

TENDERING DOCUMENT

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HIRING OF PPC MACHINES ON RENTAL BASIS IN EM-DIVISION FOR A PERIOD OF ONE YEAR FROM 01.04.2020 TO 31.03.2021.

	ACCEPTANCE STATUS		VENDOR REMARKS
	AGREE	DISAGREE	
SCOPE OF WORK/TERMS AND CONDITIONS (COMMON FOR ALL 10 MACHINES).			
1. Firm should supply and install the PPC machines (Make: Canon Model: GP-200/IR2525 (OR) Equivalent of following minimum specifications) at respective departments mentioned below on monthly rental basis. Machines to be demonstrated for satisfactory working. BEML personnel to be trained in operation. (a)Capacity 20-25PPM (minimum 300 to 400 copies per day.) (b)Multitasking system for copy, print & scan (c)Tray less Duplex printing (2 sided copying) (d)Auto Document Feeder (e)Network Printing & Scanning			
2. Firm should ensure trouble free running of the machine.			
3. The Contract is valid for a period of one year w.e.f. 01/04/2020 to 31/03/2021 for all 10 machines located at different offices (EX, EKP, EMRM/EMFC, EKT, QE, ED(E), EM, MEO, EKW & AEB/AEC) in EM Divn.			
4. Firm will be responsible for maintenance of the machines installed which includes all necessary spares and consumable items required for the machine.			
5. In case of breakdown, firm should immediately arrange service engineer and ensure rectification of defects within 24 hours.			
6. Firm shall quote for rental charges per month per machine Payment will be made on monthly basis duly certified by user department for satisfactory working of the machine.			
7. In case due to non-availability of the machine(s) on account of breakdown, and if user(s)are not able to takeout minimum copies you should compensate it by providing alternate machine within a week's time otherwise rental charges will be deducted on prorata basis as recommended by respective user dept.			
8. Firm should maintain a Log book to record observations on machine performance and number of copies taken out and the same should be co-ordinated by the respective user departments and copy to be submitted along with bills to DGM – Maintenance Department for recommending payment.			
9. Firm should bring the necessary tools to repair the machine and necessary entries should be made at the Security gate.			

10. Firm shall quote for charges for per month per machine with and without computer connectivity separately (8 machines with computer connectivity and 2 machines without computer connectivity) and indicate number of Free copies (7000 per machine per month and cumulative free copies for 10 machines is 10X7000=70,000) and rate per copy for extra copies(beyond 70,000 copies per month).			
11. Payment for the extra copies taken beyond total cumulative minimum copies will be made against certification by our user dept.			
12. Providing Power supply and necessary paper for taking photo copies is BEML scope.			
13. Firm shall follow all safety precautions while carrying Out installation/repairs etc on their machines in BEML. BEML is not responsible for any accidents /untoward incidents met by firm's personnel.			
<p>NOTE:</p> <p>(1) BEML reserves the right to alter the place of working of PPC machines within the Division for administrative convenience. Firm shall shift the machines accordingly and prove working at new place. Necessary transport/material handling for shifting the machines within the division will be arranged by BEML.</p> <p>(2)Firm shall confirm their acceptance for the scope and terms & conditions in their bid without fail.</p>			

NOTE: The Firm should agree for all the above scope of work, terms & conditions for technical qualification of bids, otherwise bids will be technically rejected.

DATE:

CONTRACTOR SIGNATURE WITH SEAL