



# NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

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Notification No.: NLSIU-66066/11/2021-ESTS

Date: 07.06.2023

## NOTICE INVITING QUOTATIONS

The National Law School of India, Bangalore ("NLSIU") is a University established under the National Law School of India Act, 1986, imparting legal education. Sealed quotations from reputed vendors for Annual Maintenance Contract are invited for the purpose of empanelment on the University's approved list for the next 3 years by the undersigned, subject to the terms and conditions enumerated hereunder

<b>Categories of Work</b>	AMC Empanelment
<b>Date of Issue of Tender</b>	07.06.2023
<b>Last Date for Submission</b>	Up to 5.00 PM on 14.6.2023
<b>Tender Opening Date</b>	15.6.2023

### Terms and Conditions: -

1. The list of items for which tenders are invited for Annual Maintenance Contracts from interested Bidders are provided in **Annexure A**, attached herewith and the applicable scope of work is mentioned in Annexure B.
2. Interested applicants may contact NLS procurement team via email at [procurement@nls.ac.in](mailto:procurement@nls.ac.in) for any clarification.
3. **Eligibility:**
  - a. The company/firm should be in existence for at least five years.
  - b. The Bidder should have at least three years' experience in successfully handling similar nature of work.
  - c. The Bidder should have average annual turnover of at least Rs.10,00,000/- (Rupees Ten Lakhs only) during the previous two financial years i.e. 2020-21 and 2021-22.
4. Interested bidders may visit and examine the site to acquire the requisite information relating thereto as affecting the quotation upon writing to [procurement@nls.ac.in](mailto:procurement@nls.ac.in) up to 5 P.M on 16.10.2022.
5. Applicants may send in their completed application form in the prescribed format as per **Annexure C** attached. Along with the Application Form, applicants may enclose any other document indicating their eligibility, capacity and experience to supply of services and specific items pertaining to the services while they seek empanelment.

6. Applicants must attach duly self-attested copies of the following documents along with their application:

- j) Firm/Company registration certificate as per existing norms
- k) GST Registration Certificate
- l) PAN Card
- m) MSME Certificate (if registered)
- n) Trade License
- o) Certified by a Chartered Accountant firm, the copies of audited financials for the last two years ending on 31.03.2022.
- p) Address proof of office/premises from where the business is operated
- q) Authorisation certificate from manufacturing firm for the supplying the items, if any.
- r) Performance Certificates/Purchase Orders/Work Orders from at least 2 clients for Annual Maintenance Contract work entrusted over the last three years.

7. The sealed envelope containing signed copies of Annexure C and accompanying documents should clearly superscribe "**Application For Empanelment of Firms for Annual Maintenance Contract**", and shall be addressed to "**Finance Officer, Finance Department, National Law School of India University, Gnana Bharathi Main Rd, Teachers Colony, Nagarbhavi, Bengaluru, Karnataka - 560072**". The sealed envelope shall be sent either in person or by Registered Post to reach this office on or before the due date mentioned,.

8. Applications received by NLSIU shall be scrutinised by a committee appointed for the purpose and shortlisted Bidders shall be notified in due course.

9. The applications received after the due date or incomplete applications will not be entertained.

10. University reserves the right to accept or reject any or all applications without assigning any reason.

11. Firms selected for empanelment shall enter into a contract with the University which shall govern the terms and conditions of the empanelment.

12. Empanelled firms shall accordingly submit quotations on the basis of which the University shall select one or more suitable Vendors to carry out the work. The University shall not bind itself to accept the lowest quoted rate. The University shall accept the quotation that is in best interests of the University, as determined by the University authorities. The University reserves the right to not accept any of the Quotations submitted during this process.

13. The University shall issue a Work Order indicating the scope of work, commercials and timelines to the Selected Vendor for carrying out the work.

14. Empanelled firms shall follow all safety rules and security procedure that are in force and applicable during execution of work.

15. Empanelled firms shall comply with applicable provisions of all acts, statutes, rules and regulations of Central and State Governments, as the case may be.

16. University will review the performance of the empanelled firms every year and the term of empanelment may continue subject to satisfactory performance of the work as evaluated by NLSIU.
  
17. **General Terms:** Applicants are subjected to be disqualified, even though they meet the qualifying criteria if they:
  - a. Provide misleading or false information in the application and supporting documents submitted as proof of qualification, including withholding information.
  - b. Have a record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays, litigation history or financial failures, etc.

  
**Registrar**

**ANNEXURE A**

**Water Purifiers**

<b>SL NO</b>	<b>Descriptions</b>	<b>Qty</b>	<b>Rate per Unit</b>	<b>Amount in Rs (including GST)</b>
01	<b>Water purifiers (Make : Kent , 80SS and Innova)</b>	48		

**EPABX**

<b>SL NO</b>	<b>Descriptions</b>	<b>Qty</b>	<b>Rate per Unit</b>	<b>Amount in Rs (including GST)</b>
01	NEC SV-9100 IP Communication system Configuration : 1PRI+8 Digital+216 Analog Extensions+KTS	1		

## **ANNEXURE B**

### **SCOPE OF WORK**

1. Preventive and periodical maintenance on monthly basis.
2. On call requests should be attended on priority basis.
3. Rates with GST of spares that are frequently replaceable items must be provided with quotation. Such rates shall be applicable for the entire AMC period.
4. Any chargeable works must be taken up only after the prior written approval of authorities.
5. Before quoting the rates you are advised to inspect the campus and quote the rates.
6. Upon satisfactory completion of the services, payment shall be made on submission of tax invoice and after obtaining necessary approvals from authorized representatives.
7. Service reports after each visit must be signed by the concerned official of University
8. All the work should be carried under the supervision of Electrician/Plumber or any other authorised person nominated by the University.
9. All work should be as per the direction of the electrician/plumber or any other authorised person nominated by the University
10. The vendor shall make AMC services available on all days as and when requested by University.
11. No advance payment will be released against the service order.
12. The vendor shall submit GST invoices for payment of quarterly maintenance charges to Finance Department
13. Consolidated complaint reports furnishing the details of all the section wise breakdown calls /lodged/attended must be submitted for release of quarterly payment.
14. No travel expenses shall be borne by the University in respect of travel undertaken by the vendor towards of obligations under the contract.
15. The Limitation of liability on any default of vendor will not be more than the purchase order value of arising out of this agreement.

## ANNEXURE C

### Application Form

11.	<b>Category of Application (Select ):</b>	<input type="checkbox"/> AMC for Air Conditioners <input type="checkbox"/> AMC for Generator <input type="checkbox"/> AMC for Transformers <input type="checkbox"/> AMC for 60 KVA UPS
12.	<b>Name of Firm:</b>	
13.	<b>Type of Firm (Company/ Partnership / Proprietorship etc):</b>	
14.	<b>Registered Address:</b>  <b>Telephone:</b>	
15.	<b>Name, Address, Telephone of Firm's Directors/ Proprietor/ Partners etc.:</b>	
16.	<b>Name, email ID and Phone number of the person we need to contact for business correspondence</b>	
17.	<b>GST Number</b>	
18.	<b>PAN Number</b>	
19.	<b>MSME Number (if applicable)</b>	
20.	<b>Annual Turnover in FY 2020-21 and 2021-22 (Rs. in lacs)</b>	