



F.No. 82-7(ISLRTC)/2019

October 10th, 2019

Sub.: Quotations are invited for providing Multi-Function Copier Machine on monthly rental basis.

Dear Sir/Madam,

Sealed quotations are invited for providing Multi-Function Copier Machine of a branded company on monthly rental basis. The photocopier Machine is to be supplied, installed at ISLRTC and fully maintained by the service provider, including the toners, ink, spares, etc.. The bidder is to bid on the rate for the number of copies on monthly basis for providing the services initially for a period of one year. Further it will be extended on yearly basis based on the performance and services provided in the past and if provided on the same rates and terms and conditions. The details are as under:

2. Mandatory Machine Requirements of the Multi-Function Copier Machine to be taken on rent are as follows:

Specifications	Quantity & period of Contract
<p>Printing Specifications:</p> <ul style="list-style-type: none">i) Print speed – 45 ppm & above.ii) Double Sided Printing.iii) A3/A4 Printing Sizeiv) Monotone/Black and White Printing <p>Copying/Scanning Specifications:</p> <ul style="list-style-type: none">i) Double Sided Copying.ii) Scan & Email, Scan & Save to Network Folder.iii) Reduction/Enlargement facility available.iv) Auto Document Feeder for Copying.v) Monotone Copying. <p>Network Specifications:</p> <ul style="list-style-type: none">i) Hi-speed Ethernet Network Connectivityii) Queue Handling Feature of the various Print Commands from the Network.	<p>Quantity – 01 No.</p> <p>Period of Contract – Initially for a period of one year. Further it will be extended on yearly basis based on the performance and services provided in the past.</p>

3. The quotation should be submitted as per the format given in Annexure- A in a sealed envelope marked "Quotation for providing Multi-Function Copier Machine on monthly rental basis". The covers should have name & address of firm printed/stamped/written on it.

4. The bids will be evaluated by Purchase Committee. The eligibility criteria are based on fulfillment of the mandatory machine requirement as given above.

5. The Bids should reach in ISLRTC latest by **25th October, 2019 (3.00 PM)** either by post or through representative. Bids would be opened on the same day at 3.30 PM in ISLRTC. *

6. Submission of Bids by itself does not confer any right or entitlement to allotment of the job.
7. Unsealed Bids will be rejected out-rightly. The competent authority reserves the right to accept "the tender either in full or in part" or reject any or all tenders received, without assigning any reasons whatsoever. Terms and Conditions on which the work will be awarded to the successful tenderer are appended below.
8. For any further information, the undersigned may be contacted between 10.00 AM to 01.00 PM on any working day.
9. This notification is uploaded on the Official Website "<http://www.islrtc.nic.in>."

10. Terms & Conditions

- a) Multi-Function Copier Machine to be supplied and installed should be of branded company like Canon, Sharp, Toshiba, Ricoh, Xerox, HP etc. not older than 24 months with heavy-duty multi-functional capacity with the specifications already mentioned above in Para 2 Mandatory Machine Requirements.
- b) The installation charges, transportation charges and other incidental charges should be inclusive of the total cost.
- c) Toners, Spares, voltage stabilizer and Services will be provided by the Agency as part of the Service without any additional cost.
- d) Payment against Bill/Invoice shall be released only after supply/installation and observance of satisfactory performance of the Photo copier.
- e) 1% Wastage is allowed on total number of copies on monthly billing.
- f) Breakdown calls to be attended within 4-5 working hrs. or stand by machine will be provided by the contractor in case of major break down. If machine is not in working condition for more than 5 working hours the supplier of the Machine will be penalized as per following charges"

Time period (in working hours)	Penalty (in Rs.)
After 5 hours and upto 12 hours	200 per hour
After 12 hours and upto 24 hours	500 per hour
More than 24 working hours upto 48 working hours	Monthly bill will not paid
More than 48 hours	Contract will be terminated.

- g) ISLRTC reserves the right to cancel the contract tenure at any time subject non-fulfillment of following conditions:
 1. The copy should be clear, dark, sharp and good consistent quality.
 2. The copy density control should be such that a good resolution copy even from dirty and grey originals is obtained.
- h) Breakdown of machine must not persist for more than 2 working days
- i) Bids must be accompanied with photocopy of PAN Card & GST Registration Certificate.
- j) Tenders for items of lower configuration vis-a-vis specified at Sl. No. 1 will be summarily rejected. Erasing and overwriting in the rates quoted will make the tender void. All alterations in the rates should be signed in ink otherwise the tender will be not considered.

- k) The lowest quoted bidder (L-1) shall be chosen on the basis of total bid price received.
- l) Period of Contract will be for one year (extendable for further one-year subject to satisfactory performance).
- m) The quotation may be furnished on the basis of minimum rolling of 10,000 copies per month.
- n) ISLRTC reserves the right to cancel the bid/tender at any time without assigning any reasons.
- o) Quotation received after due date and time shall be rejected without assigning any reasons.

(Aviz)
Section Officer
(Admn. & Accounts)

ANNEXURE-A

(To be submitted on the letter head of the Bidder)

To

The Section Officer, ISLRTC,
 First Floor, A-91, Nagpal Business Tower,
 Okhla Phase-II,
 New Delhi-110020.

Sir/Madam,

BIDWith reference to your Tender No.82-7 (ISLRTC)/2019 of October 10th, 2019, we offer Bid as under:

1. Name of the Service Provider :
2. Address :
3. Name of the contact person :
4. Contact Number :
5. Experience in supplying & maintaining Photo-copier machine in government & PSU's offices (enclose proof) :

S.No.	Description Items	Quantity & Period of Contract
01.	Renting of Multi-Function Copier Machine on Comprehensive Basis: 1. Photo Copier Functions: i) A3/A4 Photocopying, Network printing with black & white scanning and Duplex printing, with two trays. ii) Reduction/Enlargement facility available. 2. Specifications: i) Copy/Print speed – 45-55 copies per minute ii) Heavy duty branded Photo Copying Machine.	Quantity – 01 No. Period of Contract- one (01) year
02.	Brand of Machine	
03.	The free service includes machine with all toners, spares, etc.	Yes
04.	Copy of PAN Numbers, GST Registration Number	Copies enclosed
05.	The branded machine in good working conditions will be supplied	Yes
06.	1% Wastage reduction on total no. of copies on monthly billing.	Yes
07.	Breakdown call to be attended within 4-5 hrs. or stand by machine will be provided by the contractor in case of major break down	Yes
08.	Must be a reputed firm dealing in supply of Rented Multi-Function Copier Machine	Yes
09.	Brand of Machines and manufacturing date Monthly Fixed Charges for free 10,000 copies i) A-4 size of 80gsm paper ii) A-3 size of 80gsm paper Charges per page after free copies i.e., 10,000 copies i) A-4 size of 80gsm paper ii) A-3 size of 80gsm paper	
04.	Taxes to be levied to be indicated in percentage and in Rupee amount separately, if any	

Declaration: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Signature of the authorized bidder: _____

Name: _____

Office Seal _____