

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Scope Complex, Core-8, Lodhi Road, New Delhi

(GOVERNMENT OF INDIA UNDERTAKING)

QUOTATION DOCUMENT

NAME OF WORK: Annual Contract for hiring of Photocopier machines on monthly rental basis in the ITDC-HQ and The Ashoka, New Delhi

Quotation schedule is proposed as below

1. Work contract period: Two years
2. Quotation can be submitted from: Dt.01.11.2017 to 14.11.2017
3. Last date for submission of quotations: 14.11.2017 at 12:00 O'clock
4. Opening of quotations: Dt.14.11.2017 at 12:00 O'clock
5. Sealed quotations are to be submitted to AM (Admn) at 5th floor.

CLIENT

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED
Administration Division,
5th floor, Scope Complex,
Lodhi Road, New Delhi-3

Sub:- Annual Contract for hiring of Photocopier machines on monthly rental basis in the ITDC- HQ and The Ashok, New Delhi

Quotations are invited from Delhi/NCR based Agencies/ Firms for hiring of Photocopier machines on monthly rental basis in the ITDC-HQ for a period of two years from the date of award of the contract. This period may be extended for further one year at the same terms conditions. At present the number of photocopier machines to be hired is twelve (12), which may increase or decrease as per the requirement at the sole discretion of the ITDC at any time during the period of contract.

Agencies/firms may quote the rates as per enclosed Performa. Following Terms & Conditions for the contract/quotations will be required to be signed by the contractor.

TERMS & CONDITIONS

1. The photocopier machines to be supplied by the Agencies/firms should be digital only and should be of reputed make like Canon, Toshiba, Sharp, Xerox etc.(please attached the brochure of the machine to be installed)
2. The number of Photocopier machines to be hired at present is twelve (12) which may increase or decreases as per requirement at the sole discretion of ITDC HQ at any time during the contract .
3. ITDC reserves the right to ask for replacement of any machine during the period of the contract and can be shifted from one office to another as and when required.
4. Agencies/firm will quote the rates of rental for fifteen photocopiers for 5000 free copies per machine per month For copies beyond 5000/- payment will be made on prorata basis of accepted quoted rate.
5. The above charges will be inclusive of free replacement of all defective spare parts, consumables and maintenance of the photocopier except paper, power & space.
6. Taxes will be reimbursed by ITDC as per govt. rules.
7. TDS will be deducted as per govt. rules
8. All photocopier machines should be in working conditions and should be not older than 2016 model. The successful firm has to submit the original invoices of all photocopier machines to be installed to ensure the manufacturing / purchase of the photocopier machines.

9. **Specification of the Photocopier Machine for hiring**

Minimum specifications for Digital Photocopier to be supplied by the Agencies/ firm on hire cum maintenance basis:-

S. No	Description	Requirement
1.	Paper size	A3
2.	Coping speed(no of copies per min)	20(minimum)
3.	Ram in MB	64
4.	Zoom range	50% to 200%
5.	Printing resolution	600X600 dpi(minimum)
6.	Inbuilt facilities	Printer

10. The payment of rent for photocopier machine will be made on monthly basis based on the performance certificates to be obtained from the users, which will be submitted along with the bill.
11. **Maintenance**:-Complaints lodged during forenoon shall be attended in the afternoon of the same day and complaint lodged in the afternoon shall be attended by the forenoon of next day. In case performance of the machine is found to be unsatisfactory i.e.,it is giving frequent troubles, vendor will be required to provide suitable replacement of the machine. It will be the responsibility of the contractor to keep the equipments in perfect working order all the time.
12. In case any photocopier machine is to be taken out for repair by the firm, a standby machine of the same or higher configuration shall be provided by the contractor on same rate.
13. This contract will be for a period of two years initially. ITDC reserves the right to extend/curtail the contract without assigning any reason or giving prior notice.
14. Agencies/ firms should be registered with relevant authorities (registration with GST No.) (copy of all documents should be attached).
15. The firms quoting the quotation should have at least two years experience in providing the AMC/maintenance/renting for at least 50 photocopier machines in Government offices/PSUs. Proof of the same must be provided.
16. Rates should be inclusive of transportation/ shifting of photocopiers from one office to another as and when required, and reinstallation at the new site.
17. ITDC reserves the right to reject any quotation completely or partially without assigning any reason thereof.
18. Quotations will be received upto dt.14.11.17 at **12:00 O'clock** . Any quotations received after this deadline shall not be considered. Result will be communicated to L-1 party only.

19. L-1 agency will provide non judicial stamp paper of Rs.100/- for making terms & conditions of this document into an agreement. Agreement will be notarized at the cost of L-1 party.
20. The agency /firm shall not sublet, transfer or assign this job in part or whole to other party without the prior written approval of ITDC. Agency/Firm contravening this condition will be liable for damages/ terminate the contract.
21. L-1 party will be required to install specified number of Photocopier within 10 days to be counted from the date of award of work order.
21. Rate quoted by the applicant will remain valid for 90 days to be counted from the date of opening of quotations.
22. Taxes , if any, may also be indicated separately giving full details of nature of tax and percentage of tax.
23. Agencies/Firms need to submit duly filled Annexure - A, B & C. Incomplete quotations will be rejected.
25. Rate quoted will remain firm for entire period of agreement.
26. Agency submitted the quotation will be presumed to have accepted all the conditions of this document.
27. Financial bid envelope of only those bidder will be opened who fulfill all the criteria.
28. Document related to part no 1, 9, 14, 15 and Annexure A & B is to be submitted in one sealed envelop super scribing company detail. Annexure C is to be submitted separate sealed envelop super scribing "Financial bid" along with company detail.

(Khatib Alam)
AM(Admn)
ITDC, Room No.515
Scope Complex
New Delhi-110003

Phone No- 24307515
Mobile No- 9818234572

Annexure –A

Details of Digital Photocopier Machines to be installed by the firm.

S. No	Description (to be filled by the firm)	
1.	Make & Model	
2.	Paper size	
3.	Copying speed (no. of copies per min)	
4.	Ram in MB	
5.	Zoom range	
6.	Printing resolution	
7.	In built facilities	

(Company seal with contractor signature)

Annexure - B

I/we hereby declare and affirm that I/we have read and understand the Terms & Conditions of the contract as stipulated in the quotation dt 18.10.2017 Accordingly, we hereby submit information as under. We agree to all the terms & conditions.

S. No	PARTICULARS	
1.	Firm's Name	
2.	Full Postal Address	
3.	Land line & Mobile No. of Company	
4.	Email address of Company	
5.	Name of authorized signatory	
6.	Land line No, Mobile No. of the Authorized signatory	
7.	Email address of authorized signatory	
8.	GST registration No. (copy to be enclosed)	
9.	PAN No. (copy to be enclosed)	
10.	Certified copies of work experience for at least two years in any Govt. office /PSUs	

Annexure - C

Name Of Work: Annual Contract for Hiring of Photocopier Machine on Monthly rental basis in the HFC-HQ,& The Ashok, New Delhi.

Financial Bid

S.No.	Item Description	Quantity	Rate (Rs.)/ per machine	Total Amount (Rs.)
1.	Monthly rent per machine for 5000 free copies for each machine per month Note-For copies beyond 5000 payment will be made on prorate basis of accepted quoted rate.	12		
TOTAL IN FIGURE:				
TOTAL IN WORDS:				

(Company seal with contractor signature)