



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Room No.319, 3rd floor, Admin Building,
Mansarovar Depot, Mansarovar, Jaipur-302020

Tel. No. 0141- 5153724 (Mob: 7728895424)

E-mail:- mgrtel@jaipurmetrorail.in



59

No.F4(100)/JMRC/O&S/S&T/2017-18/03

Dated:07/03/2018

To,

(REQUEST FOR QUOTATION)

Subject:- Request for Quotation regarding Initial Repair and Comprehensive Annual Maintenance Contract for one year of 02 Nos. RICOH Photocopier Machines.

Sealed offers are invited for Initial Repair and Comprehensive Annual Maintenance Contract for one year of 02 Nos. RICOH Photocopier Machines installed at JMRC Depot Admin. Building, Mansarovar, Jaipur of Jaipur Metro Rail Corporation Limited.

Sealed offers should reach at the office of Manager(S&T), Room No.319, 3rd Floor, Admin. Building Depot of Jaipur Metro, Near Ganga Jamuna Petrol Pump, Mansarovar, Jaipur-302020 by 15:00 Hrs on 14/03/2018. Offers received after due date and time will not be entertained. Sealed offer will be opened on due date mentioned above at 15:30 Hrs.

The scope of services includes the following (machines can be inspected during Office Working Hours):-

S.No. (A)	Description of Services (B)	Qty. offered for Services (C)	Unit (D)	Rate		
				Base Price (Rs.) (E)	GST (%) (F)	GST Amt. (Rs.) (G)
1.	Initial Repair of RICOH make Photocopier machines of Model:MP 2001 L of S.No.E343M751286, E343M751794	02	Nos.			
2.	Comprehensive AMC Charges for above mentioned two RICOH photocopier machines for Copying A4 Size Paper (Single Side) for 01 year	As per actual Page Count	Per Page			
3.	Amount for S.No.1 item {(E) + (G)}(Rs.)					
4.	Amount for S.No.2 item [56,311 X {(E) + (G)}](Rs.)					
5.	Gross Amount in Rs. {Value under S.No.(3) + Value under S.No.(4)} (in figures & in words)					
	GSTIN of the Firm					



Registered office: Khanij Bhawan, Udyog Bhawan Premises, Tilak Marg, C-Scheme, Jaipur 302005

CIN: U60221RJ2010SGC030630

Website: www.jaipurmetrorail.com

ASHOK MAURYA
Executive Director (S&T)
JMRC



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Terms and Conditions

1. Firm is required to quote the rates in this format only with signature and stamp of authorized signatory as a token of acceptance of terms and conditions.
2. The offers submitted in any other format shall be rejected by JMRC.
3. Quoted price for the services shall be inclusive of all charges, applicable taxes etc.
4. Order will be given to only one firm based on overall quoted lowest rate under S.No.5 at Coloum(A) of the given table.

(Note:- The value of 56,311 pages are taken only for evaluation purpose and actual requirement may vary from 56,311 pages)

5. The process of initial repair is to be completed within 15 days from the date of "Letter of Acceptance" issued. The certification by Manager(S&T)/JMRC for successful initial repair will be considered for payment by JMRC. The period of one year Comprehensive Annual Maintenance Contract (CAMC) will be reckoned from 30 days after successful completion of repair for making machine in operation.
6. The firm should produce an authorization Certificate from RICOH for repair and maintenance of its photocopier machines.
(To be enclosed while submission of Offer)
7. Complaint will be attended within 24 working hours after reporting. In case of delayed visit, penalty shall be imposed as per rules of JMRC.
8. "Letter of Acceptance" will be given to successful bidder by JMRC and its copy should be returned back after duly signed & stamped by the successful bidder within 07(seven) days from the date of issuance of "Letter of Acceptance".
9. After acknowledgement of "Letter of Acceptance" by the successful bidder, an agreement will be executed on Non-Judicial Stamp Paper between successful bidder & JMRC (cost would be borne by successful bidder) within 15 days after issuance of "Letter of Acceptance". This agreement covers the scope of initial repair and free service with spare parts & consumables i.e. Drum, Developer, Toner etc. as and when required to maintain the photocopier machines bearing S.Nos. E343M751286, E343M751794.
10. The defective parts must be replaced with original 'RICOH' make & certification to be submitted regarding original 'RICOH' make parts are used during replacements & maintenance.
11. Three mandatory Services shall be provided in a year.
12. Payment for initial repair shall be released by JMRC immediately after successful completion of repair duly certified by Manager(S&T)/JMRC.



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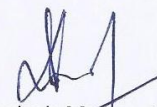
57

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13. Payment for Comprehensive Annual Maintenance Contract shall be made on quarterly basis, subject to production of bill with meter reading of machines duly verified by nominated officer of JMRC.
14. AMC Charges for A3 size paper will be double of A4 size.
15. The bill may be submitted in the name of 'JMRC,Jaipur' in duplicate for payment.
16. Inspection Authority:Manager(S&T)
17. Consignee:Jaipur Metro Rail Corporation Limited.
18. The duration for acceptance of quotations will be 07 days from publication date.
19. Validity of Offer : Bidder is required to keep their offer open atleast for 30 days from the date of bid opening.
20. Bidder Name, Bid Number, Due Date and time should also be mentioned on the sealed offer.
21. JMRC reserve Right to Accept or Reject any offer in whole or part without assigning any reason thereof.
22. The offer shall be unconditional, duly signed and stamped being the authorized signatory of bidding firm. Conditional offer shall be summarily rejected.

Signature & Stamp of Bidder


(Ashok Maurya)
ED(S&T)
JMRC,Jaipur.



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