



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An Autonomous Institution, Ministry of Human Resource Development, Govt. of India)

IISER Pune Campus, Dr. Homi Bhabha Road, Pune-411 008.

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No: 54(2) /IISER/Pune/21-22/ 196.

Dated 03/ 08 / 2021

NOTICE INVITING QUOTATION

Indian Institute of Science Education and Research, Pune Reinvites online quotations on behalf of Director IISER Pune for below mentioned work from agencies, found eligible as per the minimum requirements defined in clause 1 & 2 of NIQ for the work mentioned below:

Name of work & Location: Annual Comprehensive Maintenance Contract for canon Photocopier ir4025 adv. At Engineering Section IISER Pune 2021-2024

Last date and Time for Submission: 13 August 2021, 15:00PM

Date and Time of Quotation Opening: 13 August 2021, 15:30PM

ELIGIBILITY CRITERIA (Technical Qualification)

Clause 1.

The bidders who fulfill the following requirements shall be eligible to apply.

The applicant should be registered (**ANY ONE**) with CPWD in western region, Maharashtra State PWD, MES, Railways in appropriate category for electrical works.

OR

The applicant should be well establishing and reputed contractor in field of supply, installation, testing and commissioning, Maintenance of Photocopier machine and having five years similar work experience and OEM, authorized service provider. The authorization registration/Certificate should be valid till the last date of receipt of tender.

Applicant should submit attested or notarized copies of experience for work completed within last 3 years from client department with copy of work order along with quotation. Bidders not meeting minimum eligibility criteria shall summarily be rejected.

Clause 2.

2.1 The agency shall have valid GST/PAN/TAN/ESIC/PF numbers/certificates.

2.2 Authorization certificates from OEM. (Refer FORM G)



Terms and Conditions:

1. The time allowed for carrying out the work will be 36 (**Thirty six**) months from the date of issue of work order.
2. The act of backing-out after quotation will debar such agencies for participating in future quotations of IISER PUNE. Bidder may e-mail queries on maintenance@iiserpune.ac.in or submit to IISER PUNE office in hard copy on all working days before a day of submission date of quotation. Rates quoted in words shall be treated as final for deciding L1 bidders.
3. Quotation can be obtained from IISER PUNE Engineering office at Main Building between **10 AM to 4 PM** on all working days before date of submission. Applicant may quote by downloading quotation document from IISER PUNE website www.iiserpune.ac.in
4. All agencies need to submit their quotation in hard copy in a sealed envelope containing two separate envelope, one envelope containing qualification documents mention in Clause 1 & 2 and second envelope containing sign, Stamp, NIQ documents with quoted rates to this office by suitable means on and before **13 /08/2021, 3:00PM**. Quotation received after the date & time specified above shall not be accepted. Any delays, postal delay etc. will not be entertained. Agency should quote for all the items in the BOQ. The bid shall be submitted in the original Bid document (as issued by the IISER, Pune) super scribing the name of work. Rates quoted in the words shall be treated as final for deciding L1 bidder. Quotations will be opened on the same day (**13/08/2021**) at **3.30 PM** in the presence of agency or their authorized representatives, if any. Please mentioned – **Technical /Qualification bid** on envelope-1 and **Financial Bid** on envelope - 2.
5. Commercial bid/Financial bid envelop of technically qualified bidder shall be opened accordingly intimation to technically qualified bidder. The offer of the agency should be commercially clear including acceptance of all terms and conditions of this Quotation by the agency. IISER Pune reserves the right to accept or reject the quotation/s without assigning any reasons. Quotations submitted with any conditions shall be treated as 'Conditional Quotation' and shall be summarily be rejected by IISER PUNE.
6. Quoted rates should be inclusive of cost of all the materials, labour cost , GST , all taxes, octroi, duties, cost of sample and fees towards testing of materials in labs, royalties etc. complete. Nothing extra shall be paid separately.
7. All approved makes shall be as per list attached with this and as per CPWD and manufactures specifications. (OEM) Agency should put-up technical data and obtain prior approval on makes of various materials of IISER PUNE before taking-up work.
8. The successful agency shall make his own arrangement for all Tools & tackles for work etc complete in view of completion of work. Electricity shall be provided free of cost to agency at one source, agency should make own arrangement to safely tap of power from source to work location.
9. No advance payment shall be made by IISER Pune. Quoted rates should be including GST, TDS and other applicable taxes and cess will be deducted from the bills of the work as applicable.

10. No running account bill shall be paid for the work till the applicable labor licenses, registration with EPFO, ESIC and BCOW welfare board, whatever applicable is submitted by the contractor to the Engineer-in-charge. Payment shall be done after satisfactory completion of work in each quarter on quarterly basis only.
11. Specification for the work to be carried out as per BOQ, latest CPWD specification, IS specifications, manufactured specification & as per instruction of IISER PUNE whenever specification CPWD/ IS specification are not available.
12. The contractor shall ensure that minimum wages should be paid to the labours and employees in accordance with labour laws.
13. L1 Agency to submit actual measurements and abstract sheet to IISER PUNE within 30 days from completion of work.
14. The Eligibility cum Technical bid shall be opened first at **3:30 pm on 13/08/2021**. The Financial bid shall be opened of those bidders who qualify in the eligibility of Technical bid. The time and date of opening of financial bid of the eligible bidder shall be communicated at a later date. The institute shall not accept any loss or delay in transit as an excuse for late tendering.


Executive Engineer,
IISER Pune



Encl: - 1. Schedule of Quantity
2. Scope of Work

Sign & stamp of Agency

FORM 'C'

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST 7
(Seven) YEARS ENDING PREVIOUS DAY OF THE DATE OF SUBMISSION OF TENDER**

S. No.	Name of work/ project and location	Owner or Sponsoring Organization	Cost of work in lakh of Rupees	Date of commencement As per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration cases pending /in progress with details	Name and address /telephone number of officer to whom reference may be made	Remarks

- Indicate gross amount claimed and amount awarded by the Arbitrator.



SIGNATURE OF BIDDER(S)

FORM D

PERFORMANCE REPORT OF WORKS COMPLETED REFERRED TO IN PROFORMA 'C'

1. Name of the work/Project & Location.
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of completion
 - (a) Stipulated date of completion.
 - (b) Actual date of completion.
7. a) Whether case of levy of compensation for Delay has been decided or not ?
Yes / No
b) If decided, amount of compensation levied for Delayed completion if any?
8. Amount of reduced rate items, if any
9. Performance report
 - i) Quality of Work: Outstanding/Very Good / Good / Poor
 - ii) Financial soundness: Outstanding/Very Good / Good/ Poor
 - iii) Technical Proficiency: Outstanding/Very Good / Good / Poor
 - iv) Resourcefulness: Outstanding/Very Good / Good / Poor
 - v) General Behavior: Outstanding/Very Good / Good / Poor

DATED:



Executive Engineer or Equivalent

CERTIFICATE FOR ASSOCIATING OEM

(Not required in case of bidder is OEM)

This is certified that we have not deviated from the technical specification and commercial Provisions provided in the Notice Inviting Quotation

The Price bid is unconditional.

This is certified that we have engaged / we are M/s.....
as OEM/Authorized Dealer/Service Provider of the: CANON Photocopier machines

(i) Name of contractor

(ii) Address

(iii) Name of OEM

NOTE: All columns of above Performa must be filled in.

**Contractor's Signature & Stamp
(Contractor)**

CONSENT LETTER

I hereby give my consent to work as OEM till the completion of work. I will be responsible for Necessary action to hand over the installation and for rectification of defects and repair during the guarantee/warranty and maintenance period. I will execute the work as per CPWD specification/OEM specification and terms and conditions of the contracts.

I will also engage suitable Engineer for the work as per condition of the contract. I further

Certify that the above particulars pertaining to me are correct.



**Signature & Stamp of Associate Agency
(OEM)**

Scope of Work:

This maintenance contract covers Photocopier machine of M/s Cannon .

1. Trained service personnel will visit the installation sites for periodic preventive maintenance check-up of the systems once in a month.
2. Apart from the periodic preventive maintenance visit, all breakdown calls on the systems covered under AMC and reported to the respective service centre from IISER Pune will be attended too. All breakdown or preventive maintenance call should be attended within four hours from registration of call to service centre or respective service in charge.
3. Replacement of any part should be identical in specifications, make and model. No any deviation will be acceptable in specifications, make and model of spares replaced by the agency.
4. All breakdowns should be attended and rectified in four hours after received calls from IISER Pune. Tools, safety tools, special purpose tools, measuring instruments and labour required will be scope of agency and borne by the agency. IISER Pune will provide spare parts for replacement with faulty one.
5. During the preventive maintenance check, the system will be cleaned and general performance will be checked by the agency.
6. The rates quoted by the agency is for the services 24x7 coverage including all holidays, national holidays and night hours etc. No additional cost / charges will be paid separately for overtime, holiday work etc.
7. After completion of AMC duration, IISER Pune reserved rights to extend the AMC without any deviation in rates and terms & condition of contract for next up to One year.
8. All maintenance service visits required to keep the Equipment in good working order.
9. Supply of Toner, Drum & Spares required for maintenance of the Equipment during the agreement period.
10. Agency shall service, maintain and keep the Equipment in good working order without any additional charge at the User's request
11. if required, AGENCY. shall at its sole discretion replace without any charge worn-out parts by parts of serviceable quality. Parts thus changed shall be the property of AGENCY. and AGENCY. authorized service engineers shall be entitled / authorized to remove and carry away such parts from the User's premises
12. IT shall provide the said services during normal working hours on AGENCY. working days (currently 9.30 AM. to 5.30 PM i.e Monday to Saturday, except general and public holidays). Provided always that AGENCY. shall be entitled to charge additionally for:
 13. a. any services required outside of the AGENCY. normal working hours and working days.
 - b. services occasioned due to defects arising out of repairs/maintenance undertaken by persons other than those authorized by AGENCY.
 - c. services occasioned by User's use of supplies like Toner and Photoreceptor (Drum), and parts, which has not been supplied / purchased by/ from AGENCY. / AGENCY. authorized agency.
 - d. services occasioned due to use of media other than normal paper by User resulting in low yields of parts & drum



e. service / repair occasioned due to damage of the machine by the outside factor not under control of AGENCY. or for which AGENCY. is not responsible.

iv shall at its sole direction assign any or all of its rights and obligations under the Agreement without the prior written consent of the User.

v shall be entitled without any let or hindrance to depute its employees or authorized persons to enter the User's premises at all reasonable time to inspect, take meter Reading and service the Equipment.

vi shall not be liable for any delay in or failure in performance of any of its obligations under or arising out of this agreement, if the delay or failure results from any cause beyond the reasonable control of AGENCY. including but not limited to act of God, fire, explosion, accident, strike, lockout unrest, industrial dispute, governmental action etc.

Vii AGENCY. is liable to provide the service within 24 working hours ,once the call complain has been lodged or the user has the option to call for the termination on this agreement.

14. THE USER

i. shall pay the charges set out in clause 2 above within seven days of the submission of the invoice.

ii shall have the option to sign this Agreement either at the time of placing the order for the Equipment as defined above, or during the warranty period (if any) of the Equipment or after the expiry of the warranty period, in case the User chooses AGENCY. to service this Equipment. If the User executes this Agreement at any time after the expiry of the warranty (if any) on the Equipment, AGENCY. shall charge additionally for assessment charges and also for any spares before taking the equipment into the agreement that may be required to bring the Equipment to good working condition acceptable to AGENCY

iii. Shall not resite the Equipment as this Agreement is only in respect of the present Place of Installation of the Equipment unless otherwise mutually agreed in writing prior to resting. The change in clause 2 of this agreement does not cover charges for resisting and the same will be charged extra.

iv. Shall pay additionally for repairs/adjustments or replacements occasioned due to defects / damage arising out of:

a) Servicing / maintenance of this Equipment by persons other than AGENCY. Authorized persons.



- b) The use of parts and consumables not supplied / purchased by /from AGENCY. / AGENCY. authorized persons.
- c) **Negligence by the User / User's employees.**
- d) Willful act or default or any alteration or attachment to the Equipment by user without the written permission from AGENCY.
- e) by the User's failure to meet the Site requirements.
- f) The User's using the media other than Normal paper resulting in low yield for parts and drum.
- g) The intervention of outside factor not under control of AGENCY. or for which AGENCY. is not responsible.

v shall nominate two machine-in-charge who shall be instructed by AGENCY. / AGENCY. authorized personnel free of charge in the use of and routine care of the Equipment and shall not charge at the prevailing rate for any additional training due to change in Machine-in-charge at the Users request. The User shall ensure that the Machine-in-charge properly carries out their duties and operate the Equipment in accordance with the training given to Machine-in-charge and uses the manual as a guide. The User shall promptly Intimate AGENCY. / AGENCY. authorized person of any change in the Machine-in-charge. AGENCY. reserves the right to charge additionally for any service required by reason of the User's failure to comply with the obligations under this clause.

vi. Shall allow during his normal working hours, access for meter reading of the equipment by AGENCY. / AGENCY. authorized personnel.

vii. Shall allow AGENCY. to invoice the Total Guarantee charges based on (i) actual meter read by the AGENCY. representative or personnel duly authorized by AGENCY., or (ii) the CSR reports of same month, or (iii) estimated copies as assessed by AGENCY. based on the average copies done in the previous month. Any over or under estimation will be corrected in the next invoice based on actual meter readings.

viii. Shall be accountable to AGENCY. for supplies stock left in trust with the User who shall ensure that such stock is used only in the Equipment under the Agreement. AGENCY. reserves the right to charge the User for any stocks which are unaccounted for, to AGENCY.'s satisfaction.

15 GENERAL TERMS

This Agreement, which comes into force on the agreement start date, shall, unless terminated earlier by giving 60 days notice in writing without assigning any reason served by either party upon the other, continue in force up to a copy volume of .5 lakh of copies from the date of agreement or 5Year's from the purchase of machine or till such time as workshop repair, whichever is earlier. Where AGENCY. recommends workshop repair, the User shall bear the cost of such workshop repairs as may then be applicable where upon this Agreement shall stand renewed upon revised terms and conditions, falling which the Agreement shall cease. Notwithstanding anything herein contained, where this Agreement is executed on the date of purchase of the Equipment or during the warranty period (if any) or later, it shall come into force from the agreement start date as mentioned in clause 1.



15. Neither this Agreement nor any of the rights and obligations hereunder shall be assigned by the user.

17. Notwithstanding anything to the contrary contained in this agreement timely payment of all charges by the User to AGENCY. shall be the essence of this agreement and in case of breach by the user towards compliance of the same. AGENCY. reserves the right to suspend the services to the User immediately without any notice to the user and if that breach remains remedied for 15 days following the written communication from AGENCY. in this behalf at the above address. AGENCY. may, forthwith terminate this Agreement, without being liable in any manner to the User for the same. Further in case User is in breach of any or all other terms of this agreement and such breach remains remedied for 15 days following the written communication from AGENCY. in this behalf at the above address, AGENCY. may, forthwith terminate this agreement without being liable in any manner to the user for the same.

18. Notwithstanding anything to the contrary contained in this Agreement, AGENCY. reserves the right to vary the charges payable by the User at any time, to change /modify/ delete/ alter any terms and condition of the agreement as well as to change the work scope / nature of the agreement upon 60 days' prior written notice to the user. In the event of any increase in charges as well as change in terms and condition of the agreement the User shall be entitled to terminate this Agreement by serving not less than 45 days' notice in writing by Registered A.D. on AGENCY. at the address given hereinabove to expire on the date on which the increase / change would otherwise come into effect. This, however, does not cover any increase caused by variation in levies or taxes of Central, State or Local Govt. which are recoverable separately, for the period from which such Govt. levies and or taxes have come into force.

19. All disputes or differences arising between the parties in respect of these terms and conditions shall be settled by arbitration under provisions of the Arbitration and Conciliation Act 1996. The venue of Arbitration shall be Pune.

20. Subject to Clause 9 above, the parties submit to the exclusive jurisdiction of courts of Pune.

21. This is the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all arrangements or agreements relating to the service & maintenance of the equipment previously entered into or made between the parties hereto and no alteration or amendments in this agreement is valid unless signed by a person duly authorized by the Board of AGENCY. None of the provisions of this agreement shall be deemed to have been waived by any act or acquiescence on the part of AGENCY., its employees, but only by an instrument in writing signed by an authorized officer of AGENCY. No waiver of any provision of this agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion



Schedule of Quantity

Name of work & Location: Annual Comprehensive Maintenance Contract for canon Photocopier ir4025 adv. at Engineering Section IISER Pune 2021-2024

Please note that quoted rates are inclusive of all taxes, labor, transportation, royalties, lead, lift etc. Nothing Extra shall be paid separately.

SL.NO	Location	Quantity	Unit	Rate per printed Page	Amount
1	Annual Comprehensive maintenance contract for canon Image Runner 4025				
	A4 /A3 Pages print	515000	no. of pages		
	TOTAL (including all taxes, labour, lead lift etc.)				

sign and stamp of agency

A. Kulkarni
Executive Engineer



