

PRASAR BHARTI
OFFICE OF ADDITIONAL DIRECTOR GENERAL (NZ)
ALL INDIA RADIO & DOORDARSHAN
JAMNAGAR HOUSE : SHAHJAHAN ROAD
NEW DELHI -110011

TENDER FOR XEROX MACHINE ON RENTAL BASIS

File No. G-2/(11)xerox/2015-16/Admin II

Dated- 02.03.2016

To,

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.....
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Subject ; Quotation for photocopier on Rent basis with paper & operator.

Sir,

This office invites quotations in a sealed cover from various reputed photocopying agencies/vendors towards providing Xerox facilities in our premises. This approval of rates/contract will remain valid for a period of one year. The details of company/firm may be provided in the enclosed format at Annexure-I. The scope of work and commercial terms and conditions for the said work are enclosed at Annexure II

Interested agencies requested to quote for the said work in the attached format at Annexure III of this tender paper. The minimum number of copies for one month shall be 10,000/- copies.

The last date for submission of the quotation is **17-03-2016**. The interested agencies may contact undersigned on any working day for any explanation /query regarding scope and nature of work.


(S.S. Chauhan)

Sr. Accounts Officer
for Additional Director General (NZ)

Copy to:

1. DE(IT) for uploading on official website.
2. PS to ADG(NZ), DDG(A)
3. Notice Board

For Additional Director General (NZ)

S/C

TENDER FOR XEROX MACHINE ON RENTAL BASIS

Reference No. G-2(11)/Xerox/2015-16/Admin II Dated- 02.03.2016

Annexure I

1. Name of Agency -
2. Name of proprietor -
3. Address with telephone nos. -
4. Name & telephone no. of contact person -
5. Customer Profile of the agency (letter of intent/work order /Certificate details of work, value, etc done during last one year may be enclosed as per the format)
6. Person/ executive responsible for coordination with contact nos.
7. PAN No. of Company
8. TIN No. of Company

Verification

It is certified that all the details furnished in the application are true and correct to the best of my knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of quotations

Signature of tenderer with date & Seal.

Name



Annexure II

TENDER FOR XEROX MACHINE ON RENTAL BASIS

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Scope of work and commercial Terms and Conditions

1. General Instruction

- a. Quotation / tenders will not be accepted after due date fixed for the receipt of tenders as set out in Tender Notice or subsequent extensions if any.
 - b. Tenders shall be in the form as per annexure III. No tender will be considered which is not as per the printed form and does not bear the tenderer's signature.
 - c. Last date for receipt of tenders is **17-03-2016**. Up to 03.00 PM
 - d. Time and date of opening of tender is 3.30 PM on **17-03-2016**.
 - e. Place of opening of tenders is Office of Additional Director General (NZ), All India Radio & Doordarshan, Jamnagar House, Shahjahan Road, New Delhi 110011.
 - f. Tenders will remain valid for three months from the date of its opening for the acceptance of rates.
 - g. Contract will be valid for a period of one year from the date of its commencement the same can be extended on the basis of performance and mutual agreement.
 - h. Conditional Tender will not be considered.
 - i. EMD of Rs. 5,000/- (Rs. Five thousand only) in the form of demand draft/pay order in favour of Chief Engineer (NZ), AIR & Doordarshan, Jamnagar House, New Delhi may be appen with the tender.
2. Installing and maintaining photocopy machine of approved standard make viz. Xerox, Cannon, Sharp, etc. at our office premises
 3. Providing operator on full time basis, five days a week during office hours i.e. 9.30 am to 6.00pm and in case required even after office hours and on holidays. The operator should take photocopies, make sets and hand over the same to the person who has assigned the work. He should also keep records of photocopies taken and maintain necessary log book which will be duly checked and authenticated by the concerned officer of this office.



4. The machine should not have been used for more than two lakh copies, should be in good condition, capable of giving clear copies speed of 20 cpm or more.
5. Providing standard quality consumables viz. toner drum, cartridge, etc.
6. In case of any breakdown more than two hour, replacement of machine should be provided to have continuous work flow. Else a recovery of Rs.500/- per working hour shall be made by this office from monthly payments.
7. No document should be taken out from office premises
8. This office shall guarantee a payment for 10,000 copies per month.
9. Number of copies would be based on verification from the requisition issued, register recorded as well as from the readings of machine. Only good and legible copies shall be counted for payment.
10. The operator should be responsible and well behaved.
11. This office is not bound to accept the lowest quotation and reserves the right to reject any or all the quotations without assigning any reasons there of.
12. The machine and operator shall be available exclusively for this office only.
13. **Termination of contract.**---If the contractor fails to perform any of the obligations under this contract and if this office is dissatisfied with the service/quality of work, this office will terminate the services of contractor with 30 days notice, and contractor shall vacate the premises within seven days thereafter. This office shall not be held liable for any cost, damage, expenses or any loss whatsoever caused with the winding up notice. The Contractor shall also give minimum 30 days notice to end the contract.
14. Agency will have to submit its monthly bills in triplicate for payments along with requisitions obtained and photocopy of register in which reading etc. is recorded.



(S.S. CHAUHAN)

Sr. Accounts Officer

For Additional Director General (NZ)

Signature of tenderer with date & Seal.

Name

