

INDIRA GANDHI MEDICAL COLLEGE AND RESEARCH INSTITUTE
(A Government of Puducherry Institution)
Vazhudavour Road, Kathirkamam,
Puducherry - 605009

Ref: F.No:44/IGMC&RI/Estt./AMC/Mono Binocular/2024

Date:

**QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR 154 Nos. of
MAGNUS INCLINED MONOCULAR MICROSCOPE NODEL ML-M AND 21 Nos. Of
BINOCULAR MICROSCOPE MODEL ch20i**

Indira Gandhi Medical College and Research Institute (IGMC&RI), Puducherry, is a Society under the control of Government of Puducherry invites sealed tenders under two-bid system from reputed and experienced agencies for '**Annual Maintenance Contract (AMC)** For 154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i at the above address.

2. The interested agencies/firms are required to submit the Technical and Financial bid separately. The bids in Sealed Cover-I containing "**Technical Quotation**" and Sealed Cover-II containing "**Financial Quotation**" should be placed in a third sealed cover super-scripted "**Quotation for Annual Maintenance Contract (AMC)** For 154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i and should reach IGMC&RI, Puducherry on or before 25th March 2024.

3. No quotation will be accepted after last date of submission of quotation.

4. The Technical Quotation (Annexure-I) and Financial Quotation (Annexure- II) duly signed by the firm/agency should contain in the Envelope-3 super-scribed with "**Quotation FOR Annual Maintenance Contract (AMC)** For 154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i".

5. The quotation shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through '**Tenders**' Section on the IGMC&RI website www.igmcricri.edu.in


DIRECTOR,
IGMC&RI,
PUDUCHERRY

Tel:0413-2277545,
Website: www.igmcricri.edu.in

**APPLICATION LETTER
(Specimen)**

To

The Director,
Indira Gandhi Medical College and Research Institute,
Kathirkamam, Puducherry.

Subject: ANNUAL MAINTENANCE CONTRACT (AMC) FOR 154 NOS. OF MAGNUS INCLINED MONOCULAR MICROSCOPE MODEL ML-M AND 21 NOS. OF BINOCULAR MICROSCOPE MODEL CH20i

Dear Sir,

In response to your Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company/ Partnership/Sole Proprietor submit the tender/quotation with the following particulars:

S.No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele. no. b. Fax No. c. Mobile No. d. Website address, if any	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8.	a. Name and designation of authorized signatory b. Address for communication c. Contact details:- 1) Phone:- 2) Mobile:- 3) Email 4) Fax:-	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as affecting the tender invited by on behalf of the IGM&RI, I/We, the undersigned hereby offer for **Annual Maintenance Contract (AMC) For MICROSCOP Strictly in** accordance with the terms and conditions as indicated by you in the said document. We also agree to submit the bill on the commencement of the contract and second and final payment will be made to the firm on completion of the contract period as per the terms and conditions of the AMC Agreement. I/We will always keep the IGM&RI indemnified of any claim/damages that IGM&RI may have to pay with respect to the service. I/We understand that the IGM&RI reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The IGM&RI further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you

Yours faithfully

Date

Signature
Name Firm's Seal

ANNEXURE-I

Subject: Quotation For Annual Maintenance Contract (AMC) For 154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i at Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry - 6050009

ENVELOPE-1: TECHNICAL QUOTATION

(In separate sealed Cover-I super-scribed as Technical

Bid)CONTENTS

1. Name of Company/ Firm/Agency
2. Name of proprietor / Director of Company/ Firm / agency
3. Full Address of Reg. Office /Telephone No./FAX No./ e-mail id/web site address
4. Full address of Operating / Branch Office/ Telephone No./FAX No./ e-mail id/ website address
5. T.I.N.No.(Attach copy)
6. The Firm/Agency shall have **at least 03 years experience** in these fields and shall submit the **self attested copies** of experience along with the tender documents.
7. Details of works of similar nature carried out in Central/State Govt.bodies/Departments/PSUs/Autonomousbodies/industries/factories/orother similar organizations during the last 3years ending..**2023**.....
8. Certificates provided for the works detailed in 1(d) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
9. Firm/Agency shall submit details of organizations where he has undertaken such similar services as per **Annexure**.
10. General Terms and Conditions of the Contract to be fulfilled by the Tendered/Bidder are given in **Annexure** and **the bidder shall submit them with technical Bid duly signed on each page in lieu of agreeing to them.**
11. The bidder should have an **office in the IGM&RI of Puducherry.**
12. The bid shall be valid and open for acceptance of the Competent Authority of IGM&RI for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
13. An agreement shall be signed with the successful bidder as per specimen enclosed.

14. Quotations received late (including postal delay) / in open condition not meeting the tender conditions/in complete in any respect are liable to be rejected.
15. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
16. No party shall be permitted to submit quotation for work in the IGMCRI, Puducherry in which any of their near relatives is an employee. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the IGMCR&RI. Any violation of this condition which comes to the Notice of the IGMCR&RI after the contract is awarded will entitle the IGMCR&RI to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the IGMCR&RI on account thereof.

Signature with Firm's Seal

Name

Dated:

Envelope-2: FINANCIAL QUOTATION**FORMAT FOR SCHEDULE OF QUOTATION/RATES**

Sl.No.	Name of the item	Quantity	Unit Rate(RS.)	Total Amount without tax	Taxes if any	Total amount with taxes
1.	Magnus inclined monocular microscope model ml-m	154				
2.	Binocular Microscope model ch20i	21				

Note:-The firm/bidder will depute full time experienced and qualified Resident Engineer in IGM&RI to rectify the faults instantly.

Name:.....

Signature:.....

Date_____

Firm's Seal:.....

Terms and Conditions

- 1. The firm/bidder will depute full time experienced and qualified Resident Engineer to rectify the faults instantly.**
2. The other terms and conditions will be regulated as per the Terms and Conditions of the Model Maintenance Agreement attached with this letter of Invitation for Quotation.
3. Payment will be made to submit the bill on the commencement of the contract and second and final payment will be made to the firm on completion of the contract period.
4. In case of breach of any conditions of the contract and for all type of losses caused on the part of Contractor, the Director, IGMC&RI shall make deductions, as deemed fit, from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or may be demanded from him to be paid within seven days to the credit of the IGMC&RI.
5. The powers of the Director, Indira Gandhi Medical College and Research Institute under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him/her as here in provided or to endanger for feature of deposit mentioned under clause above.
6. The prices should be quoted in Indian Rupees only
7. Each bidder shall submit only one quotation;
8. Telex or Facsimile quotations are not acceptable
9. The quotation shall remain valid for a period not less than 90 days after the dead line specified for submission of quotations.
10. This institute will evaluate and compare the quotations determined to be substantially responsive i.e. which are: Properly signed and Conform to the terms and conditions and specifications.
11. The Competent Authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.
12. Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

13. Sales tax/other levies to be charged should be specifically indicated.
14. Incomplete bids are liable to be ignored.
15. The decision of the IGMC&RI, Puducherry shall be binding on all issued relating to quotation.
16. Submission of quotations: Sealed quotation super scribed on the envelope as "Quotation for Annual Maintenance Contract (AMC) for various brands of **"154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i"** should be dispatched by registered post or delivered by hand to the following address:

Director
Indira Gandhi Medical College and Research Institute
Kathirkamam, Puducherry –605009

I hereby agree with the above terms and conditions.

Name of the Firm/Agency_____

Signature with seal _____

Date: _____

MAINTENANCE AGREEMENT

(Specimen)

This Maintenance Agreement is made at Puducherry (Date and place of agreement) for the period of one year from..... to _____ between the Director, I G M C & R, **Puducherry** on behalf of the Indira Gandhi Medical College, Puducherry here in after referred to as "First Party" which expression shall unless excluded by or repugnant to the context be deemed to include his success or in office and assigns on the one party and M/s _____ Vendor Name, acting through authorized representative Sh _____ only authorized by the company/Firm vide resolution number _____ dated _____ (copy annexed to this maintenance agreement) with its registered office at _____ which expression shall unless excluded by or repugnant to the context shall include its representative administrator, executives and assign on the second party.

Whereas IGM C & R, Puducherry has the Microscope shown in this Agreement hereof and is now desirous of availing the Maintenance Services for its Microscope installed at the Indira Gandhi Medical College and Research Institute located at Vazhudavour Road, Kathirkamam, Puducherry - 9.

And whereas M/s _____ has agreed to perform the said maintenance services of the Microscope as mentioned in this agreement and limited to the Microscope covered by this agreement.

Now therefore, it is hereby mutually agreed as follows:

1.0 SCHEDULES TO THE AGREEMENT:

The following schedules form an integral part of this agreement:

Schedule-I-Details of 154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i

1.1 However during the currency of the agreement, the department is at liberty to add to or delete from, this schedule any numbers of Microscope. If so warranted. In case of addition of work, services will be performed; the same will be done on already agreed and settled-rates for the main contract of maintenance.

2.0 TERMS&CONDITIONS OF THE MAINTENANCE CONTRACT FOR 154 nos. of Magnus inclined monocular microscope model ml-m and 21 nos. of Binocular Microscope model ch20i

2.1 The second party, shall truly and faith fully carry on the said job as is done by the services/business houses in proper manner/standard fashion for the comprehensive maintenance of the Microscope etc. as mentioned in Schedule- I to the full extent and satisfaction of the first party for the whole year, i.e., from.....to.....

2.2 The comprehensive maintenance includes **preventive maintenance**, quarterly regular services of the Microscope and/or replacement of any items necessary for keeping the microscope of, active and free from any defects or disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right the malfunctioning of the microscope. The replacement of all the spares included under the Maintenance Contract. The replacement of defective spares with Original spares or spares of equivalent specification will be done by the second party, without any extra charge of any kind.

2.3 The annual maintenance shall be carried out primarily at the premises of the IGM&RI during office hours. In case, the second party feels that the equipment cannot be repaired on-site, they will carry the defective equipment with the consent of officials after giving due receipt of the equipment and deliver back the repaired equipment at their own cost and risk to get it repaired promptly.

2.4 The Operating environment condition in which the equipment is presently installed is quite satisfactory and the second party will not raise any condition with regard to the working environments for the equipment covered under the Maintenance Contract.

2.5 The second party will depute one technical person at IGM&RI to attend on spot the complaints for any minor defect and that technical person will register the complaint on the complaint register with date and time and record the date & time of clearing the fault with satisfactory report signed by the concerned officer of the section.

2.6 Response time for maintenance call should not exceed 1 hour.

3.0 PAYMENT TERMS:

3.1 The total maintenance charges for one year are Rupees.....The Annual maintenance charges shall be payable to the second party in arrears on half-yearly basis. For this purpose, the Second party will have to submit bill in the name of First party and payment shall be made at the earliest (*the first half of payment of CAMC will be paid on the commencement of the contract and the second and final payment will be made to the firm on completion of the contract period as per the terms and conditions of the CAMC Agreement*).

3.2 Enhancement or decrease of taxes, duties or prices of components, etc., will not affect the AMC rates during the entire period of AMC; no difference shall be paid or claimed as a result of the above.

3.3 In the event of non-satisfactory performance of maintenance services by the second party, first party shall have the right and discretion to terminate this agreement by giving one-month notice and to forfeit the proportionate amount from the security deposited by the second party.

4.0 FORCE MAJEURE:

4.1 The.....or the second party, against the other, in case of any failure or omission or calamities such as fires, floods. Earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not), civil war or state of insurrection shall give notice to other party within 15 days of the occurrence of such incident that on account of the above event the notifying party.

4.2 Has delayed the performance of its work as it was beyond its reasonable control and it has not occurred due to negligence or default on its part.

4.3 Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the Government department. The parties shall be relieved of the irrespective obligations to perform, here under for so long as the events of force majeure continue and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force majeure is established as provided here in above.

5.0 SYSTEM AVAILABILITY:

5.1 In the event of any dispute as to whether the system down time is due to damage caused by mishandling or system malfunctioning the issue will be referred to the **D i r e c t o r I G M C & R I** for decision. The decision of the **D i r e c t o r** will be final and binding up on both the parties.

6.0 ASSIGNMENT:

6.1 The second party shall not assign this agreement or any part, thereof or any benefit thereunder without the written consent of to any other party.

7.0 ARBITRATION:

7.1 In the event of any question, disputes or difference arising between the parties relating to the interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be Referred for arbitration to the nominee of the **D i r e c t o r, I G M C & R I**. The decision of arbitration to the agreement in this regard shall be final and binding up on both the parties.

7.2 The parties shall continue to perform their obligations under this agreement during arbitration proceedings. The cost of arbitration (including the fees and expenses of the arbitration) shall be shared equally by the parties unless the award specifies otherwise.

7.3 The venue for arbitration will be Puducherry.

8.0 THE AGREEMENT:

8.1 This document with Schedule 1 hereto signed by both the parties shall constitute the entire agreement binding on both the parties.

8.2 This agreement has been executed in the English language in two originals and each party has

retained on e original. In witness where of each of the parties here to has caused this agreement to be executed as on the day. Month and the year first above written.

First Party

Second Party

Name:

Name:

Designation

Designation:

(Rubber Seal)

(Rubber Seal)

(In presence of)

(In presence of)

Witness-I

Witness-I

Witness-II

Witness-II

Annexure-V

Details of other organizations where such contracts undertaken during last 3years

(Enclose supporting documents).

Sl. No.	Name and address of the Organization	Type of work done	Contact No.

This information is to be given in“EnvelopeNo.1TechnicalQuotation”.

(Signature of Tenderer with seal) Name:

Office Address:

Phone No (O):

Date:

ANNEXURE-VI

Declaration by the Firm/Agency

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

Address:

Phone No (O):

Date:

INDIRA GANDHI MEDICAL COLLEGE AND RESEARCH INSTITUTE

NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT
(AMC) FOR 154 Nos. of MAGNUS INCLINED MONOCULAR MICROSCOPE
NODEL ML-M AND 21 Nos. Of BINOCULAR MICROSCOPE MODEL ch20i

SPECIAL TERMS AND CONDITIONS

- 1) The Contracting Agency will depute full time experienced and qualified Resident Engineer to rectify the faults instantly.
- 2) Replacement of defective parts should be made with spares/parts of the same specification and, in case these are not available, the higher specification will have to be installed. In no case will any defective parts be replaced with old spares.
- 3) The maintenance charges also include free supply and replacement of all spare parts required for perfect running of the computers.
- 4) The Maintenance Engineer of the Contracting Agency should have valid photo I-Card.
- 5) The Resident Engineer of the Contracting Agency should provide maintenance service as and when necessary on all working days from 09:30 h to 17:00 h (Monday to Friday) or up to late hours, as per requirement. Provision for availability of service engineers on Saturdays, Sundays or other holidays should be made in case of emergency.
- 6) The repair work will have to be carried out at the location of the equipment except in the exceptional cases where the equipment or any component may be required to be taken out for repairs. Under such cases, necessary intimation should be made with the competent Officer.
- 7) An agreement shall be signed with the successful bidder as per specimen enclosed.


Director
IGMC&RI