

D-5/93/2015-ADMINISTRATION SECTION-BCAS (E-96985)

Government of India
Bureau of Civil Aviation Security,
"A' Wing, I-II-III Floor, Janpath Bhawan,
Janpath, New Delhi.

Dated: 25.01.2017

To

AS PER LIST ATTACHED

Subject: - Quotations for Annual Maintenance Contract of Photocopiers at BCAS(HQ), Janpath Bhawan, New Delhi.

Dear Sir,

I am directed to invite quotation for Annual Maintenance Contract of Photocopiers at BCAS(HQ), Janpath Bhawan, New Delhi.

2. You are directed to submit your quotations by 15.00 hrs. on 10th February, 2017.
3. Quotations received after the stipulated deadline shall not be accepted. This Bureau shall not be responsible for any postal delay or non-receipt of quotations except under "Force Majeure" conditions, to be notified in writing by the bidder. Grant of extension of time or otherwise shall be at the discretion of the Director General.
4. Director General, BCAS reserves the right to reject any quotation without assigning any reason thereof.

Yours faithfully,



(DS Sadha)

Section Officer (Admn.)

डी. एस. साधा / D. S. SADHA
अनुभाग अधिकारी / Section Officer
नागर विमानन सुरक्षा ब्यूरो
Bureau of Civil Aviation Security
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

25/1/17
सी. वि. अ. सुर. ब्यूरो
ISSUED/RECEIVED
(12-4-17/17)

To

1. M/s Classe Reprographics
G-29, IJ Complex, Subhash Chowk
Laxmi Nagar, Delhi-92
2. M/s Microbase equipments Private Limited
14, National Park, Lajpath Nagar-IV
New Delhi-24
3. M/s Business Syndicate
561, Guru Angad Nagar West,
Delhi-92
4. M/s. Realtech Solutions
203, Shankuntala Building
59, Nehru Place, New Delhi
5. M/s ACME Office Solutions Pvt. Ltd.
B-13, Ground Floor,
Sector-49, Noida-201301

TERMS AND CONDITIONS

1. **Quantity and Model of Photocopiers:-**

- a. Ricoh Machine Model Afficio MP 4000- 6 Nos
- b. Xerox WorkCentre 5765- 1 No

2. **Duration of Agreement:**

The agreement shall be entered into for a period of 1 (one) year from the date of agreement. The Agreement can be terminated by either party any time during its tenure by giving 60 days prior notice in writing. The agreement can be extended beyond one year with mutual agreement of both parties.

3. **Description of Services:**

The contracting firm shall provide the following services against the Maintenance charges detailed in clause 4 of this service Agreement.

- i. Provide all reprographic supplies, i.e. consumables and spare parts for the equipment, except power, paper, staples and any other output print material.
- ii. Repair and service the Equipments at the Customer's request within reasonable time of receipt of communication from the Customer, during the normal working hours. Provide timing for operating the Equipments to two person's nomination by the Customer.

4. **Maintenance Charges: (To be decided after bidding)**

The maintenance charges agreed between the parties, payable by the Customer to are as follows:-

- i. For Print size of A4 Mono @Rs..... per impression up to..... impressions.
- ii. Minimum monthly charge of Rs....., this includes.....free impressions.
- iii. The charges stated in this agreement shall be exclusive of Sales Tax/VAT, Service Tax, Octroi and any other Government levies, Central, State, Local Government which are recoverable from the customer separately.

5. **Invoicing and Payment:**

- i. The quantity of prints indicated by the meter installed in the equipments or its software shall be conclusive proof of the number of prints generated by the customer in

any month. The number of prints shall be the total print quantity, by copier, fax or printer.

ii. In the event the meter reading cannot be taken, BCAS reserves the right to estimate the meter reading for invoicing purposes and correction made in the next invoice based on actual meter reading.

iii. The maintenance charges are payable monthly in arrears.

6. Customer's Responsibilities:

i. The Customer shall be allow firm's representative anytime during the normal working hours to access the Equipments to take meter reading.

ii. The Bureau shall ensure that installation area has electrical outlets and steady power supply with exclusive dedicated power plug point and access ways etc. for installation, passage and electrical connection of the equipment at its premises.

iii. This Bureau shall not pay for any repairs, adjustments or replacement caused by the use of unapproved supplies or spare parts.

iv. The Bureau shall appoint and maintain at all time, two key operators who shall be instructed free of charge by the firm on the use of and routine care of the Equipments.

7. Termination of the Agreement:

BCAS reserves the right to dissolve the Agreement with immediate effect, if the contracting firm fails to comply with any provision of Agreement.



(DS Sadha)

Section Officer (Admin)
डी. एस. साधा / D. S. SADHA
अनुभाग अधिकारी / Section Officer
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