



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

SP/T-1818

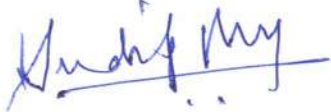
Date: 05.03.2024

**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)
5/3/24

Seal & Signature of the bidder



The Institution of Engineers (India)

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



The Institution of Engineers (India)

PRICE BID

Description	Rate inclusive of all taxes but exclusive of GST
1. Comprehensive Annual Maintenance Contract of Xerox make (WORKCENTRE 5016) 1 no. Photocopier Machine (including spares and consumables)	
2. Photocopy charges per copy without paper	

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