



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways, Govt. of India)

IAHE/Admin/22/AMC RICOH/2014-15

Dated: 13.06.2019

Notice Inviting Quotations (NIQ)

To
All the Bidders

Sub: Annual Maintenance Contract (AMC) of two RICOH Photocopier Machines (Model No. Aficio MP6002 and Model No. Aficio MPC2003) installed at Indian Academy of Highway Engineers (IAHE), Noida.

Sir,

Quotation are invited from all the eligible agencies which are authorized service provider of M/s RICOH India Ltd. for Annual Maintenance Contract (AMC) of two RICOH Photocopier Machines (Model No. Aficio MP6002 and Model No. Aficio MPC2003) installed at IAHE, Noida.

2. The quotation may be submitted to **Deputy Director (I/c), IAHE** in sealed envelope **on and before 25.06.2019, 03.00 PM**. In the quotation, the letter number and date of this NIQ may be mentioned.

3. Terms & Condition

i. The agencies submitting the quotation should be valid authorized service provider of M/s RICOH India Ltd. having PAN and GST registration certificate (if applicable). Agencies are required to submit proposals in two covers as per details given below:

a) First cover: It shall contain followings:

- (i) A copy of Authorization letter from RICOH India Ltd.
- (ii) PAN Card of the firm or Proprietor
- (iii) GST registration certificate (if applicable)
- (iv) Security deposit of Rs. 5000/- in the form of Demand Draft/ Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida.

b) Second Cover:

The second cover shall contain the Financial Quote/ Quotation in the format as given in Annexure-I (in the letter head of agency).

- ii. **First Cover shall be opened at first. Second Cover containing Financial Quote/ Quotation shall be opened of only those agencies which have submitted first cover containing all the requisite documents mentioned above in para 3 (i) (a) . The work shall be awarded to the agency submitting the lowest Financial Quote (Grand total price).**
- iii. **Both the cover i.e. first cover and second cover mentioned above should be enclosed in third cover. This third cover should have superscripting "Quotation for AMC of RICOH Photocopiers of Indian Academy of Highway Engineers (IAHE), Noida" on it.**

Please note: All correspondence should be addressed to the Director by designation only

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)
Tel 0120-2400085-86, 2405006-9, Fax 2400087



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- iv. Financial quotation, if not submitted as per requisite format indicated in Annexure-I, shall be considered non-responsive and rejected by the IAHE.
- v. Prospective bidders are encouraged to visit the site for proper understanding the scope of work before submitting the quotation.
- vi. The contract would be comprehensive i.e including replacement of all parts of RICOH Photocopiers & other Peripherals in Original including service visits except Physical damaged; Outer body (bad glass); and consumables i.e. Toner, Drum, Developer, Heat roller, fuser module. All other parts which requires for the normal functioning of the machines during the contract shall be replaced free of cost.
- vii. The replacement of any parts/peripherals, whenever required, must be carried out by the agency with genuine part of same specification and warranty.
- viii. The agency shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipment Manufacturer (OEM) components for replacement.
- ix. The initial period of contract will be one year from the date of award of contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The AMC can be further extended for one year based on the performance of the agency.
- x. This contract will cover attending to any number of breakdown calls within 24 hours during the tenure of the contract. The agency shall rectify the faults in the machine within 24 hours after report by IAHE. As far as possible, the repairs would be carried out on-site.
- xi. All the items required for maintenance of the machines shall be arranged by the Agency, within the scope of the AMC.
- xii. Immediately on award of the contract, the agency shall inspect both the photocopier machines and submit the report about functioning of the machines. It shall be the responsibility of the agency to make both the photocopier machines work satisfactorily throughout the AMC period and also to hand over the photocopier machines to the IAHE in working conditions on the expiry of the contract. In case any damage in the systems is found, compensation which would be determined by the Director, IAHE will have to be paid by the agency.
- xiii. No advance payment shall be made in any case. However, quarterly payment on pro-rata basis on satisfactorily rendering of service would be made at the end of every quarter.
- xiv. Work shall be executed at the site in the campus of IAHE (Indian Academy of Highway Engineers, A-5, Sector-62, Noida).
- xv. Changes in the Taxes will be considered as per prevailing rates of Government of India.

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- xvi. Security deposit of bidders except lowest bidder is returnable in the form of a cheque or online transfer to bidder's bank account not later than 15 (Fifteen) days from the date of opening of Financial Proposal. The security deposit of the successful firm (lowest bidder) will be released within a month time after successful completion of the AMC period.
- xvii. The IAHE shall not be liable to pay any interest on the security deposit and the same shall be interest free.
- xviii. Rates for both the photocopier machines (mentioned in Annexure-I of NIQ) must be quoted by the agency. If any agency fails to quote for any photocopier machines, its quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand Total of rates quoted. Rates must be quoted as per units mentioned in quantities column at Annexure-I
- xix. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason whatsoever.
- xx. Extra caution/protection may be taken and appropriate safety gear be used during the work; IAHE will no way be responsible for any loss of property including physical harm or loss of life in the course of work and no future claim will be accepted regarding this.
- xxi. Any kind of damage/loss of office property caused during the work whether intentional or accidental has to be borne by the Agency.
- xxii. If any disputes arise due to dealings between the successful bidder and IAHE here to or on account of interpretation of any term of this contract or otherwise due to this contract then the same may be decided by mutual consent otherwise the decision of Director, IAHE will be final and binding to the successful bidder.
- xxiii. Quotation shall be submitted to Deputy Director (I/c) Director, IAHE in sealed envelope superscripting "Quotation for AMC of RICOH Photocopiers of Indian Academy of Highway Engineers (IAHE), Noida" so as to reach on and before 25.06.2019, 03:00 PM.

Encl: As above

Yours faithfully,

(Rakesh Meena)
DD for Director, IAHE

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Format should be on the letter head of the agency submitting the quotation

To
The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Institutional Area
Sector-62, Noida (UP)

Sir,

In reference to IAHE's NIQ no. IAHE/Admin/22/AMC RICOH/2014-15 dated 13.06.2019, our quotation is as under:

Sl No	Item	Quantity	Rate in Rs.
1	RICOH Photocopier Machine, (Model No. Aficio MP 6002), Machine Sr. No. W864C850009, Monochrome Machine	01	
2	RICOH Photocopier Machine, (Model No. Aficio MP C2003) , Machine Sr. No. E203RB70621, Colour Machine	01	
3		GST (on 1+2)	
		Grand total (1+2+3)	
Total amount (including GST) Rs...../- (in words.....Only)			

2. I/We _____ agency herewith accept all the term and conditions stated in the IAHE's aforesaid NIQ No. IAHE/Admin/22/AMC RICOH/2014-15, dated 13.06.2019.

Signature of Managing Director/
Head of the firm/Authorised Representative

Full Name:

Seal:

Date:

Place:

