

**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)

