



# **PONDICHERY UNIVERSITY**

*(A Central University)*

**MAHE CAMPUS**

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21 – 03 - 2019

## **QUOTATION NOTICE**

### **Annual Maintenance Contract for Computers**

Sealed quotations are invited from reputed service providers to provide AMC to 33 no's of HP computers of Pondicherry University, Mahe Centre.

The complete details regarding specifications eligibility, tender document fee, EMD, address and method for submission of bid documents etc re available in the tender document hosted at [www.pondiuni.edu.in](http://www.pondiuni.edu.in)

Last date for submission of quotations is 12 – 04 – 2019, 03 : 00 PM

**Registrar I/C**

## SCHEDULE OF TERMS & CONDITIONS

Sub: Annual Maintenance Contract (AMC) for Computers – Reg.

### SCHEDULE OF REQUIREMENTS

Sealed quotations are invited for comprehensive on-site maintenance for 33 numbers of HP computers installed in Pondicherry University from reputed service providers as per the technical details given below:

#### 1. Specifications –

- a. For 30 no's -- HP desktop Intel core i7 – 4770, 4GB/500GB/Keyboard/Mouse Windows 8.
- b. For 03 no's -- HP desktop Intel core i3 , 4GBRAM/500GB HDD/Keyboard/Mouse Windows 8.

## TERMS AND CONDITIONS

### General Information

- a) Last date and time of receipt of the quotations: 12 – 04 – 2019, 03:00 PM.
- b) Date and Time of Opening quotations: 12 – 04 – 2019, 04:00 PM
- c) The EMD amount: 2.5% of the quoted price
- d) Tender Document Fee: 250/-

The Tender Document Fee and EMD should be submitted in separate covers by way of two Bank Demand Drafts and which should be enclosed with the tender.

### I. COMMON CONDITIONS

1. Purchase of Tender Document: The Tender document can be downloaded from the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in).
2. Price Schedule: The rates should be quoted for (a) AMC for one year and (b) AMC for 3 years. The price should include maintenance, replacement, installation, transportation, etc.
3. Quoting merely the lowest price does not confer any right to any bidder for award of AMC order. The University reserves the right to select the firm under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, Training, etc.
4. Quoting the Core price & Tax, Duties, Discount, etc.: The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.
5. Eligibility: The firm must have the requisite domain expertise with regard to maintenance of the item they are quoting. The firm should have been in existence for

at least 3 years as on the date of this quotation and must have executed at least three orders for this kind of AMC work during the last three years.

6. Maintenance: If any spares covered under AMC fails, the same item shall be replaced at free of cost including all the applicable charges including transportation cost both ways within 24 hours.

7. Complete technical specifications / details must be mentioned explicitly.

8. The validity of the quotation should be at least 3 months from closing date of the bid.

9. The offers will not be considered if received after the bid closing date and time.

10. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.

11. The University shall not be responsible for any delay / loss or non-receipt of quotations by post / courier service.

12. No unsolicited correspondence shall be entertained after the submission of the offer

13. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.

14. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.

15. Tender is not transferable.

16. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

17. Power to reject the offer: Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

18. Liquidated damages: Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

## **II. SUBMISSION OF QUOTATION**

1. Local delivery: All the sealed quotations should be submitted to the **Centre Head, Pondicherry University – Mahe Centre, Mahe – 673310.**

2. By Post: All the sealed quotations should be sent to the **Centre Head, Pondicherry University – Mahe Centre, Mahe – 673310.**

## **III. PAYMENT OF EMD AND TENDER DOCUMENT FEE**

The quotation must be accompanied by EMD and Tender Document Fee as stated above, by means of TWO Demand Drafts, drawn in favour of the Finance Officer, Pondicherry University, payable at Mahe separately.

- ❖ The EMD amount is only refundable.
- ❖ Small Scale units are exempted from payment of EMD provided they enclosed proof of their exemption Certificate issued by the competent authority.

The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table.

#### **IV. SPECIFIC CONDITION AND TIME LIMIT FOR ENTERING FOR AMC**

1. The Successful bidder should enter into AMC within 30 days after receipt of the firm work.
2. Payments terms: Out of total contract value of AMC, 50% of the amount will be paid at the beginning of every AMC period and the balance 50% will be paid on satisfactory completion of AMC period every year.

Date: 21 – 03 – 2019

REGISTRAR I/C