

कृषि वैज्ञानिक चयन मंडल

(भारतीय कृषि अनुसंधान परिषद)

कृषि अनुसंधान भवन-I, पूसा, नई दिल्ली 110 012.

AGRICULTURAL SCIENTISTS RECRUITMENT BOARD

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012

Tele : 25841928, 25848172; Fax : 25846311



F.No. 3(4)/2018-GA

dated 26<sup>th</sup> September 2018

To,

As per list attached

**SUBJECT: limited tender for Award of Comprehensive Contract for Maintenance of Scanners, Printers, UPS, Fax and other Multifunctional Printers of various makes installed at ASRB, New Delhi.**

Sir,

Sealed bids are hereby invited on behalf of Secretary, ASRB for the award of comprehensive Contract for Maintenance of Scanners, Printers, UPS, Fax and Multi-functional machines of various makes installed at ASRB Office, KAB-I, Pusa, New Delhi. In case you are interested to undertake the work, you are requested to send your Quotation in a sealed cover superscribed as "**COMPREHENSIVE CONTRACT FOR MAINTENANCE OF SCANNERS, PRINTERS, UPS, FAX AND OTHER MULTIFUNCTIONAL PRINTERS (ALL-IN-ONE PRINTERS) OF VARIOUS MAKES INSTALLED AT ASRB, NEW DELHI,** accompanied by a Demand Draft of ₹5000/- as earnest money drawn in favour of Secretary, ASRB, which should reach the undersigned latest by 3.00 PM on 15.10.2018. The bids may be dropped in the Tender Box kept outside Room No. 109, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012. The bids will be opened on 15.10.2018 at 3.30 PM in Room No. 101, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012, in the presence of bidders who may wish to be present.

A copy of the prescribed form showing specifications and tentative quality of equipment along with Terms & Conditions is enclosed.

Yours faithfully,

  
(Ajay Gautam)

Under-Secretary, ASRB

## Terms and Conditions

1. The bidders shall quote comprehensive rates, which will include the maintenance charges for maintaining the machines/equipments including accessories/parts in proper order throughout the contract period. Comprehensive AMC rates per machine should be quoted as per Annexure-I. Taxes, if any, should be indicated separately in Annexure-I.
2. The Board has Scanners, Printers, UPS, Fax machines and Multi-functional printers of various make such as Hp, Xerox, Kyocera, Luminous, Microtek etc. as per details given in Annexure-I.
3. Correction/over-writing in the bid documents or conditional bids are not permissible. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
4. The competent authority in the Board shall have the right to reject all or any of the offers without assigning any reason.
5. A demand draft of ₹5,000/- as Earnest Money in favour of Secretary, ASRB is to be enclosed along with the bid. No quotation shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than "Secretary, ASRB" will not be accepted and the bid will be rejected. The earnest money will be refunded only after the finalization of the contract and no interest will be paid on earnest money.
6. The contract for maintenance of Scanners, Printers, UPS, Fax machines and Multi-functional printers is **COMPREHENSIVE** (i.e. covers all the items like fuser assembly, formatter, logic card, pick up roller, batteries of UPS etc) and no extra charge whatsoever would be paid to the firm. **The Board shall provide only the toner cartridge for the printers.**
7. In case of violation of any terms and conditions on the part of the firm is noticed and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority in the Board. Further, in case the complaint is not attended to promptly and within the specified time, the work will be got done from other sources at the contractor's risk and cost. In this regard the decision of the Competent Authority in the Board shall be final and binding on the contractor.
8. Rates once finalized will not be changed/enhanced during the currency of the contract.
9. The contract period will be for one year. The contract may be considered for extension by mutual consent ~~and~~ for one more year as may be agreed upon subject to proper and satisfactory services provided by the firm and approval of the competent authority in the Board,
10. In case, successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/performance security deposited shall be forfeited.
11. Mere quoting lowest rates will not amount to commitment for award of contract. L-1 will be selected on the basis of lowest Combined total as per Annexure-1
12. The firm should have experience of handling of at least three similar service/maintenance contracts in Govt. departments / agencies / PSU of the value of not below Rs. 50,000 (Rupees fifty thousand only). Requisite certificate/documents should be attached with the quotation.
13. The outer cleaning of the systems and accessories will be done free of cost once in a quarter.
14. It shall be the responsibility of the firm(s) to make all the Scanners, printers, UPS, Fax machines work satisfactorily throughout the contract period and also to hand over the systems to the Board in working condition on the expiry of the contract.

15. The firm will provide genuine parts of Scanners, Printers, UPS, Fax machines and Multi-functional printers and in case of replacement of parts is needed, the parts shall be of the same make. In the event of their non-availability, good quality genuine parts should be used with prior approval of the Board.
16. Any reported fault would be taken up by the firm's Engineer within two hours. As far as possible, the repairs would be carried out on-site itself, however, in case the equipment is taken to the workshop, the firm would provide, a stand-by equipment for the same.
17. After the contract is finalized, an agreement shall be entered into with the successful firm on a non-Judicial Stamp Paper of ₹ 100/-. The firm shall ensure that the machine when taken under the contract shall be maintained throughout the contract period properly and shall be handed back to the Board in proper running condition after the expiry of the contract or else Security money shall be forfeited apart from other penalties.
18. No advance payment in any case would be made. However, payment will be made on quarterly basis after the submission of user satisfactory reports along with the bill of each quarter.
19. To avoid interruption in the official work at the Board, standby inventory of equipments should be kept in the Board.
20. The equipments are placed in various rooms of ASRB at Krishi Anusandhan Bhawan-I, Pusa, New Delhi. The firms may inspect the equipment before quoting their rates, if considered necessary, during office hours (from Monday to Friday between 09:00 AM to 05:30 PM)
21. The competent authority in the Board reserves the right to cancel the contract at any time during the currency of the contract without giving any reason.
22. The firm whom the tender will be awarded, will have to deposit the performance security equal to 10% of the total contract amount till 60 days from the date contract expires. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
23. The bidder shall provide a self-declaration, as per annexure III, that it is not debarred or backlisted by any Government department/agencies.
24. The firm will provide maintenance and repair service on holidays, in case of emergency.
25. Penalty as deemed fit by the competent authority in the Board will be charged in case of any of the equipment under contract is not repaired within 24 hours of reporting of malfunctioning of it.
26. If any dispute(s) arises between the Board and the firm with reference to the contract, the decision of Secretary, ASRB will be binding on the firms.

**Terms & Conditions are acceptable.**

**Dated**

**(Authorized signatory)**

**ANNEXURE - I**

**QUOTATION FOR AWARD OF COMPREHENSIVE CONTRACT FOR MAINTENANCE OF SCANNERS, PRINTERS & UPS INSTALLED AT ASRB, NEW DELHI**

Name of the firm : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone No./Mobile No. : \_\_\_\_\_  
DD No./Pay Order No. : \_\_\_\_\_

S.N.	Equipment	Qty. (nos.)	Comprehensive AMC Rate* (per equipment) in Rupees	Total Comprehensive AMC amount* in Rupees
1.	Scanners	10		
2.	Printers	66		
3.	UPS	81		
4.	Fax Machines	03		
5.	Multifunctional Printers	06		
<b>Total</b>				

\*GST extra as applicable should be indicated separately.

Note: Quantity quoted against each equipment is tentative and may vary upwards or downwards, and in case the rates are quoted for the whole lot, payment will be made on pro-rata basis accordingly.

**ANNEXURE – II**

Name of the firm -----

Registered / Postal Address -----

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1.	E- mail Address	
2.	PAN No.	
3.	VAT/TIN/GSTIN No., whichever is applicable	
4.	Bank Details :  1. Bank Name 2. Brach Address 3. Account No. 4. Type of Account (Current/Savings)	

**UNDERTAKING**

I/We have read and understood Terms and Conditions contained in the ASRB's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by AGRICULTURAL SCIENTISTS RECRUITMENT BOARD.

I/We do hereby also accept ASRB have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to ASRB any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ASRB to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Place:

Date: