

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI.

(An ISO 9001:2015 Certified Organization)

E-Tender Notice for Annual Maintenance Contract (AMC) for Canon Photocopier Machine,

Website-www.bseh.org.in

Email- asmm@bseh.org.in

BSEH/MM/21 /AMC of Canon Photocopier

Dated: 25-11-2022

Price Rs.500/-

Board of School Education Haryana, Bhiwani

E-Tender for

Annual Maintenance Contract (AMC) for Canon

Photocopier Machine

To

Secretary,
Board of School Education Haryana,
Bhiwani - 127021
(Ph.: 01664- 243336 FAX : 01664- 241611)

Signature of bidder with Seal, Stamp and Address

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DOCUMENT CONTROL SHEET

| | | |
|-----|--|--|
| 1. | Name of Organization | Board of School Education Haryana, Bhiwani |
| 2. | SCOPE OF WORK | AMC of Canon Photostat Machine |
| 3. | Tender Type | OPEN |
| 4. | Tender category | Services |
| 5. | Tender document download Start Date | 25-11-2022 |
| 6. | Last date & time of Bid submission | 09-12-2022(05:00 PM) |
| 7. | Date and time of opening the Technical Bid | 12-12-2022(11:00 AM) |
| 8. | Bid validity | One year beyond the closing date of tender |
| 9. | Tender fee (non-refundable & non adjustable) | Rs.500/- to be deposit online |
| 10. | Earnest money deposit (EMD) | Rs.5000/- (Five Thousand Only) to be deposit online |
| 11. | E-Services Fee | Rs. 1000/- Through on line mode in favour of "Society for I.T. initiative fund for e-Governance" payable at Chandigarh. |
| 12. | Tender should be addressed to | Secretary, Board of School Education Haryana, Bhiwani |
| 13. | Address for communication | Assistant Secretary, (M.M. Branch) 97290-95120 Board of School Education Haryana, Bhiwani |
| 14. | Period of completion of work | As per Terms & Conditions of tender & Award letter. |
| 15. | Validity of contract/rates | Upto 01 year from date of award & can be extended further for next two years on satisfactory performance on same terms & conditions. |

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Note:-

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. The Document have to be submitted i.e. technical and financial bid through on line. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender Document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on BSEH website www.bseh.org.in & www.etenders.hry.nic.in

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NOTICE INVITING E-TENDER

Subject:-Annual Maintenance Contract (AMC) for Canon Photocopier Machine, Model No. IR-ADV4245, IR-3245, IR-2525, IR-2018N, IR-ADV4045, IR-2020, IR-2020, IR-2022N, IR-2022N & IR-2420L Installed in Board's Office Bhiwani.

On behalf of Board of School Education Haryana, Secretary of the Board invites E-Tenders under two bid systems (Technical & Financial) from the authorized service provider of original equipment (OEM) for annual maintenance (AMC) under full service and maintenance agreement for Canon makes/models of Photostate Machines for a period of One Year which is extendable for next two years subject to satisfactory performance. The Tender Document will be available on www.etenders.hry.nic.in & Board's Website www.bseh.org.in downloaded from the Board website for viewing from 25-11-2022 and last date for submission of bid documents is 09-12-2022 at 05:00 PM. Any amendment /correction in the Tender Document will be done by the Board Authority through www.etenders.hry.nic.in & www.bseh.org.in. Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is Rs. 500/- and EMD of Rs. 5000/- (Rs. Five Thousand) to be deposited online. Bidder shall have to pay the e-services fees cost of Rs.1000/- through on line mode in favour of "Society for I.T. initiative fund for e-Governance" payable at Chandigarh. Completely filled-up Bid Document must be submitted only online to Secretary, Board of School Education Haryana, Bhiwani through www.etenders.hry.nic.in. The Technical Bids shall be opened on 12-12-2022 at 11:00 AM by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder whose Technical Bids found complete and confirm the eligibility criteria, shall be opened on at No tender by E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be summarily rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

SECRETARY

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GENERAL CONDITIONS OF CONTRACT

1. The contract will be awarded initially for a period of one year.
2. The contract may be renewed on year-to year basis for a maximum period of next two years, subject to providing satisfactory services as per terms and conditions of contract.
3. The tender fee (non-refundable and non-adjustable) of Rs. 500/- (Rs. Five Hundred only) is to be deposit online.
4. Earnest money deposit (EMD) of Rs. 5000/- only (Rs. Five Thousand only) is to be deposit online.
5. Bidder shall have to pay the e-services fee of cost Rs. 1000/- through on line mode in favour of ‘‘Society for I.T. initiative fund for e-Governance’’ payable at Chandigarh.
6. The Annual Maintenance Agreement (AMC) will be inclusive of all spares and consumables for the maintenance of machines except paper. The Annual Maintenance Contract will be inclusive of all spares required for the maintenance of machines except paper, toner and drum unit.
7. A satisfactory performance certificate regarding AMC from at least two Govt. Departments/PSUS shall have to be furnished.
8. The firm must have at least 3 years experience of maintenance of Photocopier Machine in Government/Autonomous Bodies/PSUs/Academic Institutions/ any other Organizations of repute.(proof to be attached).
9. The firm must have all necessary registrations and clearances prescribed by the Government/concerned agency. The firm must have PAN and GST No. submit their copies along with copies of the balance sheet for the last three years i.e. 2019-20, 2020-21 & 2021-22 verified by C.A.
10. In case of any defect/fault in the machine, the firm will have to undertake the job immediately on receipt of the complaint and ensure the machine is brought to working order within 2 working days. If the services are not provided within the stipulated time, the contractor shall be liable for payment of penalty of Rs. 200/- per day per machine. BSEH will also have the option for taking services from other agencies and recover the cost from the bills/ Security deposits of the contractor.
11. In case, no action is taken on complaint from the BSEH within three days, the Performance Security will be confiscated and contract may be terminated without notice. Such firms will be blacklisted and forbidden from future tender activities of the institute.
12. The contract can be cancelled at any stage, without assigning any reason, if the services are not found satisfactory.
13. The firm must have its office and proper workshop having all the facilities for repair of photocopiers machine. The office may inspect the premises, before award of the contract. The work awarded cannot be outsourced to other agency.
14. Tenderer must be an authorized service provider. All consumables and spares must be genuine & manufactured by Canon or reputed company. Any used/old duplicate, compatible or spurious parts or consumables supplied will attract rejection of full lot of supplies and a penalty to the tune of double the bill amount for the same.
15. If a firm withdraw from the tendering process or alters its bids during the bid validity period, its earnest money will be forfeited. The bid validity period shall be 90 days.

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16. The Performance Security @ 10% of the anticipated cost of full service maintenance agreement AMC in the form of Demand Draft or RTGS in favour of Secretary, Board of School Education Haryana, Bhiwani from a nationalized bank will have to be deposited by the successful firm before undertaking the contract. The Performance Security shall remain in force for a period of 60 days beyond the date of Completion of all contractual obligations of the supplier including warranty obligations. EMD will be adjusted against performance security.
17. The payment of the contract will be made on quarterly basis. The firm/company shall have to produce a bill in duplicate duly pre-receipted and bearing PAN No./GST No.
18. Periodical visits should be made by the qualified and well experienced (not less than 3 years) engineer of the firm/company at least once in a month, for preventive maintenance of the machines. The visit will be recorded in the register kept in the Office. Not to provide preventive maintenance may attract penalty to the extent of monthly charges of AMC for the machine.
19. The vendor should be authorized dealer of the MFD/Photocopier Machine for which he/she applied for AMC and also have manufacturer's of authorization Form (MAF) in the name of Secretary, Board of School Education Haryana, Bhiwani for this Tender only issued by the Canon India. (Essential Condition)
20. The annual turnover of the vendor should be minimum Rs. 20 Lac during each last three years verified by C.A.
21. The provision of maintenance/service shall be from Monday to Friday between 9:00 A.M. to 5:00 P.M. In emergency the services shall be provided by the vendor beyond these hours with prior arrangement without any additional cost.
22. The Secretary, Board of School Education Haryana, Bhiwani reserves the right to accept or reject any or all tenders wholly or partially including the lowest tender and also the right to cancel the supply orders placed on the successful tenderer without assigning any reason thereof or incurring any liability thereby.
23. The Institute will recover TDS and other applicable taxes etc. as per rules from the payment to be made to the firm.
24. Incomplete tender and conditional tender, in any aspect, is liable to be rejected without giving any notice.
25. Each page of tender document must be signed and Stamped.
26. The rates in enclosed performa must be filled and addressed to the Secretary, Board of School Education Haryana, Bhiwani. Rates for Canon Photocopiers.
27. Non Blacklisted certificate should be on Rs. 10/- Non-Judicial stamp paper attested by the notary and business for period of at least last 2 years certificate.

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Details Of 10 Cannon Photo State Machine

| S.No. | Particulars of the Photocopier Machines /Model No. | Qty. | Branch |
|--------------|---|-------------|------------------|
| 1. | iR ADV4245 | 01 | DGO Cell |
| 2. | iR 3245 | 01 | DGO Cell |
| 3. | iR2525 | 01 | DGO Cell |
| 4. | iR2018N | 01 | DGO Cell |
| 5. | iR ADV4045 | 01 | Secrecy |
| 6. | iR 2020 | 01 | Education Wing |
| 7. | iR 2020 | 01 | Secretary Office |
| 8. | iR2022N | 01 | Secondary |
| 9. | iR2022N | 01 | Administrative |
| 10. | iR2420L | 01 | Chairman. Office |

Special Conditions of contract:-

1. Disputes, if any, emanating from the resultant contract shall be settled through an arbitrator.
2. The resultant contract shall be interpreted under the Indian Laws.
3. Only the courts located in Bhiwani, shall have jurisdiction in the matter.

(Secretary)

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(Performa of Financial Bid)

| S.No. | Particulars of the Photocopier Machines /Model No. | Qty. | AMC Rate (excluding GST) |
|-------|--|------|--------------------------|
| 1. | AMC for Cannon Photostat Machine | 10 | |

- Note:-**
- 1. TDS will be deducted as per rules.**
 - 2. GST will be paid extra as per rules.**

Place:- Date:-

Signature of Tenderer:- _____
Name (in Block letters):- _____
Capacity/Position/Designation:- _____
Seal of the firm:- _____

A.S. (Sr.Sec.)

AS(General)

A.S. (MM)

Supdt (MM)

Consultant

CAO

D.S. (MM/Gen.)

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Check list of documents for Annual Maintenance Contract (AMC) for Canon Photocopier Machine

| | Particulars | Page | Remarks |
|-----|---|-------------|----------------|
| 1. | Tender documents Fees Rs. 500/- | | |
| 2. | Earnest money Rs. 5000/- | | |
| 3. | E-Services fee of cost Rs.1000/- must be deposited through on line mode in favour of “Society for I.T. initiative fund for e-Governance” payable at Chandigarh. | | |
| 4. | Shop Establish/Firm Registration Certificate | | |
| 5. | PAN Card No. | | |
| 6. | G.S.T No. | | |
| 7. | Undertaking Non Black list | | |
| 8. | Annual Turnover 20 Lac during last three financial years. 2019-20, 2020-21 & 2021-22 verified by the chartered accountant. | | |
| 9. | Satisfactory performance certificate maintenance. | | |
| 10. | Bidder should have atleast last three years experience of Annual Maintenance of Photocopier Machine. Bidder must furnish declaration on his letter head regarding this. | | |