



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

