

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS**

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**DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER**

Date :16/01/2014

M/s

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Our Ref No : GIDI 2013-000448-01

Tender Due: 15:00 Hrs ISTon 06/02/2014

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No:)

S.No.	Description of Items with Specifications	Unit	Quantity
1	Hiring of Photo Copier (Digital) Machine for the period from 01-04-2014 to 31-03-2017, No. of Machine: 04 Nos. Detailed Specification as per Annexure- I & II enclosed, Volume of photo copier work is 10 lakhs pages approx per year for all 04 Machines.	Job.	1



DELIVERY AT: IIRS

MODE OF DESPATCH DOOR DLVRY

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS


V.V. NARAYANAN KUTTY
PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser


Descriptions/ Specifications of Digital Xerox Machine

Machine should have

- Automatic document feeder
- Total set making system, total touch screen operations with bin capacity i.e. set that can be made is 999 set in one go
- Multiple auto duplexing of 999 pages one command
- Automatic stapling, huge tray
- Speed ranging from 30/35 PPM/ or more
- Original/ image size: A3/A3
- Standard duplex paper output for paper usage efficiency
- Bypass tray: 100 sheets
- Tray: 2 x 500 sheets
- Overlay mode and multiple counters
- Auto zoom, auto centre, auto reduction/ enlargement from 25% - 400% in 1% ratio
- Machine have the facility to connect LAN

Make: Canon, Xerox, Ricoh, Sharp, Modi

TERMS AND CONDITION

1. PRICES ARE FIRM AND FIXED

The above rates are firm and fixed during the currency of the contract. No upward revision of prices shall be allowed during the period of the contract and extended period of Contract.

2. TAXES AND DUTIES

2.1 On Rental Charges: VAT as applicable shall be paid extra.

2.2 On Copying charges: VAT extra as applicable on 75% of billing value (material cost) and Service Tax extra as applicable on bill value (labour cost) against documentary proof.

3. DELIVERY PERIOD

4-6 weeks after receipt of Order.

3.1 Free Delivery at site (IIRS). Only brand new machines of the selected brand with equivalent or better features of the model ordered shall be supplied. All the consumables (except paper) shall be made available to all the end users in time. The Delivery & Installation to be arranged at your cost in our premises at different locations as per Annexure enclosed. Necessary training to operate the copier, shall be provided to the person identified by the respective Section Heads.

4. PERIOD OF CONTRACT

4.1 This Contract is valid for a period of THREE (03) years from the date of installation of machine. Installation report duly certified by End User should be produced to purchase. Contract can be extended 12 to 18 months based on mutual consent on same terms and conditions. However the Contract can be terminated at any time by the Purchaser, if the services are not satisfactory, with 30 days notice.

4.2 The Contract will be reviewed after three months from the date of installation of the machine to ascertain whether the service of the machine is satisfactory. In case of non-satisfactory service during this period or any time during the currency of contract, IIRS reserves the right to terminate the entire contract or part thereof.

5. SERVICING OF MACHINE

5.1 Down-Time: The contractor shall attend complaints within 04 (four) hours and complete the same within 24 (Twenty four) hours. If the machine is not brought to working condition within 24 hrs. of complaint, the Contractor shall provide a stand-by machine of equivalent capacity, failing which proportionate recovery of the rent will be made from the pending bills. The period of recovery shall commence after the lapse of 4 hrs. from registering the complaint and up to the installation of stand-by machine or satisfactory completion of repair of our machine whichever is earlier.

- 5.2 If the service provider fails to repair our machine beyond 5 working days, a brand new machine shall be provided and the stand-by machine shall be taken out.

6. SPARES AND CONSUMABLES

The service provider has to maintain a stock of spares and consumables required for the machines to ensure uninterrupted service.

7. MACHINE PERFORMANCE

Copy quality shall be maintained at the best level and to the satisfaction of the End User. The decision of end user shall be final & binding considered for the purpose of replacement of machine, drum or other accessories.

8. SERVICE REPORTS

When the complaint is attended to by the Contractor, the service report shall be got certified from the End User.

9. PAYMENT TERMS:

- 9.1 Payment shall be made on monthly basis against invoice duly certified by the Concerned End User of the machine and approved by the competent authority. The month will be reckoned from 1st to end of the month (Calendar Month).

- 9.2 Invoice should be submitted to our Accounts Officer duly certified as above. A copy of Invoice shall be sent to Purchase Section, IIRS for information and records, along with the details of monthly accounting number of copies.

10. FALL CLAUSE

- 10.1 Rental and copying charges claimed for the machines supplied under this Contract by the Contractor should in no event exceeded the lowest charges at which the Contractor charges for the hiring of machine to any other institution or Government Department etc.,

- 10.2 If at any time, during the currency of the contract, the Contractor shall reduce the per copy charges to any other person(s)/ organizations, he shall forthwith notify such reduction in price to purchaser. The charges payable under the Contract for the per copy charges, after the date of coming into force of such reduction shall stand correspondingly reduced.

11. Parallel/Adhoc Contract

- 11.1 The purchaser reserves the right to enter into parallel rental contract simultaneously or at any time during the period of this contract with one or more tenderers.

- 11.2 To place adhoc contract or contracts simultaneously or at any time during the period of this contract with one or more tenders.

12. INSTALLATION REPORT

Once the machines are installed in different Sections, the installation report duly signed by the concerned end user should be submitted to the Purchase Section, under intimation to Purchase and Stores Officer, IIRS.

13. INSURANCE COVERAGE

While the machine is in our premises and in the event of damage or loss of the equipment due to reasons beyond our control, necessary insurance has to be arranged by you at your cost if required. Purchaser will not pay separately for any such insurance coverage.

14. DAMAGE TO PURCHASER PROPERTY

In the event of damages to our property/ equipment or personal injury to our/your personnel, due to negligence of your employees the responsibility shall solely rest with you. All safety/ security instructions, given to your employees shall be complied with.

15. MONTHLY REPORTS

As the end of every month a report shall be given (as per format) sent to along with the Invoice a copy of the report shall be attached with every claim Bill/ Invoice presented to Accounts Officer for payment.

16. Number of photocopier machines can be increased or decreased as per IIRS requirement during the period of contract on the same terms and conditions.