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<p>F.No. : 3-26/S&amp;P/2016-17</p>	<p>Dt. : 29 /07/2017</p>	

To,

**Sub. : Limited tender for the Comprehensive AMC of Photocopiers installed at ICAR-DWR, Jabalpur -reg.**

Sir,

Sealed quotations are hereby invited on behalf of Director, ICAR-DWR for the award of comprehensive AMC of Photocopier installed at ICAR-DWR, Jabalpur for the period of one year from the date of award of contract. The sealed quotations accompanied by a Demand Draft of Rs. 2000/- (Rupees Two Thousand only) as earnest money drawn in favour of ICAR UNIT-DWR JABALPUR payable at Jabalpur may be addressed to Director, ICAR-DWR, Maharajpur, Adhartal, Jabalpur. The envelope containing quotations be super scribed with “Quotation for the Comprehensive AMC of Photocopier installed at ICAR-DWR, Jabalpur” The sealed quotations may be dropped in the Tender Box placed Store & Purchase section ICAR-DWR, Jabalpur latest by 3.00 p.m. on 21.08.2017. The quotations will be opened on the same day at 3.30 p.m. in committee hall ICAR-DWR, Jabalpur in the presence of the tenderers who may wish to be present. The firm may inspect the photocopiers before quoting the rate on all working days from 10.00AM to 5.00 PM.

The rates of AMC may be quoted as per format as Annexure-I and details of the firm may be indicated as per Annexure-III.

Yours faithfully,

**(I/c Store & Purchase Officer)**

**Enclosed : As above**

## **Terms & Conditions for Comprehensive AMC of Photocopier**

- 1 ICAR-DWR, Jabalpur is inviting quotations for comprehensive AMC of Photocopier installed at ICAR-DWR, Jabalpur for a period of one year, further extendable on same rates, terms & conditions. The Directorate has a number of photocopiers of different makes (list of photocopiers attached as Annexure-II). The number of machines may vary from time to time during the currency of the contract period due to addition of new machines or scrapping of old machines.
- 2 It will be the responsibility of the firm to provide genuine OEM spare parts and toner of the machine and to keep machines in proper working order during the contract period. Cost of all parts repaired/replaced will be borne by the firm and the defective parts will be replaced with original parts.
- 3 The tenderer shall quote per copy charges, which will include the maintenance charges for maintaining the machine including plastic parts in proper order throughout the contract period.
- 4 The bill has to be submitted after the completion of 3 months period and the payment will be made quarterly after getting the satisfactory report/certificate from the users and conditions of the number of copies.
- 5 EMD in the form of DD amounting to Rs. 2,000/- (Rupees Two thousand only) in favour of ICAR UNIT-DWR, Jabalpur shall also be sent with the quotation/bid and no interest on earnest money shall be paid to the tenderer. There is no exemption to any firm from submission of earnest money deposit.
- 6 Performance Security @ 10% of the contract value in the form of DD is to be deposited in favour of ICAR UNIT-DWR, Jabalpur by the successful bidder.
- 7 No bidder will be allowed to withdraw after submission of the bid, otherwise the EMD submitted by the bidding firm would stand forfeited.
- 8 In case the successful bidder declines the offer of contract, for whatsoever reason(s), EMD will be forfeited,
- 9 Penalty of RS. 100/- per day will be charged for not providing the toner.
- 10 The successful bidder will have to commence the work within 03 days of acceptance of the contract awarding letter. Otherwise the contract will be cancelled and EMD will be forfeited.

- 11 All photocopier machined with major fault will be set right with 48 hours from the date of complaining otherwise a penalty of Rs. 100/- will be charged for each day's delay per machine of charges that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher, will be deducted from the firm's quarterly raised bill towards contract charges. In case of delay, the machine if got repaired from outside agency will be at the risk and responsibility of the Firm that has been awarded the contract.
- 12 The process for evaluation of the bids will be decided by the Directorate, if more than one firm is found lowest for different machines.
- 13 At any stage, during the contract period, if it is found by the Directorate that services of the firm is not satisfactory, the Directorate reserves the right to cancel the contract without assigning any reason and security money shall be forfeited.
- 14 The Directorate reserves the right to reject any or all the quotations without assigning any reason.
- 15 Incomplete bids are liable to be rejected.
- 16 Terms & conditions are acceptable.

Date:

(Authorized signatory  
of the firm with seal)

**Comprehensive AMC for Photocopiers**

Name of the firm:-

		Per copy charges for maintaining the machines including plastic parts in proper order throughout the contract period	
S. No.	Description	Rs. Per copy in figure	Rs. Per copy in words
1.	Ricoh make photocopiers		
2.	XEROX make photocopiers		

\*Taxes, if any, may be shown separately

Place:-

Date:-

Signature of Authorized agency

Agency Name:-

Seal

**List of Photocopiers**

<b><u>S. No.</u></b>	<b><u>Make Model No.</u></b>	<b><u>Location</u></b>
1.	Ricoh MP 1813L	Store & Purchase Section
2.	Ricoh MP 1813L	Establishment Section
3.	XEROX WC 5024	Audit & Accounts Section
4.	Ricoh Aficio MP 2030	Library
5.	Ricoh Aficio MP 1600 LE	Director cell
6.	XEROX WC 5021	PME Cell

**Details of the Firm**

Name of the Firm \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

Phone No./Mobile No. \_\_\_\_\_

DD No. \_\_\_\_\_

1.	E-Mail Address	
2.	PAN No.	
3.	VAT/TIN No./GST No.	
4.	Bank Detail:-  1. Bank Name 2. Branch Address 3. Account No. 4. Type of Account 5. MICR Code & IFSC Code of the Bank	