



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137, 138, 139

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

Dated: 02.11.2017

## **TENDER NO. GGSIPU/GA/PHOTOCOPY/2017-18/04**

### **E-TENDER (NIT)**

Registrar, Guru Gobind Singh Indraprastha University invites e-tender from reputed and eligible contractors/firms in two bid system (Technical & Financial) for “**Comprehensive Service Maintenance Contract (CSMC) of Toshiba Photocopier Machines**” Tender document can also be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in). The tender document can also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	<b>Comprehensive Service Maintenance Contract (CSMC) of Toshiba Photocopier Machines</b> for one year extendable for further one year with mutual consent and subject to satisfactory performance at Guru Gobind Singh Indraprastha University, Sector - 16-C, Dwarka, New Delhi – 110 078
2.	The EMD alongwith covering letter must be submitted as per the last date, time and venue for submission ( <b>No other documents need to be submitted in hard copy</b> ).  The last date and time of uploading technical and financial bid on e-procurement website.	01.12.2017 Upto 3:00 p.m. in the office of Dy. Registrar (Gen. Admn.), Ground Floor, Room No. 36, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of Technical bid	01.12.2017 at 3:30 p.m. in the office of Dy. Registrar (Gen. Admin.), Ground Floor, Room No. 36, Administrative Block, GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
4.	EMD	Rs. 60,000/- (Sixty Thousand Only) in favour of Registrar, GGSIP University payable at New Delhi
5.	Cost of Works	<b>Rs. 12 Lacs (approximately)</b>
6.	The bids shall be submitted in two stages viz.(i) <i>Technical bid</i> (ii) <i>Financial bid</i> . Detailed specification of the item(s) to be supplied is placed at. <b>The Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a> (No documents need to be submitted in hard copy other than EMD).</b>	
7.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>	

(REGISTRAR)



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

TENDER DOCUMENT

FOR

**“Comprehensive Service Maintenance Contract (CSMC) of  
Toshiba Photocopier Machines”**

**Installed**

AT

**Guru Gobind Singh Indraprastha University**

*[A state University under Govt. of NCT of Delhi]*

Sector 16 C, Dwarka, New Delhi 110 078

*Dy. Registrar (General Administration)*

*Room No. 36, Ground Floor, Administrative Block,*

*GGSIU, Sector 16C, Dwarka, New Delhi 110078*

*Contact Nos.011 25302137, 138, 139, 145*

*Email : gaipudwarka@gmail.com.*

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## Section-I

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

The CSMC of Toshiba Photocopier Machines installed in G.G.S.I.P. University will be for a period of one year from the date of acceptance of the offer for items specified below:-

S.No.	Brand	No. of Machines	Make and Model
1.	Toshiba	57	List enclosed (Annexure G)

**Note: The quantity mentioned above can be increased or reduced according to the requirement during the validity of contract. The rates shall be quoted in Financial Bid (Annexure-F) enclosed with the tender document. Brand/Model wise break-up of the photocopier machine has been given in Annexure-G**

- i) The competitive rates for per copy (black and white/colour photocopier machine) of the functional machines for taking them in to CSMC shall be provided.
- ii) CSMC charges are inclusive of corrective maintenance, preventive maintenance on regular basis and free replacement of all spares parts like all Electronic PCB's, Laser Unit, All Electronic Sensors, Electrical Motors, Mechanical Gears, Belts, Pulleys, Rollers, etc. and also including consumable like Toner, Drum Kit, Fuser Kit, Lamps (Exposure & Heater).
- iii) The no. of photocopier machines may be added or removed during the contract period on the same rates, terms and conditions.
- iv) Before submission of Bids an inspection would be carried out by the company engineer on the scheduled dates at its own cost and University will not pay any amount for the inspection.

#### 2. Definitions:

2.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi

2.2 **University** means Guru Gobind Singh Indraprastha University, Delhi

2.3 **Employer** means the Registrar, GGSIPIU and his successor

2.4 **Bidder** means the proprietary firm, partnership firm, limited company private or public or corporation who participate in this bid/tender.

#### 3. Who can apply:

3.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, Contact details etc.

3.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.

3.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

3.4 **Joint Venture/ Consortiums traders are not accepted.**

#### **4. Sealing and Marking of Bids**

4.1 Technical bid must be submit on e-procurement website of each item and the respective EMD only should be submitted in the office.

4.2 The bidder shall place envelope marked as “**Earnest Money Deposit**” alongwith covering letter must be submitted in hard copy (No other documents need to be submit in hard copy) the envelop shall be addressed to Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078.

4.3 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

#### **5. Bid Submission:**

5.1 All the documents as per the **Clause-6** must be uploaded on the e-tender website.

5.2 The envelop named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document and the document comprise of the technical bids should be uploaded on e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) **only** (Not to be submitted in hard copy)

5.3 The “**Financial Bid**” shall comprise of the price bids uploaded on e-tender website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in)

5.4 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder.

5.5 Conditions other than those laid down in the Tender document will not be entertained.

#### **6. Eligibility Criteria for Technical Bid**

The formats/Annexure for the documents to be submitted, with Technical bids are placed at **Section –II (Annexure – A, A1, B, C, D & E)**:

6.1	Letter of Transmittal	Annexure-A
	Declaration by Bidder	Annexure-A1
	That the bidder/agency has not been blacklisted/debarred by any of the government/public sector agencies in India. A declaration of fair business practice by the Bidder.	Attach Declaration Certificate
6.2	Organizational Structure: - Legal status of the company/agency with	Annexure-B

	legal proof along with certified copies.	
6.3	Income Tax Registration (PAN No. ), GST Registration No.	Attach certified copies
6.4	Average financial turnover of <b>Rs. 10 Lacs (Rupees Ten Lacs Only)</b> during the immediate last three consecutive financial years, duly audited, signed & stamped by a Chartered Accountant.  The bidder should not have incurred losses in more than two years in the last 3 consecutive financial years, duly certified by Chartered Accountant, along with copies of audited profit and loss account of last three years	Annexure-C
6.5	The bidder should submit Certificate of authorized service provider from Original Equipment Manufacturer (OEM) in favour of Registrar, GGSIP University.	Attach Certified Copy
6.6	The bidder should submit a list of Govt. Departments/PSUs/Reputed Educational Institutions/Public Service Commissions or reputed private firms where the firm has maintained or maintaining Toshiba make photocopier machines shall be enclosed along with copies of work orders of Govt. Departments/PSUs/Reputed Educational Institutions/Public Service Commissions or reputed Private firms.	Annexure-D
6.7	The bidder will have to furnish the information regarding the Client Satisfaction Report/Performance Report of the works of all works of similar nature completed during the last three years ending last day of the month of March 2017.	Annexure – E

## 7. Evaluation Criteria:

7.1 The “**Technical Eligibility Criteria**” prescribed in **para 6.1 to 6.7** above in respect of experience in similar class of works Completed, Financial Turnover, Profitability and Valid Registration will first be scrutinized and bidder eligibility for the work be determined.

### 7.2 Technical Bid Evaluation:

7.2.1 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:

7.2.1.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

7.2.1.2 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

### 7.3 Opening of Financial Bid and Evaluation:

After the Technical Evaluation of the Bids, the University will open the 'Financial Bids' of all the bidders who have qualified in the **Technical Eligibility Criteria as per Clause 6**, at notified time, date and place in the presence of the qualified bidders or their representatives, if any. **The lowest financial bidder shall only be considered for award of work.**

### 8. Earnest Money Deposit:

- 8.1 The Earnest Money Deposit (EMD) of **Rs.60,000/- (Rupees Sixty Thousand only)** must be attached in the form of Fixed Deposit Receipt (FDR) and shall be in favour of "Registrar, GGSIPU", payable at Delhi.
- 8.2 Tenders with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bids, the earnest money will be returned after obtaining the required 10% Performance Security in the form of FDR alongwith the agreement on non-judiciary stamp paper of Rs.100/-.
- 8.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

### 9. Financial Bid:

- 9.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed. The rates should be quoted exclusive of taxes. The taxes will be extra as applicable from time to time.
- 9.2 The Work Contract Tax/Turnover Tax/Income Tax or any other tax deductible at source shall be deducted at source at the rate that will be in force from time to time.
- 9.3 The rates will be valid for **12 months** from the date of issue of acceptance letter and if contract will be extended for another one year then the same rates shall be applicable.
- 9.4 The contract will be for one year and can be extended for further one year with mutual consent and subject to the satisfactory performance.

### 10. General Terms & Conditions

- 10.1. The Bid shall be submitted by 3:00 p.m. on or before 01.12.2017 as per details given in the tender.
- 10.2. The EMD should remain valid for a period of **forty five(45)** days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender and the EMD of the successful bidder would be released after the receipt of Performance Security as prescribed below. No interest on EMD would be payable by GGSIPU under any circumstances.
- 10.3. **Performance Security** The successful bidder will be required to furnish Performance Security amounting to Rs.1.2 Lacs (10% of cost of work) in the form of Fixed Deposit Receipt (FDR) with

validity of 13 months from a Commercial bank in favour of Registrar, Guru Gobind Singh Indraprastha University within 10 days of receipt of the order. The Performance Security would be retained by the University till satisfactory completion of contract period.

- 10.4. It should be clearly understood that in the event of the work not being completed as per the time schedule laid down by the University, the performance security is liable to be forfeited. This will be in addition to the liquidated damages/penalty, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of performance security. No interest on performance security would be payable by University under any circumstances.
- 10.5. The financial evaluation would be done for Toshiba Photocopier Machine. The bidder shall quote rates for per copy (black & white/colour photocopier machines) of the functional machines for taking them into CSMC. The rates as per Annexure-I should enclose with the tender. The L-I will be decided on the basis of lowest rates quoted by the authorized dealer(s) in the bid(s) for functional photocopier machines to be taken them into CSMC.
- 10.6. Printed terms and conditions of the tender will not be considered as forming part of the bids. In case terms and conditions of the contract applicable to this invitation to tender are not acceptable to any bidder, he should clearly specify deviation in his bid. University reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the bid with such deviation.
- 10.7. Hypothetical and conditional bids will not be entertained.
- 10.8. All legal disputes arising out of the bids, if any, shall be subject to the jurisdiction of the Courts of Delhi only.
- 10.9. The rates shall be quoted on “per copy” basis and shall include the cost of all spares (including plastic parts) and all consumables i.e. Toner, Developer, Drum etc. The rates shall be quoted in Annexure I enclosed with this document. L-I will be decided on the basis of lowest rates quoted by the authorized dealer(s) in the bid(s) for functional photocopier machine to be taken under CSMC.
- 10.10. Each bidder shall enclose a certificate along with the technical bid certifying that all the terms and conditions of the NIT are acceptable to it.
- 10.11. **GST**, if any, shall be quoted separately failing which the quoted rates would be taken as inclusive of taxes and no subsequent request for addition of taxes would be entertained by this office. The bidders are required to submit documentary proof of prevailing statutory tax rates applicable on the maintenance of photocopier machines.
- 10.12. The University reserves the right to terminate the contract at any time, if it is satisfied that the bidder has failed to fulfill its obligations as per the terms and conditions of the contract. The decision of the Registrar, GGSIP University in this regard would be final and binding.
- 10.13. The rates quoted in the Financial Bid shall remain valid for three months from the date of opening of technical bid and quoted for onsite maintenance basis. In case, the contract is awarded to the bidder, the rates shall remain firm for entire period of contract. The hike in duties/prices of material will not affect the tender and will not entitle the bidder to claim any difference in amount as a result of such hike. The effect of decrease in duties/taxes or prices of material shall, however, be passes on to University by the bidder.



- 10.14. The bidder is required to undertake preventive maintenance of all photocopiers once in a month, the fact thereof will be duly recorded in a register & countersigned by the concerned users.
- 10.15. The maintenance service to be provided in respect of photocopiers shall commence on “as is where is condition basis”.
- 10.16. The system down time should not exceed 48 hours(excluding holidays) from the time at which the complaint was made. If the system down time exceed the permissible limits as specified above, University reserves the right to impose a penalty on the monthly bill for their failure to provide satisfactory maintenance service in attending the complaints from the particular bill @ 1% for each day of delay subject to maximum 10% of the total monthly bill of that particular machine.
- 10.17. In the event of non-satisfactory performance of maintenance services by the successful bidder, University will have the discretion to terminate the CSMC by giving one month notice and to award it to some other firm, and recover such amount from the bidder as may be decided by the Registrar of the University having regard to the loss/damage suffered to this office. The decision of the Registrar of the University in this regard shall be final and binding on the parties.
- 10.18. The bidder shall certify that the parts of photocopiers replaced shall be of original manufacturers/suppliers.
- 10.19. The bidders shall provide one resident service engineer on all working days from 10:00 a.m. to 5:00 p.m. The resident engineer would report to the GA Branch. The engineer would be equipped with mobile phone to ensure their availability. **As and when required by University, the resident engineer shall render services also on non-working days.**
- 10.20. Registrar of the University reserves the right to accept or reject any or all bids without assigning any reason.
- 10.21. The bidders shall indicate their own direct telephones(office & mobile), so that he may be contacted in emergency situation.
- 10.22. In case of any complaint, the company shall attend the same within 24 hours.
- 10.23. The company should inform the contact nos. including mobile no. and current address of the company and its engineers who have to attend the complaint.
- 10.24. The company shall use standard/ISI product for repairing/maintenance of photocopier machine.
- 10.25. If the services of the company are found unsatisfactory, the contract may be cancelled at any time and action will be taken as per procedure.
- 10.26. The Competent Authority, GGSIP University shall have every right to cancel the contract at any time without assigning any reason.
- 10.27. The company shall ensure standby arrangement, if required.
- 10.28. The Contract is not transferable.
- 10.29. The company shall fix the Photocopier Machine at appropriate place after repair/service.
- 10.30. The company shall carry out the work at its own risk and cost.

- 10.31. If the service found satisfactory the contract may be extended.
- 10.32. Payment shall be made quarterly in arrears after receiving the bill alongwith meter reading and satisfactory report from user department Taxes, TDS and other statutory levies, as applicable from time to time, shall be deducted from the bills for which certificate can be issued by the GGSIPU on request.
- 10.33. Taxes will be extra, as applicable.
- 10.34. **Force Majeure** :The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Govt. authority, delays in obtaining licenses or rejection of applications under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of the firm, fire and floods.
- 10.35. **Payment terms:** The payment would be made quarterly on the recommendation of the users. The Users shall certify the no. of copies made on each machine and that the machine has been maintained satisfactorily by the firm. The certificate from each user in proper format may be furnished along with the bills for arranging payment. The successful bidder while claiming payment has to certify on each occasion that the price charged is not higher than the price charged from other organization for similar work.
- 10.36. **Risk Purchase Clause:** If the supplier after submission of tender and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of these tender documents, or fails to execute the work as per the requirement or time Schedule given or at any time repudiates the contract, the University will have the right to forfeit the EMD, invoke the performance security if deposited by the supplier and get the work done from other agencies at the risk and consequence of the contractor. The cost difference between the alternative arrangement and contractor tender value will be recovered from the contractor along with other incidental charges including taxes, freight and insurance, etc. In case University is forced to obtain the services of some other service provider if rates charged by that firm is lower, no benefit on this account would be passed on to contractor.
- 10.37. The contract will be initially valid for the period of one year. However; Competent Authority of the University reserves the right to extend the contract for further period of one year on the same terms, conditions and rates, on the basis of satisfaction report of users.
- 10.38. The above are the broad conditions for CSMC to be awarded. The vendor will have to sign detailed maintenance agreement, if the CSMC is awarded to him.
- 10.39. **Arbitration and Settlement of Disputes:**
- 10.39.1 University and the contractor shall make every effort to resolve amicably by direct negotiation the difference or dispute arising between them under or in connection with the University order.
- 10.39.2 If after thirty (30) days from the commencement of such informal negotiations, University and the contractor have been unable to resolve amicably the dispute, either party may require that the disputes be referred for resolution to the formal mechanisms as specified hereunder:

- 10.39.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be final and binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.
- 10.39.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 10.39.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only
- 10.39.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

## **SECTION II**

### **INFORMATION REGARDING TECHNICAL ELIGIBILITY**

**(Annexure A to E)**

**LETTER OF TRANSMITTAL**

From:

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

To

**The Registrar**

GGSIU

Sector 16C, Dwarka,

Delhi

**Sub: Submission of Tender Document for “Comprehensive Service Maintenance Contract (CSMC) of Toshiba Photocopier Machines” at GGSIU Campus, Sector 16C, Dwarka, New Delhi”.**

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexures / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility.

**Name & Signature(s) of Bidder(s) with seal**

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices and submitted in Financial Bid in separately sealed envelope. We confirm that rate quoted by us includes price for CSMC as mentioned in item description.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Note :** This declaration should be signed by the Bidder’s representative who is signing the bid.

**ORGANISATION STRUCTURE**

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
  - a) An Individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
  - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)

Organization /Place of registration	Registration No
-------------------------------------	-----------------
5. PAN No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization :  
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for

tendering in any organization at any time? If so, give details. :

11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law?

If so, give details. :

12. Any other information considered necessary but not included above. :

**(Stamp, Name & Signature of Bidder)**



**DETAILS OF ANNUAL TURNOVER****A. FINANCIAL DETAILS**

<b>Financial Years</b>	<b>Gross Annual Turnover on Printing (In Lakhs)</b>	<b>Profit/Loss (In Lakhs)</b>
2014-15		
2015-16		
2016-17		

**B. Audited balance sheet and profit & loss account for above three years certified by the chartered accountant to be submitted.**

**(Stamp, Name & Signature of Bidder)**

**DETAILS OF SIMILAR WORKS COMPLETED DURING LAST 03 (THREE) YEARS**

Sl. No.	DESCRIPTION OF WORK	POSTAL ADDRESS OF CLIENT WITH CONTACT NUMBERS	CONTRACT VALUE	COMPLETED VALUE	STARTING DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	REASONS FOR DELAY, IF, ANY

NOTE: Performance Report issued by Client for all above job(s) shall be furnished alongwith the Bid as per Annexure - E.

**(Stamp & Signature of Bidder)**

**PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE - D**

1. Name of work/ Project & Location :
2. Name of Client and Address with  
Contact details :
3. Agreement No./ Work Order No. :
4. Value of work as per  
work order/Award : Rs.
5. Total value of actual work done : Rs.
6. Estimated Cost of award : Rs
7. Date of start :
8. Date of completion
  - i) Stipulated date of completion :
  - ii) Actual date of completion :
9. Amount of compensation levied for delayed completion, if any : Rs.
10. Amount of reduced rates item if any : Rs
11. Amount of compensation not yet decided :
12. Performance Report
  - 1) Quality of work Excellent/Very Good/Good/Fair/Poor
  - 2) Financial soundness Excellent/Very Good/Good/Fair/Poor
  - 3) Technical Proficiency Excellent/Very Good/Good/Fair/Poor
  - 4) Resourcefulness Excellent/Very Good/Good/Fair/Poor
  - 5) General behaviour Excellent/Very Good/Good/Fair/Poor

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(Signature & Stamp of Director/Registrar/Admin. Officer/Ex. Engineer or Equivalent)

Dated :

Note :

1. This Annexure should be submitted separately for each work completed by the Bidder during last 03 (three) years and the works indicated in **Annexure D**.
2. This ANNEXURE shall be signed & stamped by the Bidder's Client not below the rank of Executive Engineer or equivalent.
3. The Name, Address, Contact details (Mobile, Fax, Email, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

### **SECTION III**

**ANNEXURE-F**

#### **FINANCIAL BID**

**Financial Bid in respect of quoting rates for Comprehensive Maintenance of Toshiba Photocopier Machines**

S.No.	Machine Model No. (as per Annexure-II)*	Quantity	Rate quoted per page for all working photocopier machines	
			(Amount)	(in Words)
1.	Black & White	54		
2.	Colour	03		
	<b>Total</b>	<b>57</b>		

*\* The details of photocopier machines have been given in Annexure - G*

Please note:

- i) The financial evaluation would be done for Toshiba photocopier machine. The bidder shall quote per copy rates in the above format. The per copy rates shall include the cost of all spares (including plastic parts) and consumables i.e. Toner, Developer, Drum, etc.
- ii) L-1 will be decided on the basis of lowest rates quoted by the authorized dealer(s) in the bid(s) for functional photocopier machines to be taken them into CSMC.
- iii) Rates shall be quoted strictly as per above format. The submission of rates in any form other than prescribed above will not be considered.
- iv) Taxes, if any, shall be quoted separately failing which quoted rates will be taken as inclusive of taxes and no further request for inclusion of taxes will be entertained by this office.
- v) The rates quoted in the Financial bid shall remain valid for three month from the date of opening of technical bid and quoted for onsite maintenance basis. In case, the contract is awarded to the bidder, the rates shall remain firm for entire period of contract`.
- vi) The University at its discretion may increase or decrease the number of machine as per the requirement during the validity of contract on the same rates, terms and conditions.

**Signature of Authorized Signatory**

## Brand/Model wise break-up of the photocopier machines (Toshiba)

S.No.	Machine Model & S. No.	Location / User Department	Black & White (BW) / Colour
1.	E-Studio 205 CZH 617511	Accounts Branch	BW
2.	E-Studio 206 CKH828979	USS School - USBAS (B-204)	BW
3.	E-Studio 207 CSL 727362	Accounts Branch	BW
4.	E-Studio 207 CSL 958322	Affiliation	BW
5.	E-Studio 207 CSG 951722	USS School - USBAS (B-204)	BW
6.	E-Studio 207 CSA 058944	USS School - USAP	BW
7.	E-Studio- 207 CSA 058940	Directorate Students Welfare	BW
8.	E-Studio 207 CSA 058955	USS School - USE (C-402)	BW
9.	E-Studio 212 CVD 124300	USS School - USMPMHS (D- 315)	BW
10.	E-Studio 212 CVD 124253	Dir. International Affairs	BW
11.	E-Studio 255 CNA 151417	Purchase Department	BW
12.	E-Studio 255 CNA 151393	O/o JR Co-ordination	BW
13.	E-Studio 255 CNA 151404	O/o The Dean USEM (A-104)	BW
14.	E-Studio 255 CNA 151292	O/o The Dean USCT, (B-103)	BW
15.	E-Studio 255 CNA 151390	O/o Proctor	BW
16.	E-Studio 255 CNA 151357	Dean USBAS (B-205)	BW
17.	Estudio 255 CNA 151389	USS School - USBT (A-210)	BW
18.	E-Studio- 255 CNA 151283	USS School - USAP	BW
19.	E- Studio-255 CNA 152424	USS School - USLLS (C- 203)	BW
20.	E- Studio -255 CAN 1512413	O/o PRO	BW
21.	E-Studio 255 CNA 151381	O/o Dean USIT (E-503)	BW
22.	E-studio 282 CUA 952935	USS School - USHSS (C-304)	BW
23.	E-Studio 305 CMA 127633	Academic Branch	BW
24.	E-Studio 305 CMD 018640	DOD	BW

25.	E-Studio 305 CMA 127634	Director Office, Research Cell	BW
26.	E-Studio-305 CMA 127615	Estate & Security Branch	BW
27.	E-Studio 306 C2L 257330	USS School - USCT (B-106)	BW
28.	E-Studio 306 C2H 251895	Staff Development Cell	BW
29.	E- Studio 306 C2B 214854	Personal Branch (Room No.113)	BW
30.	E- Studio 306 C2B 220054	Personal Branch (Room No.115)	BW
31.	E-Studio 306 C2B 218287	USS School - USMC Dean Secretariat	BW
32.	E-Studio 306 C2B 218304	USS School - USIT (E-317)	BW
33.	E-Studio 306 C2B 220058	USS School - USMS (D- 204)	BW
34.	E-Studio 306 C2B 218285	Central Store (Admin Block 035)	BW
35.	E-Studio 306 C2B 221713	USS School - USLLS (C- 204)	BW
36.	E-Studio 306 C2B 220057	Affiliation Branch (Admin Block 020)	BW
37.	E-Studio 306 C2B 221767	Plg. & Policy Branch (Admin Block 021)	BW
38.	E Studio 306 C2B 221762	Accounts Branch (Library Block)	BW
39.	E-Studio 352 CGA 611630	Library	BW
40.	E-Studio 352 CGG621649	Library	BW
41.	E-Studio 456 C2L 213132	USS School - USET (E- 305)	BW
42.	E-Studio 456 C2L213144	Centralized Carrier Guidance (E- 109)	BW
43.	E-Studio 456 C2L 213202	Acad. Co-ordination (Admin. Block-012)	BW
44.	E-Studio 456 C2D 231849	USS School - USIT (E- 206)	BW
45.	E-Studio 456 C2D 231891	USS School - USMS (D- 204)	BW
46.	E-Studio 456 C2D 231823	USS School - USLLS (C- 206)	BW
47.	E-Studio 456 C2D 231973	O/o COE (Admin Block -123)	BW
48.	E-Studio 456 C2D 231834	University Works Division	BW
49.	E- Studio-456 C2AD20551	Result-IV, Examination Branch	BW
50.	E- Studio -456 C2BD22737	Examination Room No. 127	BW

51.	E- Studio -456 C2AD20510	Examination O/o COE	BW
52.	E- Studio -456 C2BD22761	PVC Secretariat	BW
53.	E- Studio -456 C2L213166	CEPT	BW
54.	E-Studio- 655 CCL 015421	O/o V.C. Sectt.	BW
55.	E-Studio 2820C CWL 022365	CDMS (E- 106)	Colour
56.	E- Studio -2820C WK022291	Affiliation Branch (Admin Block -020)	Colour
57.	E- Studio -2820C WL022399	O/o PRO	Colour