shall furnish security deposit as directed, in the form of "Demand Draft" paid in the office of the Registrar MAFSU, Nagpur along with prescribed form of agreement bond, within 3 days from the receipt of the letter of acceptance of tender, failing which earnest money deposit shall be forfeited and he shall cease to be a successful tenderer. Thereafter the MAFSU shall be free to enter into contract with any other suitable tenderer.
7. The Tenders as furnished shall remain open and valid for 120 days.
8. Tenderer will not be allowed to withdraw his tender after opening the same without forfeiting his deposited earnest money.
9. The rates quoted for A.M.C. should be inclusive of all statutory liabilities and this should be clearly mentioned in the tender.
10. The terms and conditions herein contained shall be part of and shall take effect as if they were included in the contract agreement to be entered into by a successful tenderer.
11. If any tenderer is a firm, each partner must sign the tender, the schedule and the specifications, terms and conditions, etc. If any partner is absent, the tender and other documents should be signed by his duly constituted attorney. This power of attorney must be submitted for inspection at the time of tendering. If any partner is unable to write, must affix his left hand thumb impression instead and the same must be attested by gazetted authorities. Seals will not be accepted as signature.
12. The agency shall at all times indemnify the MAFSU against all claims compensation under the provisions of any law for the time being in force/brought into force, by or in respect of any workmen employed by the agency in carrying out the contract and against all costs and expenditure incurred by the MAFSU in connection therewith. The MAFSU shall be entitled to recover any amount due, from all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto.
13. The agency will co-operate with other agencies on the campus while performing their duties.
14. The agency will have to follow the norms/guidelines of the discipline as directed by the MAFSU.
15. Any dispute arising out of the terms of this contract or interpretations of a clause herein shall be settled by mutual discussion between Registrar, MAFSU and the agency or its authorized representative. Hon'ble Vice Chancellor, Maharashtra Animal & Fishery Sciences University, Nagpur will be the final authority in resolving such disputes.
16. If in the course of execution of this contract by the agency, any minor or major damage is caused by the agency or his workmen to the persons or property of the MAFSU, after investigation by the "MAFSU" any claims arising therefore shall be recovered, and dealt with directly by the agency and the agency shall have to render all assistance and co-operation to the MAFSU if any enquiry is held thereon.
17. The quality of work at all stages should be as per standards laid down and explain the agency.
18. The services should be available on all working days and including government holidays, if called.
19. For Comprehensive A.M.C. (with spare parts):- The Comprehensives maintenance contract shall be for the diagnosis and rectification of faults in the computer systems peripherals and switched Ethernet LAN , along with removal of virus , maintenance of software like windows XP/Vista /2007/2010, MS Office XP/2003/2007/10, Windows NT, Windows 2008 server Internet Explore etc. The vendor shall assist the user in talking back-ups if Hard Disk needs to be formatted along with preventive maintenance of computer system / peripherals and LAN and shall also include repair / replacement of the components in computer system and switched Ethernet LAN .

- a. The A.M.C. Engineer should be present in Office Time i.e., 10.00 A.M. To 5.45 P.M.
 - b. The A.M.C. includes maintenance of hardware, software and other parts.
 - c. New equipment will be included in the A.M.C. as soon as warranty expires.
 - d. System maintenance charges shall not include consumables and supply of items such as cartridges, printer bands and print heads for dot matrix printers, computer stationery and CDs. Laser printer maintenance charges include all parts including fuser assemblies, fuser units and Teflon sheets. However, it does not include toner cartridge.
 - e. The A.M.C. includes formatting of computers, data recovery and reinstallation including software being used in the offices.
 - f. This will include repairs cost, replacement of defective components with the new one to ensure trouble free and effective service of equipment during the contract period. Any problem arises due to hardware defect, software problem or resulting from virus will be covered in the maintenance. In case hard disk is taken for repair, responsibility of corruption in the back data will be borne by the firm. Losses if any will be compensated by the firm. The firm shall responsible for the taking backups of data programmes and application available on the computer whenever necessary before attending the fault and shall be also responsible for the restoring the data programmes and application after removing the fault of the satisfaction of the user. The vendor must also ensure returning of the backups to the user under its acknowledgment .Data recovery from crashed hard disc drives from specialized firms all expenditure in this regard shall borne by the firm
 - g. Because of non-availability of spare parts in the market, the firm shall have to provide standby equipment at MAFSU, Nagpur. However, the firm will not be given more than eight days for replacement of spare parts otherwise Rs. 500/- per day fine will be charged and shall be deducted from payment.
 - h. The unrepairable part shall have to replace by the firm. The part shall be equal or higher to that have to be changed. The equivalence/capacity of the part shall be decided by the MAFSU, Nagpur.
 - i. All LAN equipment on the present network will be covered under this AMC As AMC is of comprehensive nature this includes maintenance /repair /replacement of existing fiber cable/switches/media converters /UTP/fiber patch cord etc. with same or equivalent brand.
 - j. The Firm has to insure uninterrupted connectivity of LAN in all section till end users it includes installation of Ethernet card drivers monitoring of the Optical fiber /UTP Segment from time to time to check proper connectivity crimping of connectors, configuring and assigning if IP address for all nodes under the campus network.
20. If the tender is accepted on call basis, the firm shall have to make available the services within four hours after giving the call otherwise Rs. 500/- per day fine will be charged and the said amount will deducted from the payment. The acceptable down period for computers and peripherals would be 24 hours whereas for server would be 12 hours. Any delay, except owing to situations beyond control of the company, will invite fine of Rs. 500 per day.
 21. In case of non-comprehensive contract, the firm will provide list of spares to be procured well in advance so that the work is not delayed.
 22. The firm shall have to undergo preventive maintenance every three monthly. Each quarterly service report must have the signature of the Head of Office, of Maharashtra Animal & Fishery Sciences University, Nagpur.

23. The payment will be made on the basis of three months cycle. That is after satisfactory completion of three months of AMC. During the submission of three monthly bill, the accompanying report must have the signature of the Head of Office, Maharashtra Animal & Fishery Sciences University, Nagpur
24. Rate for each item shall be quoted considering the following point.
 - a) All the equipment/services should be for at Maharashtra Animal & Fishery Sciences University, Nagpur.
25. The EMD shall remain in the safe custody of the Registrar, Maharashtra Animal & Fishery Sciences University, Nagpur until the acceptance of the tender and shall be returned to the unsuccessful firms in due course of time.
26. The Registrar, Maharashtra Animal & Fishery Sciences University, Nagpur reserves the right to increase/decrease in the number of items.
27. The firm shall provide the information regarding change of address, phone numbers etc.
28. The firm shall provide the list of experts along with their education qualification.
29. The identity card holders from the respective firm will be allowed having the job card provided by the firm.
30. Please indicate the experience in handling such work along with list of current customers, their addresses and telephone numbers.
31. The firm shall provide list of technical staff working for the firm.
32. University will not bear any liability for injury, permanent disabled or death of the personnel appointed by the concerned firm on duty.
33. The Registrar, MAFSU, Nagpur may rescind all contracts.
 - a) If I/ We assign or subject my/our contract without their approval or if I/We attempt to do so.
 - b) If I/We decline, neglect or delay to comply with any demand or requisition or in any other ways fails to perform or observe any condition of the contract or am / are in the opinion of the MAFSU, which shall be final not likely to carry out contract satisfactorily.
 - c) If I/We or any of my/ our partner become insolvent or apply for relief as an insolvent, debtor(s) or make any composition with my / our creditors or attempt to do so.
 - d) If I/We or any of my/our agents or servants shall
 - i) Be guilty of fraud in respect of the contract, or any other contract entered into by me/us with the MAFSU.
 - e) Directly or indirectly given promise or offer any kind of bribe gratuity gift, loan requisite, reward of advantage pecuniary or otherwise to any officer or person in the employment of the Govt. in any way relating to such officer's or persons in office or employment or attempt to do so.
 - f) If any such officer or persons nominated in Clause become in any way directly or indirectly interested in the contract.
 - g) In case of such rescission/my/our security deposit, with Registrar Maharashtra Animal & Fishery Sciences University, shall stand forfeited and will be blacklisted.
34. a) I/ We hereby declare that the terms and conditions of this tender and that contract agreement form have been seen and read by me/us (or read translated and explained to me/us) and I/We accept the said terms and conditions of both the forms viz. general conditions of tender and specific conditions of tender without reservation.
 - b) I/We hereby bind myself/ourselves to the MAFSU to provide during the period under contract, at rates tendered herewith by me/us.
35. Registrar, MAFSU, Nagpur reserves the rights to add, alter and delete any of the condition mentioned in this document.

36. The Registrar, MAFSU, Nagpur reserves the rights to reject the lowest or any or all tenders without assigning any reason whatsoever. The tender bearing lowest cost does not provide right to get A.M.C. to the firm
37. The Registrar, MAFSU, Nagpur will not be responsible for delay or non receipt of tender during transit by post.
38. MAFSU reserves right to accept or reject any particular personnel placed on duty without showing any reason.
39. The appointed agency will be required to pay 4 % Security Deposit of Accepted Tender Cost (interest free) for the effective implementation of the terms and conditions of the contract. This deposit will be refunded subject to deductions, if any, after the satisfactory completion of the term of the contract.
40. The agency shall enter into contract with MAFSU as soon as decision in this regard is taken.
41. The contract will be for a period of one year.
42. The firm failing to abide above terms and conditions will be notified to the GOI and will be blacklisted forever.
43. If the tender accepted on call basis, then the firm quoting lowest rates will be accepted. The call shall be attended as per the terms and conditions at *Sr.No.II(20)*, failing to attend the call within the stipulated time contract will be terminated automatically.

III) TERMINATION OF AGREEMENT :-

- 1) During the currency of this agreement, the MAFSU will have the right to terminate this agreement if they are not satisfied with the performance of the agency by giving them immediate i.e. zero day notice in writing. For this purpose the MAFSU will be the sole judge to decide whether the performance of the agency is satisfactory or not and the decision of the MAFSU will be final, conclusive and binding on the firm and the firm shall not be entitled to any compensation in that regard. Furthermore, if on account of non-renewal of the contract and / or termination of this contract, the agency has to terminate its employees, then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance of legal provisions or non-payment of dues the agency itself shall be liable for all costs and consequence and the MAFSU in any case, will not be responsible for the same.
2. Any infringement of the terms and conditions of the Contract will make the contractor liable for cancellation and further any earnest money or security deposit paid will be forfeited by the Registrar, M.A.F.S.U., Nagpur.

Registrar
Maharashtra Animal & Fishery Sciences
University, Nagpur

I / We have read all the Terms & Conditions & are acceptable to me/us .

Signature
Name of the Signatory
(In Block Letters)
Address

Note:

- 1) The signatory of the declaration above and of the tender must be a duly authorized Executive of the firm or company on whose behalf he may acting and must indicate his official designation.
- 2) The terms and conditions of tender as laid down above are without prejudice to and exclusive of such additional once or such features as may be indicated in the tender form itself.
- 3) The terms and conditions with the signed declaration by the tenderer must be returned intact with the tender, duly filled in by him, in a sealed cover to the Registrar, Maharashtra Animal & Fishery Sciences University, Futala Lake Road, Nagpur-440001.

MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR -01

ENVELOPE NO :- 01

(TENDER FOR AMC)

(Enclose the documents as per following sequence)

1. Tender Processing Fees of Rs. 200/- vide Demand No. _____ Date: _____ and Earnest Money Deposit vide Demand Draft No. _____ Date _____ Of Rs.1,700/- (Rs. One Thousand Seven Hundred Only) Drawn in favour of **Comptroller, M.A.F.S.U. Nagpur of any Nationalized Bank Only.**
2. Original Application form, Tender, Terms & Conditions.
3. Valid Service Tax Certificate.
4. Sales Tax Registration Certificate.
5. License (Renewed) under Shop and Establishment Act, 1948.
6. Valid certificate of being authorized firm of any of the companies manufacturing computer.
7. Statement/Certificate showing satisfactorily completed AMC of value put to this tender in State/Central Govt. Dept/Local Authorities for at least one year during year 2013 to 2016.
8. Detailed information about Institution (Agency) viz., name of proprietor, postal address, telephone no(s), Email ID etc.
9. In case of partnership – name and address of the partner (s) and copy of Partnership Deed.
10. All document of envelope No. – 1 should be attested by Gazetted or equivalent authorities.

Date-

Signature

Name :

Seal of firm :

ENVELOPE NO. - 02

To,

The Registrar
Maharashtra Animal & Fishery Sciences University,
Futala Lake Road, Nagpur - 01

Sub :- Submission of tender for A.M.C.

Sir,

I am pleased to submit the rates for A.M.C. as per your advertisement in daily _____ (Newspaper) dated _____ as below.

Technical Specifications

Sr. No.	Technical Specification	Quantity	Rates for one year		
			Non-Comprehensive	Comprehensive	Call basis (Per call)
1	i) Computers of various make and models with maintenance charges. (A.M.C. Engineer Should be Present in Office Time i.e., 10.00A.M. To 5.45 P.M.)	One Unit			
		65			
	ii) Laptop	One Unit			
		04			
	iii) Laser Printer	One Unit			
		33			

Signature
(Name of the Contractor)
Stamp /Seal

Note:

1. The number likely to increase/decrease.
2. Please read terms and conditions carefully. Parties are requested to verify the details of the above before submitting the tender on weekdays with prior intimation.
3. The rates quoted above include all taxes.
4. I have read all the conditions mentioned in your tender enclosed from page No.1 to 6 and these conditions are acceptable to me.
5. If there is any increase in taxes or taxes imposed by any authority (Central & State Govt. Local authorities etc.) or any other liability I agree to pay it and MAFSU will not be responsible for such payment or liability.

Date:

Yours Faithfully,

Signature
(Name of the Contractor)
Stamp /Seal

Tender Form No

Receipt No.: _____

Price Rs. 200/-

Date : _____

TENDER FORM

To,

**The Registrar
Maharashtra Animal & Fishery
Sciences University,
Futala Lake Road, Nagpur-440001.**

**Subject: Tender for providing A.M.C. at MAF SU
Campus for one year .**

Sir,

In pursuance with the advertisement appeared in Newspaper and as per terms and conditions of the tender, I am submitting herewith duly signed Original Tender with Terms & Conditions quoted therein rates for providing A.M.C. at Maharashtra Animal & Fishery Sciences University, Futala Lake Road, Nagpur. I understand that, the decision taken by the tender committee is binding on me & I am ready to pay 4% Security Deposit of the Accepted Tender Cost by Demand Draft to the University.

Date : _____

Yours faithfully,

Signature of the Tenderer

Name

Seal of the Firm