

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-07-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-07-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	75 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Maulana Azad National Urdu University
कार्यालय का नाम/Office Name	All India Jurisdiction-headquarters At Hyderabad
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	habibulla@manuu.edu.in
कुल मात्रा/Total Quantity	22
वस्तु श्रेणी /Item Category	Printing / Photocopying Services - Per Page Basis
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Hiring of Heavyduty Photocopier Machines / Printing Services on Per Page Basis
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Hiring of Earth Moving Equipments, Material Handling Equipments and Cranes (per Hour basis), Hiring, operation and management of ATM - per transaction based, Call Centre Service - Per Seat Basis
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none">• A3 Size Multifunction Printer (MFP)• A4 and Legal Size Multifunction Printer (MFP)• Multifunction Printer (Print, Scan, Copy)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/ Document required from seller	Experience Criteria,Past Performance,OEM Authorization Certificate,Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
विगत प्रदर्शन / Past Performance	50 %
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	No
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/ Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य / Estimated Bid Value	1000000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	50000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Assistant Registrar

Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032 Ph. No. 040-23001697
(Palagiri Habibulla)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई के लिए आरक्षित / Reserved for Make In India products

एमआईआई के लिए आरक्षित / Reserved for Make In India products	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity

during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. Bid reserved for Make In India products: : Procurement under this bid is reserved for purchase from Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. However, eligible micro and small enterprises will be allowed to participate. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Printing / Photocopying Services - Per Page Basis (22 Unit)

(Minimum 50% Local Content required for qualifying as Class 1 Local Supplier)

तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download
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परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Palagiri Habibulla	500032,Admin Building (Room No.5 Ground Floor) Maulana Azad National Urdu University Gachibowli, HYDERABAD-500032	22	730

क्रयता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

3. Service & Support

Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Finance Officer, MANUU
payable at
Hyderabad

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel

the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate

action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Additional Terms and Conditions (ATC)

For providing Heavy Duty Photocopier machines (22 nos.) on per page basis

At different Sections / departments of MANUU, Hyderabad

The Maulana Azad National Urdu University (MANUU) (A Central University, Ministry of Education, Govt. of India) Hyderabad, invites bids from OEMs or their Authorised Channel Partners to provide multi-functional Photocopier machines (Qty: 22 nos.) on per page basis at different department / sections of MANUU, Hyderabad initially for a period of two years which may be extendable for further period subject to satisfactory performance/services of the firm.

2. The detailed specifications of Heavy Duty Photocopier Machines (22 nos) to be supplied on Per Page Basis are as follows:

Sl.	Parameters	Requirements
1.	Type of Machine	Heavy duty Photocopier machines with Duplex and DADF / RADF
2.	Print Technology	Laser
3.	Type of Printing	Mono
4.	Platen / Flatbed Size	A3
5.	Paper Size (Original / Image)	A4/A3
6.	RAM size (MB)	1 GB
7.	Hard Disk Capacity (GB)	250 or above
8.	Minimum Speed per Minute in A4 Size ó Mono (PPM)	(i) 30+ PPM machines : 16 nos. (ii) 50+ PPM machines : 06 nos.
9.	Original Feed Type	DADF / RADF
10.	Wi-Fi Capability	Yes
11.	Print from Pen drive & Scan to Pen drive	Yes
12.	Number of Main Tray (Number)	2
13.	Each Paper Tray Capacity	500 or above
14.	Processor	Dual custom 1.70 GHz or above

* Approximate number of copies taken during one year : 5,00,000 copies (per year)

3. Terms & Conditions:-

- 3.1 OEMs or its Authorized Partners for Heavy duty Photocopier machines are only eligible to participate in the bidding process.
- 3.2 The bidders meeting the eligibility criteria should have fully operational registered / Branch office located in **Hyderabad**.
- 3.3 In case, the interested bidder is an authorized channel partner of OEM of Heavy-Duty Photocopier machines, then the bidder must be in possession of valid authorisation for the entire contract period i.e. 02 years from the date of award of the contract. Supporting documents in this regard required to be uploaded while submitting the Bids.
- 3.4 The bidder should not have been blacklisted / debarred by any of the organizations i.e. Autonomous Bodies / PSUs / Departments / Ministry under Central / State Govt during the last three years. An undertaking in this regard shall be given by the bidder in the format at Annexure.
- 3.5 The conditional / incomplete bids shall be rejected summarily.

4. Scope of Services:

- 4.1 The Heavy-Duty Photocopier machines required to be supplied shall be of **brand new, fully operational and free from any type of defect**. It will be the responsibility of the service provider to install these machines at different Sections / departments of MANUU and also to ensure consumables (Tonners / Cartridge etc) and other materials shall be made available to all the end users in time. The delivery and installation to be arranged at your cost in our premises. MANUU shall be responsible for providing photocopier paper, space to install the Photocopiers and power supply only. Everything other than this shall be the responsibility of the Contractor / Service Provider at their own cost.
- 4.2 The service provider shall be responsible for all preventive maintenance, rectifications of defects and for providing all spare parts, drum, toner, visiting charges and other consumables etc.
- 4.3 The service provider shall provide only genuine toner / cartridge (for each photocopier machine). A standby cartridge shall require to be provided upon depletion of the old one.
- 4.4 The agency shall be responsible for the maintenance towards routine servicing and labour for attending any number of breakdowns calls during the contract period and fault rectification on-site as well as off-site.
- 4.5 On receipt of a break down complaint, a qualified staff would be deputed immediately on the same day and fault would be rectified immediately on priority basis and within 24 hrs so as to ensure that machines are functioning satisfactorily. If not
- 4.6 The rectification works of Photocopier machines will have to be carried out at the location of the equipment.

5. **Tools / Equipment / Accessories:** The Service provider shall arrange at its own expenses all necessary tools, equipment / stabilizers (if recommended by the service provider) and parts required for proper functioning of the machines.
6. **Tenure of Contract:** The tenure of the contract shall ordinarily be two years. However, the Competent Authority MANUU, may at its discretion, allow extension of tenure of the Contract, for further period as per norms subject to satisfactory services of the firm. However, the extension of the contract exceeds the original period of the contract.
7. The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory with one month's notice.
8. If at any time during the currency of the contract, either party wants to end the contract, a prior intimation of at least 03 months shall be given to the other party.
9. While quoting the price in the financial bid, the firm shall keep in mind the total quantity estimated i.e. total pages per for the contract period. For Example if the bidder quotes Rs. 8,00,000/- (Rupees eight lakhs) for the contract period of two years, the per page amount would be

$$= \frac{₹ 8,00,000 \text{ (₹ 8,00,000/- for 2 years)}}{₹ 8,00,000 \text{ (₹ 8,00,000/- for 2 years)}}$$

$$= 0.80 \text{ ₹ per page} - \text{₹ 8,00,000} / \text{₹ 8,00,000}$$

GST as applicable will be paid extra as per the GoI norms.

The rate quoted by the bidders should be inclusive of all spare parts, drum, toner, visiting charges and other consumables and without paper.

10. **Payment Terms:** The payment shall be released on quarterly basis on receipt of bill along with call log report/counter report/system manager data list, as per actual reading of all the machines at the contracted rates. No advance payment shall be made.
11. **Mode of payment:** The payment shall be released through NEFT/RTGS/PFMS on quarterly basis upon submission of Tax Invoices along with call reports/machine counter report/meter reading duly certified by user department pertaining to the photocopiers under the contract.
12. **Penalty Clauses:** In case of failure of the vendor to repair the machine within 48 hrs, a recovery at the rate of Rs. 100/- per day for the down time days would be made from the bills of the vendor. In case the machine is down consecutive for a period more than 07 days in a month, a recovery at the rate of Rs. 200/- per day thereafter for the down time days would be made.
13. **Satisfactory Services:** The decisions of the competent authority is shall be final and binding on the firm / agency for the purpose of determining satisfactory services.

14. If additional requirement arises for similar machines during the currency of the contract, then the bidder shall provide such additional machines 25% of 22 numbers i.e. 6 machines (rounded off) at the same rates and terms and conditions for the contract period.
15. **Prohibition of Sub Contract:** The firm / agency shall not appoint any sub-contract for this work under any circumstances.
16. **Deduction of Income Tax at Source** – Since it is a “Service Contract”, Income Tax shall be deducted as source from all the accepted payment to be made, in accordance with the provision of Income Tax Act, 1961 as amended from time to time.
17. **Resolution Of Dispute :** In case of any dispute arising out of non-observance of terms & conditions by either party, will be resolved mutually.
18. The decision of Competent Authority MANUU on evaluation of bids (in consonance with GeM policy) shall be final and no representation shall be entertained in this case.
19. The Competent Authority, MANUU reserves the right to accept or reject any or all the quotations/bids without assigning any reason whatsoever.
20. The ATC document duly signed by the bidder shall be submitted along with GeM Bid.

***End ***

Annexure

Declaration / Certification

To
The Assistant Registrar,
Purchase & Stores Section
Room No.6, Admin Building
Gachibowli, **Hyderabad-500032**
Ph.No. 040-23001697

Sir

I / We have carefully gone through the Terms & Conditions contained in the bid regarding Hiring of Heavy-Duty Photocopier machines (22 nos.) on Per Page Basis at Various Sections / Departments of MANUU Hyderabad.

I / We hereby declare that my / our firm has not been debarred / blacklisted by any of the organisation functioning under State / Central Government.

Yours Sincerely

Authorised Signatory