



Prasar Bharati
(India's Public Service Broadcaster)
AIR RESOURCES



No. 17(7)/ARC/2015

Dated: 04.10.2019

Subject: Quotation for awarding Comprehensive Annual Maintenance Contract per photocopy inclusive of all spares/components for Canon make Digital Photocopier Machine as per details given in enclosed Quotation Form.


Dear Sir,

Please furnish your quotation for the work mentioned in the enclosed quotation form. Your quotation should fulfill the following conditions:-

1. The firm should be an Authorized Service Provider for Canon make digital photocopy machine, including the model under reference.
2. The Quotation is to be submitted in the sealed envelopes to the undersigned by name as per terms & conditions given in the enclosed Quotation form. The sealed Quotation should reach the undersigned on or before 22.10.2019 by 15:00 hrs. The Quotations shall be opened on the same day at 16:00 hrs. in the presence of tenderers who may desire to be present.
3. The subject name, reference of this letter No. and date of opening the quotation should clearly be super scribed on envelope containing the quotations otherwise quotation will not be accepted.
4. If desired, the system may be inspected during working hours on any working day.
5. The firm should furnish details of their registration No. as per GST Act 2017 along with a copy of latest income tax clearance certificate.
6. The quotation submitted should remain open for acceptance for a minimum period of six months from the date of opening. This Directorate will have the option to accept/reject any or all quotations without assigning any reasons thereof. The quotations not fulfilling the requisite terms and conditions shall be summarily rejected.
7. This office will not be responsible for the loss of quotation or for any delay in postal transit. Any quotation received after the due date and time will be summarily rejected.

Encl.: as above.

Yours faithfully


(Ravi Karan)
Manager (B&P)
AIR Resources,

Copy to:

On Notice board.

Dated: 04.10.2019

QUOTATION FORM

Please read carefully the Terms and Conditions of the Quotation before submitting the Quotations.

Quotation No: 17(7)/ARC/2015

Last date of receipt of quotation: 22.10.2019 upto 15:00 Hrs.

Date of Opening of Quotation: 22.10.2019 at 16:00 Hrs.

Detail/Schedule of Quotation:

S.No.	DESCRIPTION OF WORK	QTY. (No. of Machines)	Rate per photocopy (in Rs.)	REMARKS
1.	Comprehensive Annual Maintenance Contract per photocopy and inclusive of all spares/consumables components for Digital Photocopier Canon Machine (Model – IR-ADV4225).	One		Purchased on 01.06.2015 S. No. RKX01431

* The Rates should be quoted inclusive of all applicable taxes.

TERMS AND CONDITIONS FOR THE AWARD OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF DIGITAL PHOTOCOPIER.

The firm shall provide service on all working days to keep system in good working condition for 24x7. The service shall be provided per photocopy and inclusive of all spares/components. The other terms & conditions shall be as follows:

1. The firm must be an Authorized Service Provider for Digital Canon Photocopier and should submit a certificate from the company in this regard along with the quotation.
2. The agreement will be for a period of one year and during the agreement period, no demand for revision of rates shall be entertained.
3. This is a Complete Service Agreement. It will be the responsibility of the firm to replace all defective parts of Digital Photocopier with the original parts and also to upgrade/repair software, if required.
4. The breakdown maintenance calls shall be attended within four hours of its reporting. If fault persists beyond 24 hrs., a standby system for uninterrupted service will have to be provided by the firm. In case of failure by the firm to provide a standby system within 24 hrs, a penalty @ double the pro-rata downtime amount will be levied & amount will be deducted from payment due to the vendor. Pro-rata downtime will be calculated on the basis of average of nos. of copies per day. The firm will get the verified meter reading of photocopy machine while taking the reading after the conclusion of each month.
5. If the firm does not attend to the breakdown within the stipulated time frame mentioned above, the work will be got done from a third party at the expense of the firm and the expenditure so incurred on such repairs shall be recovered from the firm.
6. The firm will depute its professionally trained/qualified person to handle the breakdowns. A mobile Phone No. in addition to land line/ Fax number & email-Id will have to be provided by the firm for maintaining communication.
7. AIR Resource will make payment on post quarterly basis i.e. after each quarter of satisfactory completion of maintenance as per contract. The firm will submit a pre-receipted bill, in triplicate. All



Prasar Bharati
(India's Public Service Broadcaster)
AIR RESOURCES



type of Taxes as applicable shall be deducted from the bills of the contractor as per rules as applicable from time to time.

8. No equipment shall be taken away by the firm without the express permission of AIR Resources.
9. In case, the service is not found satisfactory, this office reserves the right to terminate the Agreement at any stage during period of Agreement.
10. The firm should be duly registered Under the GST Act 2017 and it is mandatory to provide GSTIN, failing which the quotation is liable to be rejected.
11. List of customers along with their addresses, contact number and the details of similar systems being maintained is required to be submitted by firm.
12. The service agreement may be terminated at any time by giving one-month notice.
13. On expiry of the contract, the firm shall hand over the system in perfect working condition.
14. Any change in quotation after opening of tender **WILL NOT BE CONSIDERED.**

Declaration: - I/We declare that all the conditions as given in the Quotation Form have been read and understood by us. These are acceptable to me/us.

(Signature & Seal of Tenderer)