



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: 15.04.2019

**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 Director, IAHE in sealed envelope on and before **07.05.2019, 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).
- ii. Agencies are required to submit proposals in two covers. The first cover shall contain a copy of Authorization letter from RICOH India Ltd., PAN Card, GST registration certificate (if applicable) and 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. The second cover shall contain the Financial Quote/ Quotation in the format as given in Annexure-I (in the letter head of agency). Second Cover containing Financial Quote/ Quotation shall be opened of only those agencies which have submitted first cover containing authorization letter from RICOH India Ltd., PAN Card, GST registration Certificate and security deposit. The work shall be awarded to the agency submitting the lowest Financial Quote (Grand total price). Both the covers should be enclosed in a third cover marked with "Quotation for Annual Maintenance Contract of RICOH Photocopier Machines in response to IAHE's NIQ bearing no. IAHE/Admin/22/AMC RICOH/2014-15 dated 15.04.2019".
- iii. Prospective bidders are encouraged to visit the site for proper understanding the scope of work before submitting the quotation.
- iv. 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.
- v. The replacement of any parts/peripherals, whenever required, must be carried out by the agency with genuine part of same specification and warranty.
- vi. The agency shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipment Manufacturer (OEM) components for replacement.

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

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)  
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