



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(1)/2019-GA

Dated 06 April, 2021

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, extendable for two more years (one year at a time) on satisfactory performance and mutual consent. 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", which should reach the undersigned latest by 3.00 PM on 27.04.2021 (Tuesday). 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 27.04.2021 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 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, extendable for two more years (one year at a time) on satisfactory performance and mutual consent. 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. The bid shall be valid in the case of all the tenders for at least 3 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire AMC period. The successful bidder will have to commence the work within 03 days of acceptance of the contract awarding letter.
4. The firm whom the tender will be awarded, will have to deposit the performance security of Rs 10,000/- (Rupees ten thousand only) in the form of DD/FDR 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.
5. 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. The dismantled material shall be the property of the Board.
6. The tenderer shall quote per copy-charges, which will include the maintenance charges for maintaining the machine (including plastic parts and toner / drum) in proper order throughout the contract period.
7. The contract for maintenance of the machine is **COMPREHENSIVE** (i.e. covers all the items i.e toner/drum etc. and spare parts) and no extra charge whatsoever would be paid to the firm. The firm will provide maintenance and repair service on holidays, in case of emergency.
8. Upon award of the contract, the selected bidder shall put asset number on each of the system being maintained by them. These should correspond to the number(s) of equipments to be maintained in a separate register along with the details of rooms/places where they are located. If there is shifting of equipments under this AMC, the service provider will have to make changes in record accordingly. Designated officer of the Board would assist the firm in this task and to ensure this to be done under his supervision.
9. Rates once finalized will not be changed / enhanced during the currency of the contract.

10. The contract period will be for one year. The contract may be considered for extension by mutual consent for two more year (one year at a time) or for such duration as may be agreed upon subject to proper and satisfactory services provided by the firm and approval of the competent authority in the Board,
11. In case, successful bidder shows inability at any stage, after the contract is awarded / finalized, for whatsoever reason(s), to honour the contract, performance security deposited shall be forfeited.
12. The agency should be capable of providing photocopier as a standby in case any photocopier having problem which is unable to be rectified within 48 hours.
13. If the agency is unable to attend call or resolve any problem, Board may get it rectified / repaired from any other sources / open market and the rectification/repair charges (including spares/parts, if any) for the same this paid will have to bear by the agency; otherwise, the said charges will be recovered from the bill / security deposit submitted by the agency.
14. Maintenance services shall consist of Preventive Maintenance and corrective maintenance as and when required. The outer cleaning of the system and accessories (preventive maintenance) will be done free of cost once in a quarter. The agency will provide drum / toners in response to the oral / telephonic intimation by the concerned officer of this Office and the agency shall ensure that the toners are kept in spare for immediate issue when required.
15. 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
16. 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.
17. 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.
18. 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)
19. 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.
20. The bidder shall provide a self-declaration, as per annexure III, that it is not debarred or blacklisted by any Government department/agencies.

21. 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

22. Incomplete bids are liable to be rejected.

Terms & Conditions are acceptable.

Dated

(Authorized signatory)

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

Name of the firm:-

S. No.	Item / Description	Per copy charges for maintaining the machines including plastic in proper order	
		Rs/copy in figure* (excl GST)	Rs/copy in words* (excl GST)
1	AMC of copiers of supply including supply of all material spares, replacement/repairs, including supply of drum/toners. (for black and white photocopier)		
2	AMC of copiers of supply including supply of all material spares, replacement/repairs, including supply of drum/toners. (for colour photocopier)		

*For selecting the L-1 firm, the firm quoting least total amount for S.No. 1 and 2 above will be considered as the L-1 (lowest) bidder

* GST extra as applicable should be indicated separately

Place:-

Date:-

Signature of Authorized signatory
Agency Name:-
SEAL

Name of the firm -----

Registered / Postal Address -----

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

S. No.	Make/Model No.	Model No.	Quantity
1	Samsung*	MultiXpress 8128	03
2	Samsung*	MultiXpress C9201 (colour)	01
3	Samsung*	MultiXpressK 3250NR	02
4	Ricoh	Aficio MP2000Le	01
5	Ricoh	Aficio MP2501Sp	02
6	Ricoh	Aficio-MP5002Sp	01
7	Sharp	AR-6031N	02
8	Hp	Laserjet MFP M72625	03
Total			15

*Machines mentioned at S.No. 1, 2 and 3 above are currently under Full Service maintenance agreement (FSMA) with M/s international Electronics and Communications Pvt Ltd, New Delhi. The same shall be brought under the AMC as and when the FSMA expires and will be communicated to the service provider.