

कृषि एवं किसान कल्याण मंत्रालय (कृषि अनुसंधान एवं शिक्षा विभाग), भारत सरकार

भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान

भारतीय कृषि अनुसंधान परिषद

एला, ओल्ड गोवा - 403 402 (भारत)



Ministry of Agriculture and Farmers Welfare (Department of Agricultural Research and Education), GOVERNMENT OF INDIA
ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE

Indian Council of Agricultural Research

Ela, Old Goa - 403 402 (INDIA)



(Last Date for Submission of Quotation: 25/07/2016)

Tender Enquiry No. 3(2)/ AMC-Xerox Machine/2016-17 Stores

Dated: 04.07.2016

To,

M/s. Global Incubators

Plot No. 293, Servery No. 200, Phase-II

Bhagyanagar Colony, Kukatpally, Hyderabad-500 072

Sub: Notice Inviting Quotations (NIQ) for AMC-Preventive of Xerox Machine at ICAR-CCARI, Goa

Sir,

Quotations are invited for one year rate contract for the AMC of Xerox Machine on Rate Contract Basis as per details indicated in the Schedule of Requirements for use in the ICAR - Central Coastal Agricultural Research Institute, Ela Old Goa. You are requested to submit your quotation on or before the due date. We seek timely supply of goods/standard quality/make material with most competitive rates. The following terms and conditions will govern with this supply.

- Due Date:** The last date for receipt of quotations is **25.07.2016**. Quotations received after due date will not be considered. This Centre will not be responsible for postal delays. Quotations will be open at 3.00 PM on 26/07/2016
- Submission:** Quotation with proper superscription on the cover "**Quotation for the ANNUAL MAINTENANCE CONTRACT FOR XEROX MACHINE**" should be submitted in the Office of the Director, ICAR - Central Coastal Agricultural Research Institute, Ela Old Goa before the due date.
- Payment:** No advance payment is permissible. Payment will be made on Quarterly basis i.e. only after satisfactory service provided by the firm for the previous quarter in couple of weeks.
- AMC:** The Contract covers preventive, corrective and remedial maintenance service to set right the Xerox Machine. For the defective parts consumable, spares etc. required for repairs/maintenance, the selected firm will submit its estimate along with the service report indicating the amount. The firm will take up the repair(s) after getting the approval/confirmation of this Centre for their estimate and submit the bill in favour of Director, ICAR-CCARI, Ela Old Goa.
- EMD:** An amount of **Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft drawn in favour of ICAR Unit, CCARI, payable at Old Goa, will have to be submitted along with the quotation. Tenders received without EMD will not be considered at all. EMD in full will be refunded soon after the Tenders are finalized to all except in case of the accepted Tenders.
- Expiry date:** The supplied goods, spares etc. should be from latest stocks.
- Validity:** The rates quoted shall be valid for a minimum period of one year, from the last date of receipt of quotations.
- Rates:** Rates should be quoted in the Schedule of Requirements enclosed to this invitation or on the bidder's letterhead in the same format. Rates quoted for are for non-comprehensive Annual Maintenance Contract, hence the parts required during repair will be provided by this Centre on submission of service report.

9. **Service:** AMC service will be provided on quarterly basis at this Institute in addition to attending any breakdown calls within 24 hours on lodging the complaint. During the AMC period the systems will be attended by the successful bidder only and will not be allowed by this Centre by any other agency/person
10. **Contract:** The AMC will be valid for a period of one year from the date of signing the contract form.
11. **Termination of AMC:** The AMC and Rate Contract will be reviewed every quarter and if found unsatisfactory, Director, ICAR-CCARI, Ela Old Goa will have right to cancel the AMC and Rate Contract for further period and the successful bidder have no right to question and the decision of the Director is final.
12. **Taxes:** If taxes or any other charges over and above the rates quoted are payable by the purchaser, actual /percentage of such taxes / charges should be clearly indicated in their quotation.
13. **Contract Form:** The successful bidder has to enter into contract and the contract form will be supplied along with the work order.
14. **Performance Security.** The successful bidder will have to submit the Performance Security for an amount of five (5) per cent of the value of the contract. Performance security may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form.
 - i) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
 - ii) Bid Security (EMD) should be refunded to the successful bidder on receipt of performance
15. **Acceptance of quotation:** Director, ICAR-CCARI, Ela Old Goa Solapur reserves the right to accept or reject any of the quotations either in part or in full without assigning any reason thereof.
16. **Decision:** The Decision of the Director, ICAR-CCARI, Ela Old Goa on any dispute in the matter will be final and legally binding
17. **Important:** The firm should submit the following documents/information for scrutiny of quotation to become eligible for further processing.
 - A. E.M.D.,
 - B. Covering letter with full postal address,
 - C. Copy of valid Shop/Trade Registration Certificate,
 - D. Copy of TAN/PAN card,
 - E. Telephone No., Fax No., e-mail ID, Mobile No.

Yours faithfully,

ASSTT. ADMN. OFFICER
(Store and Purchase)

Encl: Schedule of Requirements

Copy to: ARIS Cell, ICAR-CCARI, Ela Old Goa with a request to up load the Quotation enquiry letter on CCARI website <http://ccari.res.in/>

SCHEDULE OF REQUIREMENTS

(To be typed/printed on the letterhead of the tender)

Last date for Receipt of quotation: 25.07.2016

Preventive Annual Maintenance Contract for Xerox Machine

| Sl. No | Description of the Item | Quantity | Rate/ Unit (Rs.) | Amount (Rs.) |
|--------|-------------------------|----------|------------------|--------------|
| 1. | Standard DSM618D | 1 | | |
| 2. | Richo Afica MP 2550B | 1 | | |
| 3. | Thoshiba E-Studio 166 | 2 | | |
| 4. | Thoshiba E-Studio 255 | 1 | | |
| 5. | Richo Digital MP2000 | 1 | | |
| 6. | Richo Digital | 1 | | |
| | | | Total Rs. | |

(Total Rupees: _____)

Note: The quotations received without EMD will not be considered.

Signature: _____

Name : _____

Name of the firm: _____

Address: _____

Place :

Date :