

Haj Committee of India

(Statutory body constituted under the Act of Parliament No. 35 of 2002)
Ministry of Minority Affairs

Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001

REF. HC-GF/64/Xerox Machine

Dated: 04th March, 2020

**SEALED QUOTATIONS ARE INVITED FOR ANNUL MAINTANANCE (AMC)
FOR PHOTO COPIER MACHINE FROM LOCAL AGENCIES .**

Sealed Quotations are hereby invited from interested local agencies for the award of comprehensive AMC of Photocopier Machines installed at Haj Committee of India, Haj House, 7-A, M.R.A. Marg, Palton Road, Mumbai-400001 for the period of one year from the award of contract. The envelope containing quotations should be super scribed with “ Quotation for the Comprehensive AMC of Photocopier Machines”. The sealed quotations may be dropped in the tender box placed at Stationery Section at 9th floor in Haj House building latest by 28.03.2020 at 16.00 Hrs. The quotations will be opened on 30.03.2020 at 11.20 Hrs.

The rates of AMC may be quoted as per format as Annexure –I and details of the firm may be indicated as per Annexure – II.



Chief Executive Officer

Terms & Conditions for Comprehensive AMC of Photocopier

1. Haj Committee of India (HCoI) is inviting quotations for comprehensive AMC of Photocopier installed at given address for a period of one year, further extendable on same rates, term & conditions. The HCoI has a number of Photocopier (list of photocopiers attached as Annexure -I). The number of may vary from time to time during the currency of the contract period due to addition of new machines or scrapping of old machines.
2. It will be the responsibility of the firm to provide genuine OEM spare and toner of the machine and keep machines in proper working order during the contract period. Cost of all parts repaired/ replaced will be borne by the firm and the defective parts will be replaced with original parts.
3. The tenderer shall quote per copy charges, which will include the maintenance charges for maintaining the machine including plastic parts in proper order throughout the contract period.
4. The bill has to be submitted every month and the payment shall be made after getting satisfactory report/ certificate from the users and conditions of the number of copies.
5. Successful bidder will have to deposit Rs.5,000/- (Rupees Five Thousand only) as a EMD in favour of Haj Committee of India Mumbai in the form of DD from Nationalized bank only.
6. No bidder will be allowed to withdraw after submission of the bid, otherwise the EMD submitted by the bidding firm would stand forfeited.
7. In case the successful bidder decline the offer of contract, for whatsoever reason(s), EMD will be forfeited.
8. Penalty of Rs.100/- per day will be charged for not providing the toner.
9. The successful bidder will have to commence the work within 03 days of acceptance of the contract awarding letter. Otherwise the contract will be cancelled and EMD will be forfeited.
10. All photocopier machines with major fault will be set right with 48 hours from the date of complaint otherwise a penalty of Rs.100/- will be charged for each day's delay per machine or charges that may be required to be paid to an outside agency, to have the complaint attend to, whichever is higher, will be deducted from the firms raised bill towards contract charges. In case of delay, the machine if got repaired from outside agency will be at the risk and responsibility of the firm that has been awarded the contract.
11. The process for evaluation of the bids will be decided by the Competent Authority, if more than one firm is found lowest for different machines.
12. The HCoI reserve the right to reject any or all the quotations without assigning any reason.
13. Incomplete bids are liable to be rejected.

Terms & conditions are acceptable.

Date:

(Authorized signatory of the firm with seal)

Comprehensive AMC for Photocopiers

Name of the Firm: - _____

Sr. No.	Description	Location	Per copy charges for maintaining the machines including plastic parts in proper order throughout the contract period	
			Rs. per copy in figure	Rs. per copy in word
1.	Canon iR2525W	Coaching &		
2.	Canon iR4525	Guidance Cell		
3.	Canon iR4525	Passport Section		
4.	Canon iR4525	Account Section		
5	Canon iR4525	Haj House Section		

* Taxes, if any, may be shown separately

Place :-

Date :-

Signature of Authorized agency

Agency Name :-

Seal

Details of the Firm

Name of the Firm _____

Registered/ Postal Address _____

Phone No./Mobile No. _____

1.	E- Mail Address	
2.	Pan No.	
3.	GST/ TIN No.	
4	Bank Details : 1. Bank Name 2. Branch Address 3. Account No. 4. Type of Account 5. MICR Code & IFSC Code of the Bank	