



## HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL

DISTRICT SHIMLA, HIMACHAL PRADESH-171014

Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802

Website: <http://hpnlui.ac.in>

HPNLU/Tender/2023-24/65

Date:26-10-2023

### TENDER NOTICE (RATE CONTRACT)

This limited tender notice invites quotations for Annual Maintenance Contract (AMC) of 6 printing machines in the offices of the HPNLU, Shimla for the period of the 01.12.2023 to 30.11.2024. Sealed quotations affixed with the revenue stamps with rupees Rs 5/- only for Himachal Pradesh National Law University, Ghandal, Distt Shimla. The same quotations will be received at the office of the Registrar, HPNLU, Shimla during office hours up to 01:00 PM on or before 08.11.2023.

Sr. No.	Item Description	Quantity	Rates to be quoted( including taxes ) F.O.R
1	Konica Minolta Bigbuz 367 ( Black and white printing machine)	3	
2	Konica Minolta Bigbuz C 360i ( Color Printing machine)	1	
3	Konica Minolta Bighub C226 ( color printing machine )	1	
4	Riso CV3230 ( Black and white printing machine )	1	

Tenderer is advised to go through the following terms and conditions carefully before filling the tender up the tender form .Any tender which is not in the conformity with the instructions, or which is incomplete is liable to be rejected.

#### Terms and Conditions:

**1. Quotations** can be submitted in two different envelopes :

Envelope 1 : the quotation should be accompanied by the EMD of Rs 3,000/- ( Three Thousand Rupee) in the shape of the the demand draft from the reputed bank in the favour of the Registrar, HPNLU, Shimla and also the complete tender cost of NIT against the demand draft of Rs 500/- ( non refundable ) in the favour of the Registrar, HPNLU, Shimla . EMD of the unsuccessful bidders shall be refunded after the allotment of work .

Envelope 2 : Rate Quotations along the declaration to fulfill the allotment of the work .

- The rates should be quoted as shown against the item and should be inclusive of GST/taxes or other charges extra as applicable.The tenderer should quote their rate including taxes if any , transportation, handling charges, labour charges etc
- The sealed envelope should bear the following 'superscription' on the top:"**The Registrar, Himachal Pradesh National Law University, Ghandal , 16 Mile Shimla- Manali National Highway, Shimla**".
- The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof. The quantity will be supplied as per the requirement from the time to time . printing material should be prepared as per the specification of the supply order .



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### Eligibility criteria of the agency is as follows :

- a) Each Firm must have **GST Registrations, PAN Card**. A copy of the same must be submitted along with the Quotation/Tender.
  - b) Experience of the similar nature work in the government offices mandatory .
  - b) Agency should have a local head office with in Himachal Pradesh.
  - c) Annual turnover of the rupees should be 10 lakh during the last year .
  - d) Tenderer should disclose the income tax return and GST return of the last 3 years .
5. Any indulging in malpractice or adopting unfair means will be barred from working with the University.
  6. A Security Deposit of 10% of entire value of the AMC in the form of Demand Draft in favour of "Registrar, HPNLU, Shimla" should be furnished by the successful bidder within 15 days of receipt of contract. The same shall be retained during the entire period of AMC.
  7. The Annual Maintenance contract will be onsite comprehensive hardware support, which should include replacement and repair of equipment
  8. The spare replacement shall be of the same part available in this office. For any item, which is not available due to non-availability with the manufacturers / principal, an equivalent or higher part compatible with the defective part should be used for replacement.
  9. The service personnel should be available on call and when the call is logged for a complaint, the work should be attended to within 4 hours of the call log. Any service call requiring replacement should be resolved within 1day and a maximum of 2days from the time of call.
  10. Penalty charges will be deducted from subsequent quarterly bills for breakdown time limit of three days Rs 500/- per day delay .
  11. The payment for AMC will be made quarterly. It is mandatory to be visited in the office monthly for the smoothly working of the machine . proper log book regarding that mandatory to be made .
  12. The rates approved are inclusive of all taxes and no enhancement in rates will be admissible under any circumstances during the currency of this contract.
  13. OEM / authorized dealer are only allowed to apply in the tender .
  14. Govt. Notified Statutory Dues to be deducted from the bill.
  15. Rates should be valid till 30.11.2024
  16. Selected agency should have to signed the rate contract agreement for the printing and supply of the above mentioned items on the stamp paper of Rs 100/- .

Sd/-  
Registrar  
HPNLU, Shimla