NOTICE INVITING TENDER

SP/T-1818                                      Date: 05.03.2024

SUB: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT
AND RATE CONTRACT FOR PHOTOCOPY OF 1 NO.
XEROX MAKE (WORKCENTRE 5016) PHOTOCOPIER
MACHINE, LOCATED AT SIR RNMEISC (LIBRARY)

Sealed tenders are invited in two parts viz. Technical bid (Envelope – ‘A’) and Financial bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). Technical Part – Bids (Envelope – ‘A’) shall comprise of compliance documents as mentioned under the Qualification Requirement and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document.

Completed Separate tenders against each of the two (Technical part in one envelope, Financial part in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be submitted to the Receiving Cell of IEI by 15 March 2024.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.

Deputy Director (NT/IT)

Seal & Signature of the bidder
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT
AND RATE CONTRACT FOR PHOTOCOPY OF 1 NO.
XEROX MAKE (WORKCENTRE 5016) PHOTOCOPIER
MACHINE, LOCATED AT SIR RNMEISC (LIBRARY)

QUALIFICATION REQUIREMENT
1. The Agency must have executed such services during the last three years.
2. The Annual Average Turnover must be Rs. 2 lakhs onwards.
3. Company profile and clientele list must be provided.

SCOPE OF WORK
1. The Vendor has to ensure execution of the photocopy job at Sir RNMEISC (Library) of IEI
   HQ, 8 Gokhale Road, Kolkata 700020, on all working days (Monday to Friday) between
   09:30 am – 06:00 pm or beyond the Office hours and holidays as and when required.
2. The vendor has to provide onsite support of repairs/maintenance in case of break-down of
   machine.
3. All consumable items like Drum, Toner, Fixing film and all defective spares will be replaced
   or repaired by the vendor during contract period.
4. Cosmetic parts like trays, covers, original glass are to be replaced by the vendor (if required).
5. All breakdown calls are to be attended by the vendor within 4 hours of call booking. The
   vendor has to perform preventive maintenance.

OTHER TERMS & CONDITIONS
1. Payment for AMC shall be made in advance on submission of Invoice.
2. Monthly photocopying charges to be made after submission of Invoice on completion of
   every month.
3. Rates shall be inclusive of all taxes/duty but exclusive of GST.
4. Paper will be provided by IEI
5. The contract shall be valid for one year from the date of issuance of the work order and may
   be renewed for another two years on satisfactory service with same terms and conditions.
   Rate may be increased maximum 10% at the time of renewal subject to satisfactory service.
   Decision of IEI is final and binding.
DOCUMENTS TO BE SUBMITTED
1. Company Profile & Clientele List
2. Copy of Trade Licence / incorporation certificate of the company
3. Copy of GST Registration Certificate
4. Copy of PAN Card
5. Any other documents in support of Qualification Requirement

LAST DATE OF SUBMISSION
Submission of Tender: 15 March 2024 by 4 p.m.

Signature of the bidder with date and seal
**PRICE BID**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate inclusive of all taxes but exclusive of GST</th>
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<tbody>
<tr>
<td>1. Comprehensive Annual Maintenance Contract of Xerox make (WORKCENTRE 5016) 1 no. Photocopy Machine (including spares and consumables)</td>
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<tr>
<td>2. Photocopy charges per copy without paper</td>
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Rupees __________________________ (in words)

Name of the Firm: __________________________

Signature of Vendor: __________________________

Date: __________________________

Seal of Vendor: __________________________

Phone/Mobile: __________________________

Email: __________________________

Signature of the bidder with date and seal