


Tender Notice

Scaled Tenders on letter head of the company are hereby invited from reputed manufacturers / authorized dealers/ firms and other representatives having the sufficient experience to maintain and undertake AMC of the Franking machine installed in the HP Board of School Education, Dharamshala as per term and conditions mentioned in Annexure-1.

Technical and Financial bids are required to be offered separately, in separate sealed envelopes/covers. The duly filled in tender should reach in the office of the Secretary H.P. Board of School Education, Dharamshala on or before **13/12/2023** up to 12 PM and the same will be opened on the same day at 2 PM in presence of the tenderers or their representatives whosoever may be visiting the office of the undersigned. For any query one can contact through a telephone call at 01892-242126 from 10 AM to 5 PM on any working day.



Joint Secretary.

HP Board of School Education
Dharamshala, PIN - 176213

Endst, No as above:

Copy to

1. Pitney Bowes India Private Limited, Unit No. 15-16,
Ground Floor, Time Tower, MG Road Gurugram – 122002
2. OST Electronics Private Limited,
SCO 212, Sector 36-D, Chandigarh – 160036
3. Sagar Enterprises T-105, Ground Floor, Punjabi Basti,
Baljeet Nagar, Near Gurudwara, New Delhi – 110008
4. AVI Enterprises, B-52, First Floor, Jangpura-B,
Matnura Road, New Delhi, South Delhi, Delhi – 110014
5. Neopost India Private limited,
1103 A&B, Tower-B, Sector-27, Millennium Plaza,
Sector-2, Gurugram, Haryana – 122002

Term & Conditions
for AMC of Franking Machine of H.P. Board of School Education

1. The tender form can be had from the Section Officer, Store Branch of the Board on any working day up to 12:00 noon or downloaded from the website of the board- www.hpbose.org.
2. The Tender form should be accompanied with Earnest Money Deposit (EMD) worth Rs.3000/- (Three Thousand only) in the form of FDR duly pledged / payable to the Secretary H.P. Board of School Education. The EMD of the successful bidder shall be converted in performance security whereas the EMD of unsuccessful bidders shall be returned after short listing of the L-1.
3. Rates quoted should be inclusive of all taxes/charges. GST at the rates applicable may be charged extra.
4. Conditional/ambiguous tenders shall not be accepted. Tenders received after due date and time due to delayed postal delivery or some other reasons shall not be accepted.
5. The rates should be quoted on the prescribed tender form of the Board and in accordance with the terms and conditions as laid down by the Board. All corrections in the tenders form must be signed by the tenderer.
6. One quarterly preventive maintenance of each equipment will be mandatory and in case of trouble shooting there will be no limit of calls for repairs of the equipments.
7. The complaint of the Franking Machine should be attended within 24 hours positively.
8. In case Machine remains out of order after registering of the complaint in writing for more than two days penalty @ Rs 1,000/- per day will be levied for each complaint and the same will be deducted from the next payment of the contractor.
9. The rates quoted by the tenderer shall not be increased at any cost till the period of the contract.
10. The rate contract shall be initially for a period of one year which can be extended further by mutual consent on the same terms and conditions and subject to satisfactory performance.
11. The Spare Parts, chargeable to the Board, as required from time to time for repair and maintenance of the Franking Machine along with their rates may be listed in the Annexure-III.
12. 50% Payment of AMC shall be made on half yearly basis for first initial six months in advance on receipt of claim in this regard.
13. TDS shall be deducted as per Income tax law.
14. Technical bids (Annexure-II) and Financial bids [(Annexure III(i) & (ii)] should be sealed in separate envelopes superscribed as "**Technical bid for AMC of Franking machine**" and "**Financial bid for Franking machine**" and both these envelop should be sealed in big envelopes superscribed as "Tender for AMC of Franking Machine". Financial bids will be opened for technical qualified bidders only.
15. The successful bidder has to enter into agreement with the board authorities within 10 days from the date of the award of the contract.
16. All disputes shall be subject to the jurisdiction of Dharamshala court only.
17. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever as well as to cancel the tender process at any stage.



Joint Secretary,

HP Board of School Education,

Dharamshala, PIN - 176213

Technical Bid

The technical bid shall contain following information in a sealed cover superscribed "Technical Bid for AMC of Franking Machine". It shall contain the following information/documentation:

Sr. No.	Name & Postal Address of Firm
1.	E-mail Telephones Nos./Mobile No.
2.	Contact person to whom all references shall be made.
3.	Name & Address of Owners/Partners/Directors
4.	Nature of Agency (Sole/Partnership/otherwise)
5.	IGST/TIN/PAN No. (Attach copy)
6.	Total year of experience in the field
7.	At least one work order issued by Govt. organizations/PSUs/Autonomous bodies/reputed Education Institutions for similar nature of work done (Attach copies)
8.	EMD (refundable) Amount..... DD No. & date.....

UNDERTAKING

It is certified that I/ my Firm/ agency/ company has never been **black listed** by any of the Department/ Autonomous Institutions/ Reputed Educational Institutions/ Public Sector Undertakings of the Government of India or Government of Assam or any other State Government and no criminal case is pending against the said Firm/ agency as on _____.

Signature of the Tenderer _____

Name of Signatory _____

Name of Firm/agency _____

Seal of Firm/Agency _____

Place:

Date:

Financial Bid

Financial Bid for AMC of Franking Machine of H.P. Board of School Education, Dharamshala

Sr. No.	Description of Machinery and equipment	Rates quoted (GST extra as applicable)
1.	Franking Machine (Neopost IJ-40) installed in the HP Board of School Education, Dharamshala.	In words:- In figures:-

Signature of Authorized signatory with Seal

Spare Parts and their rates

Suggestive list of spare parts and their rates

Sr. No.	Description of part not covered under AMC	Rate (Rs.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Certificate

It is certified that the rates of spare parts mentioned above shall be static for the period of one year from the opening date of the tender.

Signature of Authorized signatory with Seal