

NO :- _____

Rs. 200/- [Non Refundable]

**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY
PATAN (North Gujarat) - 384265**

NAME of PARTY : _____

**Tender for Annual Maintenance & Service Contract for Power Equipment
UPS, CVT and Stabilizer at University Campus**

Last date for submitting the filled tender is 07/06/2010_(Monday) up to 4:00 p.m.

Amount of earnest money deposit for the tender: **Rs. 2,000/-**



NOTE:- The tender form should be sent in sealed envelope super scribed “ Annual maintenance & service contract for Power Equipment UPS, CVT and Stabilizer at University Campus” addressed to “*Registrar, Hemchandracharya North Gujarat University, University Road, Patan-384265 (N.G.)*” so as to reach him on or before : **07/06/2010_up to 4:00 pm.**

Party Name :-

To
The Registrar,
Hemchandracharya North Gujarat University,
PATAN (N.G.) 384 265

**Sub :-Tender Documents for Annual Maintenance & Service Contract for
Power Equipment UPS, CVT and Stabilizer at The University
Campus.**

Sir,

We hereby send our tender for Annual Maintenance & Service Contract for Power Equipment at the Hemchandracharya North Gujarat University Campus, Patan. We have read all the conditions laid down by the University and its details. If contract is given to us, we hereby undertake to pay any financial loss incurred due to breach of any condition. We also understand that University will forfeit our deposit and may not pay our remaining payment as per payment conditions laid down in this tender, if we fail to provide satisfactory services under this contract as per conditions of the University. We give assurance not to demand any price-rise during this contract period.

Date : / /2010

Name(s) :

Place :

Signature :

Address & Seal :

Mobile Number :

Telephone Number:

Fax Number :

E-mail :

Income Tax /PAN Number :-

Vat Number :-

Registration Number :-

CONDITIONS

1. Tenders are invited for “Annual Maintenance & Service Contract for Power Equipment at University Campus” of Hemchandracharya North Gujarat University, Patan.
2. All the partners shall have to sign the "Tender form" If it is a partnership firm, Full name and address of each partner should be mentioned.
3. Demand draft of Rs. 2,000/- should be sent along with the tender in the name of the “Registrar, Hemchandracharya North Gujarat University, Patan” as an earnest money deposit (EMD).
4. The party whose tender will be accepted will have to deposit an amount at the rate of 4% of the Contract amount, as a security deposit. The total deposit including earnest money as well as security deposit will be kept by the university up to the satisfactory completion of full contract period. The party shall entire in the contract with the university.
5. No interest will be paid on the amount of the earnest money deposit and security deposit.
6. The amount of the earnest money deposit will be returned to the party whose tender is not accepted.
7. The University will not accept any tender if it is not in the prescribed form and is not received in time. The University has the right to forfeit the amount of the earnest money, in case not receiving security deposit with in stipulated time given in the work order or any breach of the condition of contract.
8. Complain brought in the notice through e-mail, telephonic talk or in writing should be attended within 48 hours. The contractor shall give contact no for such complain to the university in advance. Telephonic communication must be satisfactory with concern university staff.
9. Maintenance agreement is inclusive of preventive and corrective maintenance of all types of Power Equipments installed at University campus as Listed in LIST - A and will include the repair and replacement of parts. The parts removed shall be the property of this University. If any equipment is not repairable then it will be replaced by party.
10. The services shall be provided at the University campus. In the event of requirement of shifting the equipment to other place (like service center of party) all the responsibilities of shifting (to and fro), damage, octroi and others on that shall be borne by the party.
11. For replacement and temporary installation during repair time, following Power Equipments, parts and/or sub-assemblies must be kept spare at the University, as per quantity and specification shown below.

Item & Specification

Quantity

Power cable	05
CVT 3 KVA	01
CVT 1 KVA	01
CVT 0.5 KVA	02
UPS 1 KVA	02
UPS 650VA Offline	05
Spike Guard	02

All equipments/parts shall be of approved quality & makes and should match items of LIST-B. All above equipments/parts/sub-assemblies shall not be purchased by the university and it will be property of the party but will be kept at the university during contractual period, to fulfill the purpose of the quick and in-time replacement. A Room in the Computer Center will be allocated to the engineers to put above item and do repairing work.

12. Replacement of following items shall also be included in scope of this agreement:
UPS batteries and all parts of CVT and UPS including Cable. (Cable damaging, rat bitten etc.)

13. Payment shall be made by a cheque in three installments as
 1. 30% of payment shall be paid at the time of starting of contractual period with the acceptance of agreement by the Party with items listed in -11.
 2. On satisfactory completion of the maintenance and services as per conditions of this tender during first 6 months of contractual period, 35% of payment shall be paid
 3. On satisfactory completion of the maintenance and services as per conditions of this tender during remaining months of contractual period, remaining 35% of payment will be paid at the end of the contractual year.
14. The Party shall have to give one-year comprehensive guarantee for replacement of defective parts/sub assemblies and repairs to the full satisfaction of the University.
15. The University reserves its right to cancel the contract without giving any reason at any time. For that no extra claim shall be made by the party.
16. The Vice-Chancellor's decision shall be final and binding to the party in the case of any dispute pertaining to the interpretation of any condition of this tender. The legal jurisdiction shall be at Patan.
17. Tenders shall have to strictly submit as follows:
 - 17.1 Tender form should be neatly hand written. Do not type.
 - 17.2 Put filled Tender, DD of EMD and all other documents dully signed in a one envelope, superscripting "Annual Maintenance & Service Contract for Power Equipment UPS, CVT and Stabilizer at University Campus".
18. Tenders shall be opened on 09/06/2010 at 3:00 P.M. in the presence of the tenderers. Tenderers may present themselves. No any separate call letters will be sent to tenderers for the same.
19. This service contract is basically aimed for two(02) years. The first time, the contract for only first year (12 months) shall be done and if service is found satisfactory by university then the contact for the second year may be repeated with the same amount of contract of the first year with the same party. If any New Power Equipments shall be purchased by the University during the first contractual year, the same will not be included in the scope of first year Contract. If the contract is going to be repeated for the second year, then the new Power Equipments shall be purchased by the University during the first contractual year will be included in scope of second year contract with the 3.5 % of the purchase amount of the new Power Equipments as an additional amount with the original contact amount.
20. The repair and replacement of all the electricity supply -power equipment supporting computer hardware and peripherals shall be included in the scope of the tender as shown in List-B. Most of the CVT from Xsis and UPS from the APC. The party should have repair Power Equipments in authorized service center of a manufacturer (like Xsis, APC). Service engineer of a company should attend a call within 2 days at the University.
21. The party, which is selected finally for AMC and accept the contract, is bound to repair and replace all the electricity supply power equipments. Supporting computer hardware and peripherals should be repaired or replaced within 48 hours after complain registered. If service of any Power Equipment is not satisfactory by company's Engineer then university may call again for the same work. And such dissatisfaction will remain continued then university may terminate contract and university is free to take services by other recourses. And such liability and expenses will be of a responsibility of a party up to the next new contract done by university by doing a due procedure.
22. Please make sure that all the entries in this tender form are written neatly and legibly. The corrections and overwriting, if any, should be invariably initiable.

I/we have read all the conditions and they are binding upon me / us.

Date :- / /2010

Place :

Signature & Stamp of Tenderer

Name :

Address :

Tel No :

Mobile No :