**Ref. No. : PUR/05/13/2144-52 Dated 12.02.2014**

**Subject : Quotation for AMC of Ricoh Xerox Machines.**

This institute intends to enter into AMC of Xerox Machines for a period of one year as detailed below. Interested firm/party are requested to quote your **competitive rates and send the quotation alongwith Full Annual Maintenance Service Agreement(FASMA) enclosed herewith** to the office of undersigned in a sealed cover superscribed **“Quotation for AMC of Xerox Machines” on or before 28.02.2014.**

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| **S.No.** | **Model** | **Nos.** | **Remarks** |
| 1. | Aficio 2027 | 06 | **Successful bidder will submit the security Rs. 1,000/- per machine in the shape of DD in favour of DIRECTOR, SLIET payable at Longowal/Sangrur.** |
| 2. | Aficio 2018 D | 03 |
| 3. | Aficio 2000Le | 16 |
| 4. | 3350 | 01 |
| 5. | Aficio MP 200 | 04 |

**N.B. :**

1. **It may be noted that quotation received only through Registered/Speed Post shall be considered. The institute is located in remote area and it take 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time considering this factor.**

2. Taxes if extra must be mentioned clearly.

3. Price quoted must be FOR SLIET.

4. Quotation received later than 03.00 P.M. on due date are liable to be

ignored/rejected.

5. We are not responsible for accidental opening of the cover if it is not

properly mentioned and sealed.

**Faculty I/c, Purchase**

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**TERMS & CONDITIONS**

The bidder should have full fledged office and experience of at least 3 years in maintenance of Xerox machines of Govt. Organisations/undertaking. (Please provide details of proof).

* The period of AMC for 01 year extendable for another year based on performance. Successful bidder will submit the security of Rs. 1000/-(One thousand two hundred only) per machine in the shape of Demand Draft in favour of the Director, SLIET, payable at Longowal/Sangrur. No interest on security is payable.
* The rates are to be quoted in the AMC documents(enclosed) duly signed & sealed. The overwriting should be avoided.
* The firm must enclose the copy of ST/VAT/PAN/Service Tax No.
* If the firm is authorized service centre of company/service provider, proof of same may be attached.
* The firm should have facility & sufficient spare parts/Tonner etc.
* Any Govt. organization/undertaking should not have black listed the firm.
* The contract will be extended initially for a period of one year. However, the same will be extended on year to year basis for the maximum additional period of three years provided the institute finds the services satisfactory.
* Service rendered shall be recorded in the log book of each machine and would be got counter signed by I/c of Section/Deptt.
* The selected firm will not involve third party in implementation of services under this AMC.
* If the successful bidder refuses to accept the offer, his security will be forfeited.
* Only those bidders who fulfill the terms & conditions will be considered for bidding.
* The SLIET reserves the right to cancel the contract at any time without assigning any reason what-so-ever.
* In case of any dispute, the decision of Director, SLIET shall be final & binding on both the parties. Otherwise all the disputes will be settled within the jurisdiction of Headquarter of Director, SLIET.

**Full Annual Maintenance Service Agreement(FASMA)**

The Annual Maintenance Agreement (Hereinafter referred to as the Agreement) is made on this \_\_\_\_\_\_\_\_\_\_ day of 20 \_\_\_\_\_\_\_\_\_\_ at between M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Sant Longowal Institute of Engineering & Technology, Longowal(SLIET) hereinafter referred to as the “Customer”). M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the request of the Customer, agrees to service and maintain, subject to terms contained in this Agreement, Model \_\_\_\_\_\_\_\_\_\_\_\_ bearing serial number \_\_\_\_\_\_\_\_\_\_\_

1. **M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. shall service and maintain the Equipment and keep the Equipment in good working order.
2. shall repair and service the Equipment at the SLIET. If required, Contractor will at his sole discretion replace, without any charge, worn-out parts by parts including Photoreceptor(Drum) of serviceable quality. Parts thus replaced shall be the property of contractor. Authorized engineers/representatives shall be entitled to remove and carry away such parts from the Customer’s premises without being liable to the SLIET whatsoever.
3. shall provide the said services during its normal working hours on working days.
4. shall be entitled without any let or hinderance to depute its employees or authorized representatives to enter the Customer’s premises at all reasonable time to inspect and service the Equipment.
5. shall not be liable in any manner whatsoever to the SLIET in the event of Contractor being prevented or delayed in the performance of any of its obligations under this Agreement due to conditions constituting Force Mejeure which shall include but not limited to strikes, lockout, concerted action of workmen, breakdown of communications etc.
6. shall provide free of charge all xerographic supplies except power, paper, staples and other output copy material, as and when necessary to do so.
7. shall give discount of 1% of copies made during the month towards service and wastage.
8. shall service the machine twice a month i.e. after every 15th day & will make entry of service in log book in the presence of staff members of concerned deptts. & will get counter sign from him. In addition to this in case of break down of machine contractor will attend the complaint within 24 Hrs, of complaint lodged by user.

**Contd. P/2**

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1. shall deposit a security of Rs. 1,000/- per machine in the shape of DD in favour of Director, SLIET, Longowal payable at Sangrur/Longowal which shall be released after successful completion of contract.
2. **SERVICE CHARGES**
3. The SLIET shall pay the charges for the services rendered hereunder at the rates mentioned and in the manner prescribed in the schedule attached to this Agreement which forms an integral par of the Agreement.
4. That the billing for the month of commencement of the Agreement shall be proportionate to the number of days in the month of commencement.
5. The meter reading as shown in the meter installed in the Equipment shall be conclusive proof of such number of copies made generated by the customer in any month(s).
6. The service charges as stipulated in the schedule to this Agreement and any other amounts becoming due under this Agreement shall be paid by the SLIET within 30 days of presentation of the bill/invoice by Contractor.
7. **SLIET, LONGOWAL**
8. shall ensure that the installation area, electrical outlets and supply with exclusive dedicated voltage stabilizer and access ways etc. for installation, passage and electrical connection of the Equipment at its premises are suitable in accordance with SLIET Pre-installation site requirements available with the SLIET and maintained so during the currency of this Agreement. For proper servicing of the Equipment.
9. shall not resite the Equipment at this Agreement is only in respect of the present site of the Equipment unless otherwise mutually agreed in writing prior to resisting. This Agreement does not cover charges for resisting.
10. shall allow, within his normal working hours, Contractor representative or personnel daily authorized by Contractor, access to the Equipment for meter reading of the Equipment. In the event that SLIET fails to permit such meter reading, contractor reserves the right to estimate such meter reading for invoicing purposes. Any over or under estimation will be corrected on the next invoice based on actual meter readings.
11. may impose penalty in the event of contractor fails to provide satisfactory service which will be on the discretion of HOD/Section Incharge’s under whose control the machine is installed. The security deposit can be forfeited in the event of unsatisfactorily services rendered by contractor.

**Contd. P/3**

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1. **GENERAL TERMS**
2. This Agreement which comes into force on the date of its execution, shall, unless terminated earlier in accordance with terms hereof including by giving 30 days notice in writing served by either party upon the other, continue in force till such time the meter reading installed in the equipment records. No variation of rates will be permitted during the currency of contractor.
3. (i) If during the subsistence of this Agreement, Contractor is of the opinion that, the Equipment requires workshop repair, it may after due inspection of the Equipment, submit to the SLIET its recommendation with estimates for workshop repair, & expected time required for carrying out such repairs etc. If the above mentioned recommendations of Contractor are acceptable to the SLIET it shall give its consent in writing, whereupon, Contractor shall arrange to get the Equipment repaired on the agreed terms & conditions. Contractor shall however, not be responsible for any loss or damage actual or consequential which the Customer may claim to have suffered on account of the Equipment being under repairs, or on account of any delay thereof.

(ii) The SLIET has a right to reject the recommendations of Contractor setout in Clause D2(i) above, in such event, this Agreement shall cease with immediate effect.

1. In the event of any dispute or difference arising between the parties pertaining or relating to this Agreement, the decision of Director, SLIET, Longowal shall be final & binding.
2. Only the Courts at Sangrur shall have exclusive jurisdiction to adjudicate any disputes between the parties arising from this Agreement.
3. This is the entire Agreement between the parties and supersedes all previous negotiations, representations by either of the party. No alteration or amendment is valid unless signed by both the parties.

**Contd. P/4**

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**SCHEDULE TO THE FASMA AGREEMENT DATED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FASMA SERVICE CHARGES #**

**(# strike out which ever is not applicable)**

a) \_\_\_\_\_\_ paise per copy/unit multiplied by the number of copies/units recorded in the meter installed in the equipment including tonner, cartridges and other spare parts.

**OR**

Rs……………. per annum including tonner, cartridge and other spare parts.

Seal & Signature on behalf of

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **INSTALLATION & SUPPLIES ADDRESS** | **INVOICING AND STATEMENT** |
| Sant Longowal Institute of Engineering & Technology, Longowal.  Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Sant Longowal Institute of Engineering & Technology, Longowal.  TEL. NO.(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| SIGNED ON BEHALF OF SLIET, LONGOWAL  SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (AUTHORISED SIGNATORY)  NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (CAPITALS)  TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RUBBER STAMP | SIGNED ON BEHALF OF M/S \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (CAPITALS)  TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |