

**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
KRISHI ANUSANDHAN BHAVAN-I,
PUSA, NEW DELHI – 110012**

F.No. 3(4)/2008-G.A

Dated:- 05th January, 2017

To,

As per list enclosed

Sub. : Limited tender for the Comprehensive AMC of photocopiers installed at ASRB, New Delhi.

Sir,

Sealed quotations are hereby invited on behalf of Secretary, ASRB for the award of comprehensive AMC of Photocopier installed at ASRB, New Delhi for the period of one year from the date of award of contract. The sealed quotations accompanied by a Demand Draft of Rs. 5000/- (Rupees five thousand only) as earnest money drawn in favour of Secretary, ASRB payable at New Delhi may be addressed to Secretary, ASRB, Krishi Anusandhan Bhavan-1, New Delhi. The envelope containing quotations should be super scribed with "Quotation for the Comprehensive AMC of Photocopier installed at ASRB, New Delhi" The sealed quotations may be dropped in the Tender Box placed outside Room No. 109, Krishi Anusandhan Bhavan-1, Pusa, New Delhi latest by 3.00 p.m. on 27.01.2017. The quotations will be opened on the same day at 3.30 p.m. in Room No. 101, Krishi Anusandhan Bhavan-1, Pusa, New Delhi in the presence of the tenderers who may wish to be present.

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,

Daulat Ram
(Daulat Ram)
Section Officer (G.A.)

Enclosed : As above

*Issued on
5/01/17*

Terms & Conditions for Comprehensive AMC of Photocopier

1. Agricultural Scientist Recruitment Board is inviting quotations for comprehensive AMC of Photocopier installed at ASRB, KAB-I, Pusa, New Delhi for a period of one year, further extendable on same rates, terms & conditions. The Board 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.5,000/- (Rupees five thousand only) in favour of Secretary, ASRB 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 Secretary, ASRB 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 machines with major fault will be set right with 48 hours from the date of complaint otherwise a penalty of Rs.100/- will be charged for each day's delay per machine or 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 Board, 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 Board that services of the firm is not satisfactory, the Board reserves the right to cancel the contract without assigning any reason and security money shall be forfeited.
14. The Board reserves the right to reject any or all the quotations without assigning any reason.
15. Incomplete bids are liable to be rejected.

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.	Toshiba make Photocopiers		

*Taxes, if any, may be shown separately

Place:-

Date:-

Signature of Authorized agency
Agency Name:-
Seal

List of Photocopiers

<u>S.No.</u>	<u>Make Model No.</u>	<u>Location</u>
1.	Ricoh MP 730	Confidential Cell
2.	Ricoh MP 2000	CE Personal Section
3.	Ricoh MP 2501	Chief Tech. Officer
4.	Ricoh MP 2000	Personal Section of Secretary, ASRB
5.	Ricoh MP 1600	Personal Section of Dy.Secretary (R)
6.	Ricoh MP 2550	Gen. Admn. Section
7.	Ricoh MP 2530	R-I Section
8.	Ricoh MP 2000	On Line Hall
9.	Toshiba 212	Exam. I Section
10.	Toshiba 212	R&D Section
11.	Toshiba 212	Assessment Cell
12.	Toshiba 212	DD(OL)
13.	Toshiba 224	PPS to Chairman
14	Ricoh MP 5002	CE Personal Section

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.	
4.	Bank Details:- 1. Bank Name 2. Branch Address 3. Account No. 4. Type of Account 5. MICR Code & IFSC Code of the Bank	

List of Firms

M/s.D.C. Copier Solution (P) Ltd.,
H-128/1 LG Floor, Mohammedpur,
Near Community Centre, New Delhi-110066

M/s. Delta Business Systems,
2136, Abhinash Mansion, Joshi Road No.3,
Karolbagh, New Delhi-110005

M/s. Delta Office Automation,
2136, Gali Girdhari Lal, Masjid Khajoor,
New Delhi-110006

M/s. Horizon Automation Systems Pvt. Ltd.,
S-547, 2nd Floor, Main Road Shakarpur,
New Delhi-110092

M/s. Unique Xerox Services
F-121, Basement, Lajpat Nagar-I
New Delhi-110024

M/s. Amazing Systems & Technologies
Plot No.68, Ambrai Ext.,
Near Sec. 10 Matro Station,
Dwarka Sector 19
Delhi-110075

M/s. Dev Copier Systems
32 Near Bajaj Service Centre
Netaji Subhash Marg, Daryaganj
Delhi-110002

M/s. Standard Office Solutions Pvt. Ltd.,
D-1/22, Palam Extension, Near Ramphal Chowk
Dwarka Sector-7
Delhi-110063

Microbase Equipments (P) Ltd
14, National Park, Lajpat Nagar - IV
New Delhi - 110024.

M/s. Genius Office Automation Pvt. Ltd.
258, Satyam Tower, Paschim Vihar
Delhi-110063

M/s. M.M. Copier Services
L-5, Sector-6, Near Kali Building School
Dr. Ambedkar Nagar, Dakshinpuri
Delhi-110062

Arav Global Enterprises
RZ-133A, First Floor
Shiv Block, Raghu Nagar
New Delhi-110045