



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়  
পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫  
UTTAR BANGA KRISHI VISWAVIDYALAYA  
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165



নিয়ামক (ভারপ্রাপ্ত)

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Tender Ref. No.: UBKV/Est. (T&P-02)/12/2025-26

Date: 11/09/2025

[NOTICE INVITING QUOTATION \(NIQ\)](#)

Offline quotations are being invited under two bid systems viz, Part-I Technical Bid and Part-II Financial Bid from OEM/Authorized dealers/Reputed Agencies for **AMC of CANON Make Photocopier Machines** held in General Establishment in the University stated below:

Sl. No.	Make	Model No. & Sl. No.
01	Canon	iR-2525/FRZ32818
02	Canon	iRADV-4225/RKX02929
03	Canon	iR-2625/2VN00530

**Last date for submission of Bid: 18/09/2025**

1. Submission of bids:

Technical bid and Financial Bid are to be submitted in two separate Envelopes duly marked with NIQ Ref. No. and both the Envelopes to be loaded in a further larger envelope, sealed properly and duly the envelope should be **superscripted** on the top with the name of the item and NIQ Ref. No.

Eligibility for Quoting:

- Original Equipment Manufacturers (OEM)/Dealers / Service providing agencies able to provide services as per requirement & have requisite qualification for meeting the requirements as per this tender are only eligible for quoting.
- Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

2. Annual Turnover Requirements:

Vender having average annual Turn Over up to Rs. 20 Lakh or above for the last three financial years 2022-23, 2023-24 & 2024-25 are eligible to participate in the Tender.

3. Submission of Tenders

Audited Annual Accounts for last three financial years 2022-23, 2023-24 & 2024-25 or during the period since formation of the Firm, if it was set up in less than such 3- year period. Bidders whose accounts are not audited must submit 26AS/AIS for the above years as available in the official website of the Income Tax Department, Government of India with other documents stated bellow:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	AADHAAR Linked PAN Card of the Bidder
			GST Registration Certificate
			P -Tax Registration Certificate with a copy of last return
2	Company Details	Company Details 1	Trade License/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential		Copy of similar type of work completion certificate in any Govt. Organisation/University/College/Institute of last two years.

## 5 TERMS & CONDITIONS:

- 5.1 AMC of each **Photocopier Machine shall be executed quarterly** and as required at interruption during operations. If any complaint is there or any service required no extra service charge will be paid.
- 5.2 Free replacement of consumable to be executed during AMC.
- 5.3 Care should be taken so that no office and farm properties are damaged during execution of works. If there shall be any such damage, the entire liabilities shall be borne by service providing agency.
- 5.4 In no condition The University shall provide food, lodging or transportation facility to the representative or Technicians of the agency.
- 5.5 A Work Completion certificate shall have to be obtained from the users for the same installed in the Office premises.
- 5.6 The terms and conditions of the AMC mentioned herein above shall be deemed to be a part of an Agreement itself which shall have to be executed by the service providing agency.
- 5.7 University shall not entertain any inconvenience/unlawful incident faced by service providing agency.
- 5.8 The address given by Bidder in the Tender shall be deemed to be the Bidder's address and correspondence sent on that address shall be considered as delivered.
- 5.9 In case of GST or any other taxes applicable at any stage, the same would be borne by the agency.
- 5.10 The University will not provide any tools, vehicle, manpower, etc. except supervisor for proper supervision & accounts of water purification system.

## 6. Bid Information:

- 6.1 The rate of the AMC quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 6.2 Partial Tender/Incomplete tenders both for Technical and Commercial aspects may subject to cancellation. However, University authority will define the Partial Tender/Incomplete Tender based on the tender evaluation status.
- 6.3 Evaluation of Tender: Firstly, Technical Bid will be evaluated and thereafter Price Bids of technically qualified bidders will be evaluated for selection of vender based on the lowest price of the items.
- 6.4 Award of Contract: The University will award the contract to the bidder whose quotation would be determined to be substantially responsive both technically and commercially.
- 6.5 Selected Bidders shall have to sign an agreement with the University on a Non-Judicial stamp.**
- 6.6 The vendor should quote and be capable to provide services of AMC of items as per Tender.
- 6.7 University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.

- 6.8 Time Schedule: The AMC work must be executed within 10 days from the date of receipt of the work order.
- 6.9 Place of work: UBKV, Pundibari, Cooch Behar-736165.
- 6.10 Validity of offer: A bidder should spell out in the tender that the rate shall remain valid for the period of one year with effect finalization of processing Tender.
- 6.11 University reserves the discretion to issue work order either in full or phase wise depending upon the requirement.
- 6.12 Payment Schedule: 100% Payment will be made after completion of satisfaction services of the items.
7. Discretion of the University:
- i) University may take decision about non-purchase of the said services even after selection of vendor due to its fund constraints.
  - ii) University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
  - iii) The University reserves the right not to accept the rate even from the lowest bidder/supplier.
  - iv) The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.
  - v) The Tender Selection Committee reserves the right to cancel the N.I.T. due to any unavoidable Circumstances and no claim in this respect will be entertained.
8. Arbitration: In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the sole Arbitration of the Chairman of the Uttar Banga Krishi Viswavidyalaya or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Law 1996.
9. Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Cooch Behar jurisdiction only.
10. Conditional bid may be liable for rejection.
11. **Liquidated Damages:** If the supplier fails to deliver the services within the time frame(s) incorporated in the work order, the purchaser / consignee shall, without prejudice to other rights and remedies available to the purchaser / consignee under the work order, deduct from the order price, as liquidated damages, a some equivalent to 2% per month (pert of a month to be taken as one month) of delay or part thereof on delayed services of items until actual services or performance subject to a maximum of 10% of the order value. Once the maximum is reached purchaser/ consignee may consider termination of the order perform herein. During the above-mentioned period of services and / or performance, the conditions incorporated herein shall also apply.

Sd/-  
Registrar (Actg.)