

INVITATION OF PROPOSAL FOR PER COPY
FULL SERVICE MAINTENANCE
AGREEMENT (FSMA)
OF PHOTOCOPIERS

No. 4-3(Vol.III)/IT/ICFRE/2007-08/ 42

Dated : 16-02-2016



INFORMATION TECHNOLOGY DIVISION
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
P.O. NEW FOREST, DEHRADUN

[Handwritten signature in blue ink]

INVITATION OF PROPOSAL FOR PER COPY FULL SERVICE MAINTENANCE AGREEMENT (FSMA) OF PHOTOCOPIERS

The Information Technology Division, Indian Council of Forestry Research & Education (ICFRE) invites proposals for per copy Full Service Maintenance Agreement of Photocopiers from the OEM or their authorized service partners as per Scope of Work; Terms & Conditions and other details given herein:

INSTRUCTIONS FOR BIDDERS

1. The dully filled in proposal in sealed cover be submitted on or before **08.03.2016**.
2. This document must be dully signed and submitted as a part of the proposal.
3. The per copy FSMA charges be quoted only on the **Annexure - 1**, along with a copy of OEM approved FSMA Rates.
4. The FSMA prices be quoted in the attached list only and in no case any other price list shall be entertained.
5. The inspection of the machines will have to be done by the vendor themselves taking help from the attached list, for which the authorization letters shall be issued to the vendors. The IT Division shall provide all the locational details of machine and help for inspection.
6. The proposal be submitted on or before **08.03.2016**, to the :
The Assistant Director General (IT & FS)
Room No. 31,
Information Technology Division,
Indian Council of Forestry Research & Education
P.O. New Forest, Dehradun - 248006
7. Document to be submitted along with the proposal:
 - a) FSMA Prices be quoted in the **Annexure 1 only** and the certificate of OEM approved rates be enclosed with this document
 - b) OEM approved FSMA rates.
 - c) Original certificate as a Proof of being the OEM authorized Service partner.
 - d) Duly Filled in **Form - 1** - Particulars of the Firm and **Form - 2** - Bid proposal Sheet.
 - e) Proof of Sales Tax Registration.
 - f) Clearance certificate from Income Tax Department for last financial/assessment year and PAN Details.



Asstt. Director General
(i.T. and Forestry Statistics)
Indian Council of Forestry
Research & Education
P.O.-New Forest, Dehradun

SCOPE OF WORK

- a) The scope of work includes machines at different locations in ICFRE Head Qtr, Dehradun.
- b) FSMA is comprehensive and will cover damage and burning of any part of the machine/system.
- c) The FSMA will cover regular preventive as well as corrective services to all the machines.
- d) **Corrective maintenance will cover all Hardware. The FSMA will cover repair/replacement of all defective parts including all configurational assemblies, internal/external with the machine such as :**
Drum, Developer, Blade, Recovery blade, Film seal, Pressure roller, Head roller, Cables & connectors etc. and any other existing component/card in any machine on comprehensive basis. This also includes any sort of consumable, such as toner etc. (except paper) and all kinds of services.
Only Genuine parts with same or higher capacity/configuration will be accepted, and these shall be the property of ICFRE soon after.

GENERAL TERMS AND CONDITIONS

- a) The firm will keep fairly good stock of components and consumable so as to minimize the downtime of machines.
- b) It shall be the liability of the firm to carry out on-site corrective maintenance and in no case it shall be allowed to take the machines out of the campus without the permission of Assistant Director General (IT&FS), ICFRE.
- c) The Assistant Director General (IT&FS), ICFRE reserves with him the power of addition and exclusion of machines in the AMC, as and when required, under intimation to all concerned. The payment of the quarter shall be adjusted accordingly.
- d) Initially the FSMA will be valid for a period of one year, but the Assistant Director General (IT&FS), ICFRE will have the discretion to extend the contract, if the services are found satisfactory during the first year.
- e) Conditional proposals are liable to be rejected.
- f) Commencement of Assignment shall be as per the letter of intent issued to the vendor on completion of all required formalities.
- g) The Assistant Director General (IT&FS), ICFRE reserves the right to reject any or all quotations without assigning any reasons.

CONTRACT

- a) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, Director General, ICFRE

- shall determine the matter and his decision shall be final and binding upon the parties hereto.
- b) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by ICFRE and the firm.
 - c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Assistant Director General (IT&FS), ICFRE. Any assignment or subletting of this contract by the firm or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void without prior written consent of Assistant Director General (IT&FS), ICFRE having been obtained.
 - d) The Assistant Director General (IT&FS), ICFRE has the powers to cancel the contract at one-week notice, if the services of the contractor are found unsatisfactory or otherwise.
 - e) No parts will be swapped between any two machines.
 - f) This contract shall not be deemed an asset in any form by the firm.

PAYMENT TERMS

- a) Payment will be made on receipt of the bills for each respective machine from the vendor. The bills must give details starting and closing reading along with particulars of machine to the respective users of the machines.
- b) Payment will be released after scrutiny of bill(s) by the respective users of the machines.
- c) The payments is subject to TDS as per Income Tax Rules/Laws.
- d) The contractor/firm will have to provide performance bank guarantee of ₹ 10,000/- (Rupees ten thousand) in the form of Bank Guarantee of any of the Nationalized Banks located at Dehradun, in the name of DDO, ICFRE, Dehradun valid for two months beyond the expiry of contract to the Information Technology Division, ICFRE, Dehradun
- e) No legal proceedings to enforce any claim and no suite arising out of this contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.
- f) If the contractor violated any of these terms and conditions, the Performance Guarantee shall be liable for forfeiture, wholly or partly, as decided by Assistant Director General (IT&FS), ICFRE and the contract may be cancelled.
- g) The performance of the obligations of either party under this Agreement is subject to Force Majeure. If a Force Majeure situation arises, either party shall promptly notify to the other party in writing of such conditions and the cause thereof. Unless otherwise directed by ICFRE in

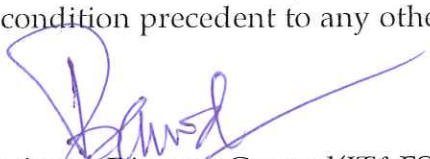
writing, the vendor shall continue to perform its obligations under this agreement, as far as it is reasonably practical. Either party reserves the right to terminate this contract, continues for more than 90 (Ninety days).

ARBITRATION

Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the FSMA or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research & Education, (DG, ICFRE) Dehradun in this behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided by DG, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs. 50,000/- and above, the arbitrator shall give reasons for the award.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.


Assistant Director General(IT&FS),
ICFRE

PARTICULARS OF THE FIRM

1. Name of the Company : _____
2. Head/Regd. Office Address : _____
 - a. Postal Address : _____
 - b. Fax No. : _____
 - c. Telephone Nos. (s) : _____
 - d. E-mail Address : _____
 - e. Website Address : _____
3. Former name of Company (if any): _____
4. Dehradun Office Address : _____
 - a. Postal Address : _____
 - b. Fax No. : _____
 - c. Telephone Nos. (s) : _____
 - d. E-mail Address : _____
5. Type of Organization : Individual/Partnership/ Incorporated
6. (i) Year of establishment : _____
(ii) Year since dealing Consumable items
as well as in the support of services of photocopier:

7. Details of supporting document enclosed : _____
8. Name and address of the authorized signatory : _____
contact person for this Quotation: _____
9. Whether letter of Authority for : _____
Attending bid opening enclosed with Quotation?
10. Income Tax PAN with proof : _____
11. Sales Tax/VAT Regd. No. : _____

Date
Place



Signature of the bidder
Name
Office Seal

BID PROPOSAL SHEET

Tenderer's Proposal Reference No. & Date: _____
Tenderer's Name & Address : _____
Person to be contacted : _____
Designation : _____
Telephone No. Email: Fax No: _____

To:

The Assistant Director General (IT & FS)
Indian Council of Forestry Research & Education
P.O. New Forest, Dehradun 248006

Sub: Per copy maintenance Contract for photocopiers

Dear Sir,

1. We, the undersigned Tenderer(s), having read and examined in detail the bidding documents in respect of the above cited maintenance contracts as specified in the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period of the last date of submission of bids.
3. We do hereby confirm that our bid prices include all taxes including Income Tax, Professional Tax and Service Tax etc.
4. We have studied the Clauses relating to Indian Income Tax and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.
6. We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.
7. We confirm having submitted in qualifying data as required by you in your tender document. In case you require any further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
8. **We hereby declare that in case the contract is awarded to us, we shall submit the performance bank guarantee of ₹ 10,000/- (Rupees Ten thousand) in the form of Bank Guarantee of any of the Nationalized Banks located at Dehradun, in the name of DDO , ICFRE, Dehradun valid for beyond two months beyond the expiry of contract.**
9. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the

best of our knowledge & belief.

10. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
11. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Yours faithfully,

(Signature)

Date:
Place:

Name:
Designation:
Business Address: Seal



Asstt. Director General
Asstt. Director General
(I.T. and Forestry Statistics)
Indian Council of Forestry
Research & Education
P.O.-New Forest, Dehra

LIST OF PHOTOCOPIER MACHINES

Sl. No.	Brief specification of Photocopier	Number of machines	Serial No.	Quoted Rate of Per copy maintenance charges
1	Xerox	Xerox WC-420	3501779503	
2	Xerox	Xerox WC-5016	3317081854	
3	Xerox	Xerox WC-5020	3315061910	
4	Xerox	Xerox WC-3210	3244292940	
5	Ricoh India	Ricoh 2018D	K8366520055	
6	Ricoh India	Ricoh 2050	V2296240548	
7	Ricoh India	Ricoh 2000LE	L7166500018	
8	Ricoh India	Ricoh 1600LE	L6986650345	
9	Ricoh India	Ricoh 2000LE	L7186550262	
10	Ricoh India	Ricoh 2000LE	L7187150384	
11	Ricoh India	Ricoh 2000LE	L7187251361	
12	Ricoh India	Ricoh 2000LE	L7187251290	
13	Ricoh India	Ricoh 2000LE	L7187251104	
14	Ricoh India	Ricoh 2000LE	L7196150078	
15	Ricoh India	Ricoh 2000LE	L7106250444	
16	Ricoh India	Ricoh 2000LE	L7106751015	
17	Ricoh India	Ricoh 2000LE	L7106751063	
18	Ricoh India	Ricoh 2000LE	L7106750958	
19	Ricoh India	Ricoh 2000LE	L7107250264	
20	Ricoh India	Ricoh 2000LE	L7107250021	
21	Ricoh India	Ricoh 2000LE	L7117250107	
22	Ricoh India	Ricoh 2000LE	L7117150464	
23	Ricoh India	Ricoh MCP 2030	V216140207	

Only all inclusive Prices of the respective brands, represented by the vendor must be quoted in the above table. The numbers of machines given above are tentative and may change.

(Signature)

Name

Designation:

Business Address: Seal

Date:

Place: