

Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-78
(General Administration Branch)

F.No. 15 (1)(MFP-HP)/2025/GA-I (DWK)/104

Date: 8.05.2025

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from authorized dealers of M/s.HP for Comprehensive Service Maintenance Contract (CSMC) for 10 Nos. HP photocopiers installed in the various departments in the GGSIP University (Dwarka campus).

The estimated cost of the work is Rs. 3,60,000/- (for 2 years).

A) Scope of Work

1. Comprehensive Service Maintenance Contract (CSMC) of HP makes Photocopiers Machines (10 Nos.)

S. No.	Location	Machine Model No.	Machine S. No.	Year of purchase
i.	O/o Registrar	M72625dn	CNB1M63005	2020
ii.	PR Deptt.	M72625dn	CNB1M6G4K W	2020
iii.	Legal Branch	M72625dn	CNBIM600MD	2020
iv.	DD	M72625dn	CNBIM6B004	2020
v.	Purchase	M72630dn	CNB1M73034	2020
vi.	USAP	M72630dn	CNB1M7L1RR	2020
vii.	Affiliation	M72630dn	CNB1M74164	2020
viii.	USHSS	M72625dn	CNB1M8L178	2020
ix.	UTS	M72625dn	CNB1M9M22P	2021
x.	Coordination Branch	M72630dn	BRBSQ140N4	2022

2. CSMC will consist of corrective maintenance preventive maintenance on regular basis, as and when required, and all spare parts required like different motors, electromagnetic clutches, gears, pulleys, driving belts, bushes, shafts, bearings, power supply unit, control panel, high voltage transformers, all PCBs, sensors consumables like toner, imaging unit, fuser etc.
3. In case of any complaints lodged by any user department, the company shall attend the same within 24 hrs.

B) Technical Criteria

- i) Bidders are required to submit valid copies of HP Authorized Service partner Certificate, GST certificate and PAN card.
- ii) Registration Number of the Firm (Sole / Proprietorship / Partnership Public Limited / Private Limited).





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- iii) The bidders should submit an undertaking in connection with Blacklisting / Debarment as per Annexure – 2.

C) General Terms & Conditions:

1. The company should inform the contact nos. including Mobile No. and current address of the company and its engineers to this office who will to attend the complaint.
2. The company shall use standard/ISI product for repairing/maintenance of Photocopier Machine.
3. If the services of the company are found not satisfactory, the CSMC may be cancelled at any time and suitable action shall be taken, as deemed fit.
4. The Competent Authority, GGSIP University shall have every right to cancel the CSMC at any time without assigning any reason.
5. For CSMC's the company will ensure standby arrangement, if required.
6. The above CSMC contract covers free inspection and free maintenance servicing of the units covered under the contract.
7. The company shall be liable to fix the Photocopier Machine at appropriate place after needful repair/service.
8. The company is required to submit a copy of valid authorization certificate from HP.
9. Company has to sign an agreement with the University within 03 (Three) working days of the acceptance of award letter on a stamp paper of Rs.100/-.
10. Payment shall be made on monthly basis in arrears, after producing satisfactory report alongwith proof of reading of PCM duly signed by user department.
11. The Competent Authority, GGSIP University shall have every right to cancel the AMC at any time without assigning any reason.
12. The company will ensure standby arrangement, if required.
13. The company shall carry out the work at its own risk and cost.
14. The above contract covers free inspection and free maintenance servicing of the units covered under the contract.
15. Payment will be made on quarterly basis after satisfactory execution of the job, production of pre receipt bills, copy of all jobs cards (if any) and satisfactory performance reports from the user department of the machines. No advance payment will be made in any case.
16. The company should inform the contact nos. including Mobile No. and current address of the company and its engineers to this office who will to attend the complaint.
17. The company shall use standard/ISI product for repairing/maintenance of Photocopier Machine.
18. If the services of the company are found not satisfactory, the CSMC may be cancelled at any time and suitable action shall be taken, as deemed fit.
19. The above contract is not transferable.
20. The company shall carry out the work at its own risk and cost.

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D) Performance Security

The successful bidder will have to submit the Performance Security equivalent to the 5% of the estimated cost within **07 days** of the award of Contract in shape of FDR/BG/Bank Draft in favour of "The Registrar, GGSIP University" with a validity of **26 months from the date of award of work**. Further, for the extended period of the contract, Performance Security shall also be required to be extended accordingly for a period of **two months** over and above the period of extension(s). The Performance Security may be forfeited partially or fully in case of any breach of contract, with the approval of the Competent Authority of the University.

E) Duration of Contract


The contract will be valid initially for a period of 2 years, which is further extendable for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University subject to the satisfactory performance of the Agency alongwith consent of the Agency to render the services on the same terms & conditions during the period of extension too.

F) Other Terms & Conditions:

- i) Financial Bid shall not be considered for the bidder(s) who do not fulfill the requisite criteria laid down under clause 'B' above.
- ii) Payment shall be made upon satisfactory completion of work.
- iii) Rates to be quoted exclusive of taxes.
- iv) Sealed quotations (as per Annexure-1) may be submitted physically in the O/o the Assistant Registrar (GA), Room No. 36, GGSIPU, Sector 16/C, Dwarka, New Delhi – 110078, latest by **15th May 2025 till 4:00 PM**.

G) Award of Contract:

The selected bidder shall enter into a Contract with the University on non-judicial Stamp Paper of Rs.100/-, expenses incurred on the same shall be borne by the selected bidder.


(Prabhat Mishra)
Assistant Registrar, GA



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ANNEXURE-I

Undertaking regarding Blacklisting / Debarment

This is to undertake that we have not been blacklisted / debarred by any of the Government / Public Sector Agency in last three years.

(Signature of the Owner/ Authorized Person)
(with stamp)



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ANNEXURE-II

QUOTATION

Comprehensive Service Maintenance Contract (CSMC) for 10 Nos. HP Photocopiers

Column –“A”	Column –“B”
Fixed cost of CSMC per machine upto 2000 copies of pages per month	Variable cost of CSMC per machine per page after 2000 copies per month
Rs.....	Rs.....

(Excluding Taxes)

(Signature of the Owner/ Authorized Person)
(with stamp)