



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)

A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: iahe.training@gmail.com, Website: iahe.org.in

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/22/AMC RICOH/2014-15

Dated: 04-03-2017

Notice Inviting Quotations (NIQ)

To,
As per list identified
through Internet/ local enquiry
& web site of IAHE

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,

Your quotation may be submitted to Director in sealed envelope so as to reach by 23.03.2017, 02.00 PM in the format as given at Annexure-I (in the letter head of agency) as per the following terms and conditions for AMC of TWO RICOH Photocopier Machines (Model No. Aficio MP6002 and Model No. Aficio MPC2003) installed at IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Agency submitting quotation should be valid **Authorized Service Provider M/s RICOH India Ltd.**, having PAN, Sales Tax registration number and Service Tax registration no (if applicable). Agencies are required to submit proposals in 2 covers. **The first cover shall contain a copy of Authorization letter from RICOH India Ltd., PAN Card, Sales Tax registration, Service Tax registration no (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 as given at Annex-1. The first cover shall be opened at first and agencies who have submitted **Authorization letter from RICOH India Ltd., PAN Card, Sales Tax registration, Service Tax registration no (if applicable) and security deposit** shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm 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 (CAMC) of RICOH Photocopier Machines** in response to IAHE's NIQ bearing no. **IAHE/Admin/22/AMC RICOH/2014-15 dated 04.03.2017**"
2. Prospective bidders are encouraged to visit the site for proper understanding the scope of work before submitting the quotation.
3. 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.
4. The replacement of any parts/peripherals, whenever required, must be carried out by the agency with genuine part of same specification and warranty.
5. The agency shall maintain the equipment as per manufacturer's guidelines and shall use standard Original Equipment Manufacturer (OEM) components for replacement.

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6. The initial period of contract will be one year from the date of award of contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. **The AMC can be further extended for one year based on the performance of the agency.**
7. This contract will cover attending to any number of breakdown calls within 24 hours during the tenure of the contract. The agency shall rectify the faults in the machine within 24 hours after report by IAHE. As far as possible, the repairs would be carried out on-site.
8. All the items required for maintenance of the machines shall be arranged by the Agency, within the scope of the AMC.
9. Immediately on award of the contract, the agency shall give a report of taking over of all equipment (mentioned in Annexure-I of NIQ). It shall be the responsibility of the agency to make all the equipment work satisfactorily throughout the contract period and also to hand over the systems to the IAHE in working conditions on the expiry of the contract. In case any damage in the systems is found, compensation which would be determined by the Director, IAHE will have to be paid by the agency.
10. No advance payment shall be made in any case. However, **quarterly payment on pro-rata basis on satisfactorily rendering of service would be made at the end of every quarter.**
11. The rates quoted should be inclusive of all taxes/freight complete and work shall be executed at the site in the campus of IAHE (Indian Academy of Highway Engineers, A-5, Sector-62, Noida). However, changes in the Taxes will be considered as per prevailing rates of Government of India.
12. Security deposit of bidders except lower bidder is returnable in the form of a cheque or online transfer to bidder's account not later than 15 (Fifteen) days from the date of opening of Financial Proposal. The security deposit of the successful firm (lowest bidder) will be released within a month time after successful completion of the AMC period.
13. Any bid not accompanied by security deposit, as mentioned above, shall be rejected by the IAHE as non-responsive.
14. The IAHE shall not be liable to pay any interest on the security deposit and the same shall be interest free.
15. Rates for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency/firm. If any agency/firm fails to quote any items, his quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand total price. Rates must be quoted as per units mentioned in quantities column at Annexure-I.
16. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason whatsoever.
17. Extra caution/protection may be taken and appropriate safety gear be used during the work; IAHE will no way be responsible for any loss of property including physical harm or loss of life in the course of work and no future claim will be accepted regarding this.
18. Any kind of damage/loss of office property caused during the work whether intentional or accidental has to be borne by the Agency.
19. **If any disputes arise due to dealings between the successful bidder and IAHE here to or on account of interpretation of any term of this contract or otherwise due to this contract then the same may be decided by mutual consent otherwise the decision of Director, IAHE will be final and binding to the successful bidder.**
20. Quotation shall be submitted to Director in sealed envelope superscribing "Quotation for AMC of RICOH Photocopiers of Indian Academy of Highway Engineers (IAHE), Noida in response to IAHE's NIQ bearing no. IAHE/Admin/22/AMC RICOH/2014-15 dated 04.03.2017" so as to reach by 23.03.2017, 14.00 hrs.

Yours faithfully,



(Sunil Kumar Gupta)
Deputy Director (Training)

Format should be on the letter head of the agency submitting the quotation

IAHE/Admin/22/AMC RICOH/2014-15

Dated:

To
The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Institutional Area
Sector-62, Noida (UP)

Sir,

Please find our quotation with respect to your NIQ bearing no. IAHE/Admin/22/AMC RICOH/2014-15 dated 04.03.2017-

SI No	Item	Quantity	Rate per unit in Rs.
1	RICOH Photocopier Machine, (Model No. Aficio MP 6002), Machine Sr. No. W864C850009, Monochrome Machine	01	
2	RICOH Photocopier Machine, (Model No. Aficio MP C2003), Machine Sr. No. E203RB70621, Colour Machine	01	
Grand total			
Total amount Rs...../- (in words.....)			
.....Only)			
I accept all the terms and conditions stated in the NIQ issued bearing No IAHE/Admin/22/AMC RICOH/2014-15 dated 04.03.2017			



Signature of Authorized Signatory
Name of the Firm with stamp and date