



KARNATAKA SAMSKRIT UNIVERSITY

PAMPA MAHAKAVI ROAD, CHAMRAJPET, BANGALORE-560018

TENDER

TENDERS ARE INVITED FROM THE VENDORS FOR FIXING COMPREHENSIVE ANNUAL MAINTENANCE FOR COMPUTERS AND PERIPHERALS

Website: www.ksu.ac.in

- Last date And time for receipt of tender : 13.08.2019, 5:30PM
- Time and Date of opening of tender : 16.08.2019, 3:00PM
- Place of opening of tender : Karnataka Samskrit University,
Pampa Mahakavi Road,
Chamrajapet, Bangalore-560018

Address for Communication

Karnataka Samskrit University
Pampa Mahakavi Road, Chamrajpet
Bangalore-560018

Phone:080-26701303

Email: karnatakaSamskrituniversity@gmail.com

NOTIFICATION

Website: <http://ksu.ac.in/en/notifications/tenders/>

Sub: Invitation of Tenders from the vendors for fixing of Comprehensive Annual maintenance for Computers and Peripherals

Ref: This office tender notification no. IFT NO.:07/2019-20 dated:29.07.2019

1. On behalf of Registrar, Karnataka Samskrit University, Bangalore, Tenders are invited for fixing of Comprehensive Annual maintenance rate for Computers and Peripherals as detailed in Annexure-I and IA. The estimated cost of AMC would be 2.0lakhs/year(inclusive of GST).
2. The Earnest Money Deposit is Rs. 5000/-(Rupees Five thousand only) for the Comprehensive Annual maintenance charges quoted for Computers and Peripherals.
3. The full tender terms and conditions and all related annexures can be downloaded from the website address given above. The same may also be obtained from this office during working hours on all working days by paying Rs.500/-(Separate DD for Rs.410, Separate DD for Rs 90 GST should be submitted) being the cost of Tender Format. The receipt in original should be enclosed along with tender. Those who download the terms and conditions and Tender Format should enclose a Demand Draft drawn in favour of the **Finance Officer, Karnataka Samskrit University, Bangalore** for Rs.500/- along with tender without fail. Tender without Application receipt or demand Draft will be rejected.
4. No tender will be accepted by way of electronic media. The sealed cover containing the tender and other related documents should be submitted to the Registrar Office, Karnataka Samskrit University on or before 5:30PM on 13.08.2019.
5. The Vendors having capacity of carrying out such maintenance are eligible for quoting the rates. Hence they shall indicate or enclose supporting documents for previous year experience or performance performed in any Government/Reputed concerns, which shall be the criteria for the evaluation of the rates and its acceptance.

6. SCHEDULE OF EVENTS:

- | | |
|--|----------------------|
| (a) Last date and time for receipt of tender | : 13.08.2019, 5:30pm |
| (b) Time and Date of opening of tender | : 16.08.2019, 3:00pm |

NB: Subsequent working day in case the date happens to be a holiday due to unforeseen events.

(c) Venue Place of Keeping Tender Box : Registrar Office,
Karnataka Samskrit University
Chamrajpet, Bangalore-560018.

(d) Place of opening of tender : Registrar Office,
Karnataka Samskrit University
Chamrajpet, Bangalore-560018.

7. **Download of Terms and Conditions of Tenders** documents can be downloaded from the website : <http://ksu.ac.in/en/notifications/tenders/>
8. Validity of Tender Period – The validity of the rate will be for a period of 24 months from the date of agreement entered into between the Registrar, Karnataka Samskrit University herein after called Accepting Authority and the Annual Maintenance Service Providers of (AMC for computers & peripherals) herein after called The CONTRACTOR.

Note: a. tenders must remain valid for 90 days after the last date for submission of tenders.
b. tenders valid for a shorter period will be rejected as non-responsive.

9. GENERAL TERMS AND CONDITIONS

1. The Tenders should be submitted only if all the Terms and Conditions of this Tender notification once agreed, which includes the Description and Specifications of the Items mentioned therein Annexure – I & IA
 - a. The Tender may be submitted in a sealed cover superscribed as “ Tenders for Annual Maintenance of COMPUTERS & PERIPHERALS” on or before 13.08.2019 5:30PM). The terms and conditions along with Rate format may be obtained from this office on working days between 10.30AM to 5.30PM from 03.08.2019 to 13.08.2019. You can also download the formats from the Departmental website <http://ksu.ac.in/en/notifications/tenders/>
 - b. Any tender received after the due date and time as mentioned above will be rejected.
 - c. The information in PROFORMA-I, II and III is compulsory and mandatory, without these forms tenders will be rejected.
 - d. Only the terms and conditions specified in this tender shall be binding and no other terms and conditions if any specified by the tenderer shall be binding on the Employer.

10. THE TENDER SHALL CONTAIN DOCUMENTS LISTED HERE UNDER:

1. Earnest Money Deposit for Rs 5000/- drawn if favour of Finance Officer, Karnataka Samskrit University, Bangalore payable at Bangalore.
2. Annual Turnover Statement for 2018-19 year certified either by Commercial Tax officer or Chartered Accountant as per Annexure – II
3. Undertaking by the tenderer on RS.100.00 stamp paper duly notarized stating that the tenderer was not disqualified by any Government Department / Agencies in past , under any Act and Rules.
4. Declaration form from the tenderer in the format enclosed in Annexure-III.
5. The details as indicated in Annexure-I & IA for each of the equipment, rates must be quoted against the item in INR, for the specified equipment as per Annexure-I(A).
6. The rate quoted per unit should be inclusive of all maintenance charges and all taxes applicable, etc.,
7. The rate quoted in column 4 of Proforma-I will be the criteria for price evaluation.
8. The tenderer must, sign Proforma-I The name of thye person should be indicated in Block Letters (Capital) with date and the official seal of the firm or the company.

11. OTHER GENERAL CONDITIONS

- 1)
 - i. The AMC will be offered for a period of Two year from the date of acceptance of the agreement.
 - ii. The rates should be quoted separately for each item (i.e Computers, Laptops, DMP Printers, Laser Printers, Scanners, Projectors) The rates quoted in the tenders should not be over written.
 - iii. Mention Comprehensive rates. The rates should cover all taxes and specifically be mentioned in the tender.
 - iv. The maintenance of Computers, Laptops, DMP Printers, Laser Printers, Scanners, Projectors should be attended at the office located in Karnataka Samskrit University, Pampa Mahakavi Road, Chamrajpet, Bangalore-560018.
 - v. The tender should be sent in a sealed envelop addressed to the Registrar , Karnmtaka Samskrit University, Pamapa Mahakavi Road, Chamarajpet, Bangalore-560018 and the envelope should be SUPERSCRIBED as “ TENDER FOR ANNUAL MAINTENECE OF COMPUTERS , LAPTOPS, PRINTERS, SCANNERS, PROJECTORS” The tender should be submitted to the Registrar Office during the working days between 10.00AM to 5:30PM.

2. The tenderer shall agree to the following:

- a) Attending & Rectification of all defects & problems pertaining to COMPUTERS & PERIPHERALS as detailed in the Annexure- I & IA within stipulated period of time (problems need to be attended within 4 hours of lodging the complaints by the concerned sections).
- b) Immediate Repair or Replacement of defective parts with genuine parts of equivalent or higher specifications, A stand-by arrangement is mandatory if necessary. This should be done in consultation with the accepting authority.
- c) Services to all offices or places where the Annexed items are installed in Karnataka Samskrit University, Pampa Mahakavi Road, Chamrajpet, Bangalore-560018.
- d) Every correction, if any, in the tender document shall be attested by the tenderer, failing which the tender will be rejected.

3. The tender document must be signed only by the proprietor, if it is a proprietary concern. If it is a partnership firm, a person duly authorized on behalf the partners should sign the tender Attested copy of the partnership deed and authorization letter for signing of the tender documents, with necessary seal and signature should be submitted.

4. The informations in the prescribed format i.e Proforma-I, Proforma-II and Proforma-II are compulsory. It may be noted that without these 3 Proforma tender is incomplete. Any other form will be rejected. Care must be taken to fill the rform and details must be provided as in the format. The decision of registrar, Karnataka Samskrit University, Bangalore either to accept or reject any or all the tenders shall be final.

5. The maintenance service shall be carried between 10:00AM to 5:30PM on all working days of the Karnataka Samskrit University, Bangalore where the systems are placed.

6. The Officers of the Karnataka Samskrit University will call up contractor over phone/if necessary through letter for attending maintenance. The contractor should attend to the necessary maintenance within 4 hours from the receipt of such telephonic request.

7. The contractor should perform preventive maintenance during the Annual Maintenance Contract period once in 90days and a Necessary certificate can be obtained from the concerned offices regarding satisfactory work done. Preventive maintenance covers rigorous and exhaustive services. The Contractor should maintain a Log book and it should be attested by the concerned

officer executing the maintenance work. The Log book extract should be submitted during quarterly claims.

8. Annual Maintenance Contract include all components of Computers, laptops, all kind of printers, Scanners , projectors etc., as listed in Annexure-I & IA. The contractor should install and maintain the softwares procured by the accepting authority as and when requires. However, Annual Maintenance Contract does not include Printer Cartridges and Multimedia Projector Lamp. The replacement of defective parts with the spares should be carried out within 48hours after defect/fault is noticed. In case of failure of replacement of the defective parts or rectifying the major problems, stand by arrangements should be made.

9. Stand-by systems including peripherals of equivalent configuration should be provided free of charges by the contractor within 24hours. The contractor should obtain necessary permission from the officers concerned before taking out any defective machine/parts of machines from the place of installation.

10. irrespective of the usage hours of the system acceptable level of maintenance shall be 98% calculated day wise at the end of each quarter commencing from the date of agreement. Appropriate deduction based on delay in repairs on prorata basis shall be effected in the maintenance charges payable to the contractor in the case of delay. The registrar shall pay each month charge as admissible to the contractor after the completion of the each month, after obtaining satisfactory maintenance report during the every month.

11. The Registrar is at his/her liberty to discontinue maintenance contract of the systems with a month advance notice.

12. Earnest money deposit

- i) The Earnest Money Deposit of unsuccessful tenderers will be returned within the reasonable time.
- ii) The Earnest Money Deposit of the successful tenderer will be discharged when the tenderer has signed the agreement and after furnishing of required security deposit.

13. Validity of the rates quoted:

- i) There should not be any upward revision of the rates for the contractor during the period of validity of the contract.
- ii) The period of validity of contracted rate may be extended up to 3 months after the validity period at the discretion of the Registrar, Karnataka Samskrit University.

14. Opening and Scrutiny of tenders:

- i. Tenders not accompanied by the following items will be rejected,ie.,
 1. The EMD as prescribed at clause 2 of this document.
 2. Certificate of tax identification no. (GSTIN) and CGST & KGST
- ii. The rates of qualified tenderers will be opened by the Finance Officer in the presence of tenderer or his authorized representative on the notified date.
- iii. The tenders will be rejected due to delay in submission of required documents sought for if any.

15. Award of Tender.

Notification for carrying annual maintenance will be issued by Registrar, Karnataka Samskrit University after scrutiny and finalization of annual maintenance rates and after technical capacity of the contractor is found to be satisfactory.

16. Security deposit and contract

- i. The Contractor should execute a Contract Agreement on Karnataka Government Non-judicial Stamp Paper in duplicate of the face value of Rs.100.00(Rupees One Hundred Only – cost to be borne by the Tenderer) as provided by Article 5 of the schedule of Karnataka Stamp Act. A Copy of the contract agreement will be given to the successful tenderer. The Specimen form of agreement will be available with the Registrar, Karnataka Samskrit University.
- ii. The contractor shall be required to pay a security deposit of 5% of accepted bid amount in the form of irrevocable Bank Guarantee in favour of the Finance Officer, Karnataka Samskrit University, Bangalore, Payable at Bangalore, by any of the Nationalized banks.
- iii. The agreement along with the specified “Security deposit” should be submitted within seven days from the date of receipt of the intimation of the Acceptance of Offer.
- iv. Agreement not accompanied by Security Deposit or any partial agreement deleting certain clauses/items, will not be accepted, and will be deemed as non-submission of agreement and violation of the Tender condition. The earnest Money Deposit of such tenderer will be forfeited to Government and such tender will be rejected and the company will be blacklisted. The firm/company will also be liable for all damages caused including the liabilities to pay any difference between the prices accepted by the firm/company and those ultimately paid for the maintenance of items from other contractors by the Registrar, Karnataka Samskrit University, Bangalore. Such damages shall be assessed by a committee which will be appointed by the Registrar, Karnataka Samskrit University and whose report shall be the final on the issue. In case of any violation of natural justice, an appeal shall lie with the Registrar, Karnataka Samskrit University, Bangalore whose decision will be the final in this matter.
- v. The original agreement shall be with the Registrar. The tenderer shall collect the signed copy of the agreement on his own. The Registrar will not be responsible for the loss of the copy by the successful tenderer.
- vi. Violation of any of the Clauses of the Agreement shall also be deemed as violation of Terms and Conditions of this tender.
- vii. The Contractor is permitted to claim back the Security Deposit on completion of the contract period or after executing all the maintenances satisfactorily, whichever is later. The refund of the Security deposit shall be subject to satisfactory performance of the contract as per the terms and conditions of the contract. The Security deposit not claimed within three years from the date of expiry of the contract shall be forfeited to Government without notice.

17. Maintenance Procedures

The maintenance shall be affected by the successful tenderer as per the guidelines issued and to be issued time and again by the employer during the contract period.

18. PENALTIES FOR NON-COMPLIANCES, NON-PERFORMANCE or VIOLATIONS:

- i. In case of delay in services the contractor will be liable to pay penalties depending upon the number of days delayed. This penalty will be up to a maximum of 5% of the value of AMC. The quantum of penalty will be decided by the Tender Accepting Authority.
- ii. In respect of services not provided within 24 hours from the date of receipt of the order/request the contractor will be liable for penalty up to 5% of the value of AMC.
- iii. Apart from the above, the Registrar, Karnataka Samskrit University reserves the right to impose the following penalties on the contractor.
 1. Forfeiture of Bank Guarantee furnished by the contractor at the time of signing agreement.
 2. Black listing of the firm
- iv. In the event of failure of the tenderer to execute the order within the specified period, the order shall be treated as cancelled and such tenderer shall be blacklisted.

If any information provided by the tenderer is found to be factually false or misleading such tender will summarily be rejected, any time during the validity period of the tender and tenderer will be liable for penalties as applicable.

19. Legal terms and Compliances:

- i. The successful tenderer after issuance of rate contract order by the Registrar, Karnataka Samskrit University should execute an agreement covering all the terms and conditions on a judicial stamp paper (purchased in the tenderers name) of Rs.100/- or as per the existing procedure at his cost within 7 days from the date of acceptance. Successful bidder should not execute supply orders before the agreement.
- ii. The decision of the rate Accepting Authority (The Registrar, Karnataka Samskrit University) shall be final and binding, in respect of any dispute arising out of implementation of this tender.
- iii. For any legal remedies, the courts at Bangalore shall only have the jurisdiction.

20. Rights Reserved:

- i) The decision of the rate accepting authority(The Registrar, Karnataka Samskrit University) shall be the final in considering or rejecting of any tenders
- ii) The Karnataka Samskrit University reserves the right to accept or reject tenders even after the opening of bid without assigning any reasons whatsoever and not bound to accept the lowest tender.

SD/-
REGISTRAR
Karnataka Samskrit University

ANNEXURE – I
LIST OF COMPUTERS AND PERIPHERALS FOR AMC

I	Computers Desktop	Nos
	Acer	10
	Dell	07
	HP	06
	I- Total Desktops	23
II	Laptops	
	Asus	08
	Lenovo	04
	II- Total Laptops	12
III	Others (Public Address System)	
	NEC LCD PROJECTOR	01
	Projector Screen	01
	Ahuja Speaker	05
	Ahuja Amplifier	02
	Mike	03
	UPS	02
	III-Total Others	14
IV	Printers and Scanners	
	HP Laserjet P2055	01
	HP 3005	01
	SAMSUNG ML1676	01
	HP 1020 plus	01
	HP Laserjet 1655	01
	HP Laserjet MFP M128	01
	Canon 2525w(Photocopier)	01
	Canon 2504(Photocopier)	01
	Epson L3110	01
	HP M1005	01
	IV-Total Printers & Scanners	10
	Total (I,II,III & IV)	59

ANNEXURE – IA
LIST OF COMPUTERS AND PERIPHERALS FOR AMC

	Configuration of Computers , Laptops & Others		Nos
1	Acer Desktop	Intel i3 /4GB RAM/500GB HDD/18”LCD Monitor	10
2	Dell Desktop	Intel Dual Core/2GB RAM/ 500GB HDD/18”LCD Monitor	07
3	HP Desktop	Intel core 2 Duo/2GB RAM/ 500GB /18” LCD Monitor	06
		I- Total Desktops	23
4	Asus Laptop	Intel Core i5/8GB RAM/ 1TB HDD/15” LED Display/ Windows 7/ MS Office 2007	08
5	Lenovo Laptop	Intel Core i3/4GB RAM/ 500GB HDD/14” LCD Display/ Windows 7/ MS Office 2007	04
		II- Total Laptops	12
	Others (Public Address System)		
	NEC LCD PROJECTOR	NEC LCD PROJECTOR	01
	Projector Screen	Projector Screen	01
	Ahuja Speaker	Ahuja Speaker	05
	Ahuja Amplifier	Ahuja Amplifier	02
	Mike	Mike	03
	UPS	Hercules 2.5kva inverter power backup with 100 AH Battery Alpha 7.5kva sivewave UPS 65AH 8 Batteries	02
	III-Total Others	III-Total Others	14
	Printers and Scanners		
IV	HP Laserjet P2055	HP Laserjet P2055	01
	HP 3005	HP 3005	01
	SAMSUNG ML1676	SAMSUNG ML1676	01
	HP 1020 plus	HP 1020 plus	01
	HP Laserjet 1655	HP Laserjet 1655	01
	HP Laserjet MFP M128	HP Laserjet MFP M128	01
	Canon 2525w(Photocopier)	Canon 2525w(Photocopier)	01
	Canon 2504(Photocopier)	Canon 2504(Photocopier)	01
	Epson L3110	Epson L3110	01
	HP M1005	HP M1005	01
		IV-Total Printers & Scanners	10
	Total (I,II,III & IV)		59

ANNEXURE - II
Annual Turnover Statement

The annual turnover of M/s. _____
for the year 2018-19 is given below and certified that the statement is true
and correct.

Sl.No.	Year	Turnover in Lakhs (Rs.)
1	2018-19	
	TOTAL	Rs. _____ lakhs

Date:

Seal

Signature of Commercial Tax Officer or Chartered
Accountant
(Name in Capital)

ANNEXURE -III

**Tender for Annual Maintenance of Computers and Peripherals
- Format of Undertaking**

To Be Furnished By The tenderer For Having Accepted the Terms & Conditions
of The tender Document.

To

Registrar
Karnataka Sanskrit University
Pampa Mahakavi Road
Chamrajpet, Bangalore-560018

Maintenance of

Sir,

In accordance with the terms and conditions of tender document for annual maintenance of
Computers and Peripherals for The year 2018-19, I/We of
_____company/

firm have gone through all the terms & conditions and hereby agree to accept and
undertake to abide the same.

Date

Place

Signature

()

Name in Capital Letters
Seal of the Firm/Company

PROFORMA – I

Format for tender

Sl. No.	Equipment name and Specification	Units	Rate quoted for Annual Maintenance (for each item) (in Rs.)	Total Amount Including all taxes (in Rs.)
(1)	(2)	(3)	(4)	
1				
2				
3				
4				

Signature of the Authorized Signatory

Firm :

Note: Rate shall be quoted for items of equipment as indicated in Annexure-I & IA.

PROFORMA – II

Sl. No.	Particulars	
1	Earnest money deposit details	
2	Undertaking stating to abide for all the terms and conditions of the invitation.	
3	Affidavit in Rs.100/- Stamp Paper having no dis-qualifications, defaultations whatsoever, black listing etc.,	
4	Details of receipt no. and date for having purchased / prescribed tender forms.	
5	Copies of I.T>Returns for the Assesment Year 2018-19. (enclose self attested relevant I.T.R.Forms)	
6	GST registration No: PAN NO:	
7	“No Tax Due clearance certificate as issued by the concerned authorities for the year 2018-19	

**Signature of the Authorized Signatory
Firm :**

PROFORMA – III

Sl. No.	Particulars	
1	Name of the Firm / Company as the case may be	
2	Name of the Authorised Person, Designation and Address	
3	Registered Under (quote relevant provisions of the Act and enclose document copy)	
4	No. of employees / Staff available for performance of contract	
5	No. of Contracts / Works executed for the year 2018-19 (Provide list)	
6	Annual Financial Turn Over for the year 2018-19 certified by the Chartered Accountant.	
7	In case comprehensive rates quoted mention how the components for the equipments are procured and supplied to the employer. If any agreements with manufacturers, dealers agents are made indicate details and provide the documents.	
8	Any other special profile are available with the tenderer which may be enclosed which will be considered as not mandatory but treated for evaluation purpose and to assess the capacity to perform contract.	

**Signature of the Authorized Signatory
Firm :**
