

**GAUHATI UNIVERSITY CENTRE FOR DISTANCE AND ONLINE EDUCATION  
GUWAHATI 781014**

Ref: GUCDOE /NIQ/2023/0006/ ~~3271-75~~

Date: 29.09.2023

**Notice Inviting Quotations (NIQ) for AMC of 1 No Photocopier machine**

Sealed Bids are invited from Authorized OEM/reputed Firms/vendors/dealers/suppliers for Providing Service on Turnkey basis (per copy) of **AMC for 1 No Photocopier machine** at GUCDOE, Guwahati - 781014

Last date of submission of sealed tender to the undersigned is 19.10.2023 up to 2.00 P.M. Bid opening might be done on the same day at 2.30 P.M. in presence of the bidders.

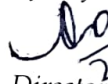
**Terms and conditions:**

2. a) One year from the date of issuing of work order & onsite hardware and software (with toner & parts)
- b) Visit by the technical personnel of the supplier shall be made at the cost of bidder.
2. The bid amount should include the following:
  - a) Providing service of **AMC for 1 No of Photocopier machine** as per specification including all hardware and associated software, maintenance, supply of tonner, complete installation at site (i.e. GUCDOE campus) on turnkey basis (per copy), supply and fitting of electrical/electronic appliance, switches, wires, cables etc. (as required for functioning of **Photocopier machine**)
  - b) All taxes (GST, Octroi and other payable taxes and duties as applicable).
4. Qualification of bidder:
  - a) Must have experience of **AMC for at least 1 No of Photocopier machine** (with hardware parts) within last 3 years. (Proof to be submitted). Certificate to be provided

- b) The company shall be registered with GoI/GoA (proof to be submitted)
  - c) The company should be in existence for at least 3 years.
  - d) The company should have annual turnover of at least 2 Lakhs in each of the last 3 financial years (proof to be submitted)
5. Documents to be submitted along with the bid.
  6. Mode of bidding:  
  
Bid documents will be examined in two phase - technical evaluation and financial evaluation phase.
  8. In case any dispute legal Jurisdiction shall be restricted to municipal area of Guwahati, Assam
  9. The AMC will have to be supplied, installed within 10 days of issue of work order.
  10. The sealed cover must be submitted in two separate, sealed sub-envelops clearly super-scribed as:
    - a) "Techno-commercial Bid" consisting of documents, testimonials, etc. pertaining to all technical to all technical specifications/ details of item(s) in addition to commercial terms and conditions as well as other requisite compliances: and
    - b) 'Financial bid'. Indicating all inclusive total cost (inclusive of all items and services as mentioned in this NIQ).
  11. Lowest offer will not only be criteria. Party may visit the GUCDOE, Gauhati University to inspect the site. All specification should comply with NIQ requirement otherwise the quotation will be libel to be cancelled without any notice.
  12. The "Terms and Conditions" should be clearly mentioned in offer.
  14. The bidder should not have been black listed or debarred from business at any point of time by any Government/PSU undertaking. Undertaking to this effect must be submitted.
  15. No correspondence shall be entertained in respect of acceptance or rejection of bid.
  16. The bidder shall be responsible for providing all materials, equipments, and services specified otherwise, which are required to fulfill the intent of ensuring operability, maintainability, and reliability of the complete Equipments covered under this specification within his quoted price.

17. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date award of this contract
18. The bidder shall also be responsible for deputing qualified personal (at bidder cost) for installation, testing, commissioning and other service under the scope of work as per this specification. All required tools and tackle for completing the scope of work as per the specification is also the responsibility of the bidder. The installation of equipments shall be accepted only after installation tests are over.
19. Non-Conformity of the any of the terms and conditions will disqualify the agency and price bid will not be considered.
20. All terms and conditions will be per Gauhati University rules, regulations and decision of GUCDOE authority would be final.
21. GUCDOE reserves the right to modify/cancel the requirements without any further notice.
22. Tender Processing fee of Rs 100.00(two hundred) only (non-refundable). This payment is to be made through SBI Collect and the payment receipt to be submitted along with bid.
23. The bidder shall furnish an amount of Earnest Money of Rs. 1,000 (one thousand) only to be paid by bidder through SBI Collect

Yours faithfully

  
29/9/2017  
Director  
GUCDOE

Copy for information and necessary action to:

5. Registrar, G.U.
6. Treasurer, G.U.
7. System Officer, G.U. & System Analyst, GUCDOE for uploading to website
8. Notice Board.

# Gauhati University Centre for Distance and Online Education

## NIQ/Tender particulars

NIQ/Tender Reference No : GUCDOE /NIQ/2023/0006/.....**3271-75**

Bid System : Two phase

Issue date : 29.09.2023

Last Date for Receipt Quote/Tender  
at GUIDOL : 19.10.2023

Quote/Tender Opening Date :

Quote/Tender Issuing Authority : Director, GUCDOE

Department/Branch/Institute : GUCDOE

Yours faithfully

  
Director  
29/9/2023  
GUCDOE