



नेशनल सीड्स
कॉर्पोरेशन लिमिटेड
(भारत सरकार का उपकरण)
बीज भवन, पुसा परिसर
नई दिल्ली-110 012 (भारत)

NATIONAL SEEDS
CORPORATION LTD.
(A Government of India Undertaking)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI-110 012 (INDIA)

ENQUIRY LETTER FOR AMC OF PHOTOCOPIER MACINE

16(8)/NSC-HQ/ PHOTOCOPIER –AMC/2018-19

Date:23.04.2018

M/S

Subject : "Invitation for sealed Quotations for Annual maintenance Contract (AMC) for RICOH XEROX MACHINE installed in National Seeds Corporation Ltd. Beej Bhawan, Pusa Complex, New Delhi:110012 – reg"

Sir/Madam

National Seeds Corporation Ltd invites sealed quotations from the authorised dealers/service centres of **Ricoh** to submit most competitive quotation for Annual Maintenance Contract (AMC) for **RICOH PHOTOCOPY MACHINES installed** at above office as per detail given below:-

Sl. No.	Model/S. No. of Machine
1.	MP 2000 – L7187250366
2.	MP 1600 – L6997150810
3.	MP 1600 – L6997150284
4.	MP 1600 – L6997150292
5.	MP 1600 – L6997150495
6.	MP 1600 – L6997251106

GENERAL RULES AND GUIDANCE FOR INVITING OF QOUTATIONS

1. The unsealed and conditional tenders/quotations are liable to be summarily rejected.
2. Cutting/Overwriting in the offer must be avoided as may lead to cancellation of tender.
3. The party should quote the rates in figures as well as in words.
4. Scope/Quantity of work according to situation may be increased or decreased without assigning any reason by the Corporation.

Contd: on P.NO.2

5. The Party should visit the site and shall satisfy himself to the conditions, the accessibility of site before quoting their rates.
6. Quotations/ rates should be submitted for AMC on comprehensive basis which would include periodical maintenance, attending of complaints, replacement of parts except consumable parts. Provision of providing standby photocopy machine when existing machine is taken to workshop for repair for more than two days.
7. Parties should indicate periodicity for routine checking of machines. Successful party would have to attend the complaint call on the same day or next day and attend the repairs.
8. Payment will be released on quarterly basis in 4 equal instalments on pro-rata basis.
9. The Corporation will retain 10% of contract value of AMC as Security Deposit, while releasing the payment.
10. The parties shall keep their offers open for a period of 90 days from the date of opening of quotations.
11. Successful party shall enter into one year AMC agreement on Non Judicial Stamp paper of relevant amount with the Corporation. The AMC Contract may be extended for further one more year and so on if require with the consent of party/Corporation.
12. All disputes in relation to the quotation, or the interpretation of any of their terms or implementation there of or arising out of or concerned directly or indirectly with the contractor/party shall be decided by the CMD of the Corporation and decision of CMD shall be final and binding.
13. Sealed quotation may be submitted at the above address up to **03.05.2018** by 3:00 PM and the same will be opened at 3:30PM on the same day in the presence of intending parties.
14. The Corporation reserved the right to accept or reject any or all the quotation without assigning any reason thereof.

Yours sincerely,


(Prashod Kumar)

Manager Engineer (Elect)

23/4/18