



कृषि वैज्ञानिक चयन मंडल  
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
Department of Agricultural Research and Education, Govt. of India  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi - 110012



F.No. 3(4)/2008-GA

Dated 4 February, 2019

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, KAB-I, Pusa Campus, New Delhi for the period of one year. In case you are interested to undertake the work, you are requested to send quotations in a sealed cover super scribed with "**Quotation for the Comprehensive AMC of Photocopier installed at ASRB, New Delhi**", 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 which should reach the undersigned latest by 3.00 PM on 22.02.2019. 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 22.02.2019 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 (G.A.)

Enclosed: As above



## Terms & Conditions

1. Agricultural Scientists 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-IV). 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. 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.
3. A Demand Draft of ₹5,000/- as Earnest Money in favour of Secretary, ASRB is to be enclosed along with the bid. **Requirement of EMD is exempted from those bidders registered under NSIC/MSME** as per Government guidelines (copy of certificate is required to be attached with the bid to claim exemption). 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
4. No bidder will be allowed to withdraw after submission of the bid, otherwise the EMD submitted by the bidding firm would stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reason(s), EMD will be forfeited.
5. 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.
6. The firm whom the tender will be awarded, will have to deposit the performance security equal to 10% of the total contract amount that will remain valid for 60 days beyond the date at which 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.
7. 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.
8. 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.
9. The contract for maintenance of the machine is **COMPREHENSIVE** (i.e. covers all the items and spare parts) and no extra charge whatsoever would be paid to the firm



10. Rates once finalized will not be changed/enhanced during the currency of the contract.
11. The contract period will be for one year. The contract may be considered for extension by mutual consent 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,
12. In case, successful bidder shows inability at any stage, after the contract is awarded / finalized, for whatsoever reason(s), to honour the contract, the earnest money/ performance security deposited shall be forfeited.
13. Mere quoting lowest rates will not amount to commitment for award of contract.
14. The outer cleaning of the system and accessories will be done free of cost once in a quarter
15. Maintenance services shall consist of Preventive Maintenance and corrective maintenance as and when required.
16. It shall be the responsibility of the firm(s) to make the equipment work satisfactorily throughout the contract period and also to hand over the equipment to the Board in working condition on the expiry of the contract
17. 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.
18. 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.
19. The process for evaluation of the bids will be decided by the Board, if more than one firm is found lowest for different machines.
20. 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.
21. The equipment is placed in the ASRB premises located 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)



22. 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.
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. 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
26. Incomplete bids are liable to be rejected.

**Terms & Conditions are acceptable.**

**Dated**

**(Authorized signatory)**



**ANNEXURE-I**

**QUOTATION FOR AWARD OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF  
PHOTOCOPIERS**

Name of the firm:-

S. No.	Make/Model No.	Model No.	Per copy charges for maintaining the machines including plastic in proper order	
			Rs/copy in figure*	Rs/copy in words*
1	Ricoh	AficioMP1600		
2	Ricoh	AficioMP2000		
3	Toshiba	e-studio212		
4	Toshiba	e-studio225		
5	Sharp	AR603IN		
6	Ricoh	MP2501SP		
7	Ricoh	AFICIOMP5002SP		

\*GST extra as applicable should be indicated separately.

Place:-

Date:-

Signature of Authorized signatory

Agency Name:-

SEAL

**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 misrepresentation 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:



List of Photocopiers

<b>S. No.</b>	<b>Make/Model No.</b>	<b>Model No.</b>	<b>Quantity</b>
1	Ricoh	AficioMP1600	01
2	Ricoh	AficioMP2000	02
3	Toshiba	e-studio212	04
4	Toshiba	e-studio225	01
5	Sharp	AR603IN	02
6	Ricoh	MP2501SP	02
7	Ricoh	AFICIOMP5002SP	01