



PONDICHERY UNIVERSITY

COMPUTER CENTRE

PUDUCHERRY – 605014

SCHEDULE OF TERMS & CONDITIONS

Sub: Annual Maintenance Contract (AMC) for NORTEL Router SR 4134 - Reg.

SCHEDULE OF REQUIREMENTS

Sealed tenders are invited for **comprehensive on-site maintenance** for 1 number of NORTEL ROUTER SR 4134 installed in the Computer Centre from reputed service providers as per the technical details given below:

- 1. Specifications** – Nortel Router SR 4134, Chassis base Router, 128 Mb Compact Flash, 1 GB DDR RAM, Dual AC power Supply, Software for Fan Tray, 1 Port for Sync and Async Serial, Small Interface Module, 1 port 1000 Base-T Small Form Pluggable, 8 –Pin Modular Connector or LX Module, SR 4134 High Performance IPsec VPN Encryption Module, 1000 IPsec Tunnels.
- 2.** The Router is in good working condition and is live. The same can be inspected during office hours in working days of the University.

TERMS AND CONDITIONS

General Information

- | | | |
|---|-------------|-----------|
| a) Last date and time of receipt of the Tenders | : 3.5.2013, | 3.00 p.m. |
| b) Date and Time of Opening Tender | : 3.5.2013, | 4:00 pm |
| c) The EMD amount | : ₹ 2500/- | |
| d) Tender Document Fee | : ₹ 250/- | |

The Tender Document Fee and EMD should be submitted in separate covers by way of two **Bank Demand Drafts** and which should be enclosed with the tender.

I. COMMON CONDITIONS

1. **Purchase of Tender Document:** The Tender document can be downloaded from the University website www.pondiuni.edu.in.
2. **Price Schedule:** The rates should be quoted for (a) AMC for one year and (b) AMC for 3 years. The price should include maintenance, replacement, installation, transportation, etc.
3. Quoting merely the lowest price does not confer any right to any bidder for award of AMC order. The University reserves the right to select the firm under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, Training, etc.
4. **Quoting the Core price & Tax, Duties, Discount, etc.:** The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.
5. **Eligibility:** The firm must have the requisite domain expertise with regard to maintenance of the item they are quoting. The firm should have been in existence for at **least 3 years** as on the date of this tender and must have executed at least three orders for this kind of AMC work during the last three years.
6. **Maintenance:** If any spares covered under AMC fails, the same item shall be replaced at free of cost including all the applicable charges including transportation cost both ways within 24 hours.
7. Complete technical specifications / details must be mentioned explicitly.
8. The validity of the quotation should be **at least 3 months** from closing date of the bid.
9. The offers will not be considered if received after the bid closing date and time.
10. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
11. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
12. No unsolicited correspondence shall be entertained after the submission of the offer.
13. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
14. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
15. Tender is not transferable.
16. In case of any dispute in respect of the tender, all legal matters shall be instituted within the

jurisdiction of the place where the purchaser ordinarily resides.

17. **Power to reject the offer:** Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
18. **Liquidated damages:** Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

II. SUBMISSION OF TENDER

1. **Local delivery:** All the sealed tenders should be submitted to the **Head, Computer Centre, Administrative Building, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.**
2. **By Post** : All the sealed tenders should be sent to the **Head, Computer Centre, Administrative Building, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.**

III. PAYMENT OF EMD AND TENDER DOCUMENT FEE

The Tender must be accompanied by **EMD** and **Tender Document Fee** as stated above, by means of **TWO Demand Drafts**, drawn in favor of **the Finance Officer, Pondicherry University**, payable at **Puducherry** separately.

- ❖ *The EMD amount is only refundable.*
- ❖ *Small Scale units are exempted from payment of EMD provided they enclosed proof of their exemption Certificate issued by the competent authority.*

The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table.

IV. SPECIFIC CONDITION AND TIME LIMIT FOR ENTERING FOR AMC

1. The Successful bidder should enter into AMC **within 30 days** after receipt of the firm work.
2. **Payments terms:** Out of total contract value of AMC, 50% of the amount will be paid at the beginning of every AMC period and the balance 50% will be paid on satisfactory completion of AMC period every year.

Date: 18/4/2013

REGISTRAR