



JAIPUR METRO

# JAIPUR METRO RAIL CORPORATION LIMITED

Office of General Manager (Rolling Stock)  
Depot Building, Metro Train Maintenance Depot,  
Bhrigu Path, Mansarovar, Jaipur – 302020  
Tel. No. 0141- 2822112, E-mail – [gmrs@jaipurmetrorail.in](mailto:gmrs@jaipurmetrorail.in)



F.No.- JMRC/O&S/DCOS/RS/F.(107)

Dated: 02/07/2021

To,

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Contact No.:

Email Id:

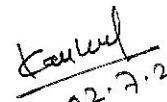
**Sub: RFQ for "Annual Maintenance Contract for 02 nos. Sharp Photocopier Machines"**

Sealed Quotations are invited for AMC of 02 Sharp Photocopier Machines as per Special terms and conditions and Scope of Work mentioned in Annexure –A and as per specification mentioned in BOQ (Annexure-B).

Signed, stamped and sealed offers should reach in the office of **Office of Manager –DCOS, Room no. S09, DCOS building, Mansarovar Metro Train Depot, Mansarovar, Jaipur 302020, Cont.No.7728895421** by **14/07/2021 at 12:00 Hours positively.**

Offers received after due date and time will not be entertained.

Quotations will be opened on same date mentioned above at 15:30hrs.

  
02.7.21.  
(Kaushal Kumar Kassi)  
General Manager (Rolling Stock)

Encl:-

- I. Special terms and Conditions (Annexure-A)
- II. BOQ(Annexure-B)

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

CIN: U60221RJ2010SGC030630

Website: [transport.rajasthan.gov.in/jmrc](http://transport.rajasthan.gov.in/jmrc)



JAIPUR METRO

# JAIPUR METRO RAIL CORPORATION LIMITED

## Directorate of Operations & Systems

GM (Rolling Stock), JMRC,

Admin Building, Metro Maintenance Depot,

Near Ganga Jamuna Petrol Pump, Mansarovar, Jaipur-302020,

Tel.No.0141-2822109 (O), E-mail- gmrs@jaipurmetrorail.in



### Annexure-A

#### Special Terms and Conditions and Scope of Work

##### Eligibility of Bidder:

- (i) The bidder shall be an authorized dealer of Sharp photo copier or any other reputed brands of photocopy machines

or

- (ii) Having the experience of AMC of similar work in government departments/PSUs etc. in last 3 years (Fy 2018-19, 19-20,20-21)

##### Scope of Work :

1. The firm must keep the installed machine in good working condition.
2. Complaint will be attended within 48 working hours after reporting. In case of delayed visit, penalty of Rs 30/- per day shall be imposed.
3. Completed service agreement (CSA) will include free service with spare parts and consumables like ink , Drum, Developer, Toner, etc. as and when required to maintain the machine.
4. Firm is responsible for full maintenance, spares and consumables like ink , Drum, Developer, Toner, etc. all expenses excluding Paper and electricity are covered in the AMC charges.
5. Normally Photocopy machine shall be maintained on ~~site~~ <sup>site</sup> but if maintenance of machine takes more time or requires to be taken to workshop then Contractor may arrange alternate machine to avoid disruption in office work.
6. The firm shall render maintenance service during office hour on all working days however depending upon JMRC requirements, shall provide services on Govt holidays also in case of exigency.
7. Within 30 days, an agreement shall be executed on non-judicial stamp paper of value Rs. 500 (stamp duty).
8. GST will be paid as per rate applicable at the time of billing.
9. Letter of Acceptance will be given to one firm basis on the overall least Quoted amount in BOQ.
10. Tender name, tender no, due date & time should be also be mentioned on the sealed offer.
11. The purchaser reserves the right to accept or reject any offer in whole or part without assigning any reason.
12. Validity of offer:-Tenderer is required to keep their offer open at least NINETY days (90 days) from the date of tender opening.
13. The offer shall be unconditional and duly signed; Conditional offer will be summarily rejected.
14. If national holiday is being declared on tender due date tender will be opened on next suitable working day.
15. All rights related to bidding process are reserved with JMRC.

Signature of firm's representative  
(With seal of firm)



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Annexure-B

## BILL OF QUANTITY (BOQ)

GSTIN No. - \_\_\_\_\_

S. No.	Sharp Photocopiers Model No	AMC Charges Rate/A4 size paper (In Rs.)
1.	AR-5620N and AR-5516	
Total Amount (INR)Without GST		
GST Amount INR @ __ %		
Total Amount (INR)With GST		
Total Amount (INR)With GST(Rounded Off)		

**Note:**

1. GST will be paid at rate applicable at the time of billing.
2. Rate of A3 size paper will be twice the rate quoted for A4 size paper.

Signature of firm's representative  
(With seal of firm)

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

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