

शुष्क वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्,
पर्यावरण एवं वन मंत्रालय, भारत सरकार की स्वायत्त संस्था)



ARID FOREST RESEARCH INSTITUTE

(Indian Council of Forestry Research & Education,
An Autonomous Body of the Ministry of Environment & Forests, Govt. of India)
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P.O. Krishi Mandi, New Pali Road, JODHPUR-342005

कमांक /शुअवसं/कय/33(10)/2014-15

दिनांक जून, 2014

सेवा में,

M/s

Sub: Full Service Annual Maintenance Contract for Photocopying Machines of Arid Forest Research Institute, Jodhpur

Sir,

The Director, Arid Forest Research Institute, Jodhpur is pleased to invite quotation for Full Service Annual Maintenance Contract for Photocopying Machines for the year 2014-2015 on the terms and conditions mentioned in Annexure-I. The detail of Photocopying Machine under the AMC is enclosed herewith as Annexure-II. Please quote monthly rates of each Machine separately. The subject mentioned quotation should reach to this office by the **25.06.2014** up to 16.00 hour. The quotation received after stipulated time will not be considered. The quotation will be opened on **25.06.2014**.

While opening the quotation you or your representative should be available in this office.

Yours faithfully,

Encl: As above.

Purchase Officer
AFRI, Jodhpur

Annexure-I

Terms and conditions for the Full Service Annual Maintenance (AMC) Contract of Photocopying Machines.

1. The firm entering into the AMC should have the company office at Jodhpur.
2. The company should have at least two qualified Engineers at Jodhpur Office to handle the emergency of repair.
3. The company should also provide the relevant records of their past experience of handling the AMC for the Items mentioned in the AMC.
4. **The firm entering into AMC must compulsorily quote rates of each machine separately.**
5. The firm entering into the AMC of the above mentioned items should attend to the problem within 24 hours of the intimation from our side. In case the firm is not able to solve the problem or repair the equipment within 48 hours, it should provide the standby equipment or the standby part of the equipment till the equipment is repaired perfectly.
6. In case the equipment is not made operational within the above-stipulated time and the standby is not provided, four times the charges of the AMC calculated per day will be deducted for that particular equipment for the number of days of down time.
7. If the firm is not able to provide the satisfactory services, the contract may be terminated by the competent authority.
8. The firm should replace the defective parts immediately without any cost and fill the tonner as and when required.
9. If the firm is not able to replace the defective parts of receiving the call, 5% of the amount of the bill will be deducted per day.
10. The vendor must replace the parts carefully and cost of any damage caused due to the carelessness of the firm will be borne by the firm.
11. If the firm doesn't provide any standby and is also not able to solve the problem for more than 10 days, the contract of the AMC may be terminated by the competent authority after making the due deductions in the payment of the bill and the firm may be blacklisted from the institute and the EMD/Security may shall also forfeited in such case.
12. While quoting rates for AMC, Taxes as applicable be shown as inclusive or extra.
13. Successful firm has to deposit Security Money, which will be refunded after expiry of the Contract period. No interest is payable on Security Amount.

Annexure-II

List of Photocopying Machines to be covered under AMC

S. No.	Brand name & Model No. of Machine	Place of working	Rates Quoted for AMC
01	Xerox Digital Copier/Printer Model WC- 5016	Director Office	
02	Xerox Digital Copier/Printer Model WC- 5016	Establishment Section	
03	Xerox Digital Copier/Printer Model WC- 5016	Silviculture Division	
04	Xerox Model WC-5020	Forest Protection Division	
05	Xerox Model WC-420	Agro Forestry & Extension Division	
06	Xerox Model WC- 420	Group Co-ordinator (Research) Office	
07	Xerox Model-5821	Forest Ecology Division	
08	Ricoh Aficio MP-200 A-3 Digital Copier/Digital Photo Copier	Information & Technology Cell	
09	Canon iR-2016 Digital	Non Wood Forest Product Division	
10	Sharp AR-5516	Store Section	
11	Sharp AR-5516	Co-ordinator (F)	
12	Sharp AR-5518	Library	
13	Sharp AR-5518	Account Section	
14	Sharp AR-5518	Forest Genetics Tree Breeding	