

Bid invitation

Information

Description:EMN/1050010675/Hiring of PPC Mc on rent

Bid invitation number:6300035910

Version: 1

Bid invitation rules

Bid invitation currency: INR

Timezone: UTC+53

Submission period: 31.05.2021 17:00:00

Opening date: 31.05.2021 17:00:00

Created On: 29.04.2021 10:30:51

Bid invitation text:

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SCOPE OF WORK/TERMS AND CONDITIONS (COMMON FOR ALL 11 MACHINES)

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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 for all 11 machines located at different offices (EX, EKP, EMRM/EMFC, EKT, QE, ED(E), EM, MEO, EKW, AEB/AEC and AEP(Bills Payable) 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.

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- 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 take out 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) Out of 11 machines, 9 machines are with computer connectivity and 2 machines are without computer connectivity, Firm shall quote for charges for per month per machine accordingly
Firm has to indicate number of Free copies (7000 per machine per month and cumulative free copies for 11 machines is $11 \times 7000 = 77,000$) and rate per copy for extra copies (beyond 77,000 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.

NOTE:

(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.

(2) Firm shall confirm their acceptance for the scope and terms & conditions in their bid without fail.

GENERAL TERMS & CONDITIONS :

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1. Delivery Terms: FDD/ FOR BEML, KGF.
2. Payment Terms : Payment will be made on monthly basis duly certified by user department for satisfactory working of the machine
3. Quote should be valid for minimum 60 days from the date of Bid opening. Bids of those firms validity is less than 60 days are liable for rejection.
5. Firm to indicate GSTIN and applicable GST in their bid.
6. Firm to indicate 6 digit SAC code for the services in the bid invitation .
7. L-1 evaluation will be based on the Net Landed cost (of all the items / Services in the Bid invitation for full

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quantity) of technically accepted bids.

Firms to quote for all the items / Services in the Bid Invitation. Bids of those firms who have quoted for all the items / Services in the Bid Invitation will only be considered for technical evaluation

NOTE :-

1) In e- Bidding system - If you need any type of assistance, Please contact Mr. Krishna Mohan / Mrs. Anitha (Ph No – 080- 22963269 / 22963141 & Email – admin.srm@beml.co.in) .

2) Please contact given below mail IDs for any type of technical clarification.

i) esm@beml.co.in & ii) emnkgf@beml.co.in

Attachments:

Digital Signature

Bid invitation details

Item	Product Price Condition	Description	Vendor product number	Delivery date/ performance period	Quantity
1		PPC Machine on rental at EX-Office			12 MON

Item long text:

PPC (Plain paper Copier) machine on rental basis with computer connectivity

Location: EX - office

Contract period: 12 MONTHS .

Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price

Basic Price	INR	_____
SGST - State GST	%	_____
IGST -Integrated GST	%	_____
UTGST	%	_____
CGST - Central GST	%	_____

2		PPC Machine on renatl at EKP office			12 MON
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Item long text:

PPC (Plain Paper Copier) machine on rental basis with computer connectivity

Location: EKP (HRD) - office

Contract period: 12 MONTHS

Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

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Item	Product Price Condition	Description	Vendor product number	Delivery date/ performance period	Quantity
	CGST - Central GST		%	_____	
	UTGST		%	_____	
	IGST -Integrated GST		%	_____	
	SGST - State GST		%	_____	
	Basic Price		INR	_____	

3 PPC Machine on rental at EMPC/EMRM 12 MON

Item long text:

PPC (Plain Paper Copier) machine on rental basis with computer connectivity
 Location: EMFF/EMFC (Purchase Hall) – office
 Contract period: 12 MONTHS .
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

Basic Price	INR	_____
SGST - State GST	%	_____
IGST -Integrated GST	%	_____
UTGST	%	_____
CGST - Central GST	%	_____

4 PPC Machine on rental at EKT office 12 MON

Item long text:

PPC (Plain Paper Copier) machine on rental basis.
 Location: EKT–office (Training Centre)
 Contract period: 12 MONTHS .
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

Basic Price	INR	_____
SGST - State GST	%	_____
IGST -Integrated GST	%	_____
UTGST	%	_____
CGST - Central GST	%	_____

5 PPC Machine on rental at QE office 12 MON

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Item	Product Price Condition	Description	Vendor product number	Delivery date/ performance period	Quantity
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Item long text:

PPC (Plain Paper Copier) machine on rental basis with computer connectivity
 Location: QE-office
 Contract period: 12 MONTHS .
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price

Basic Price	INR	_____
SGST - State GST	%	_____
IGST -Integrated GST	%	_____
UTGST	%	_____
CGST - Central GST	%	_____

6		PPC Machine on rental at E/ED(E) office			12 MON
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Item long text:

PPC (Plain Paper Copier) machine on rental basis with computer connectivity
 Location: E/ED(E)(Division Head) office
 Contract period: 12 MONTHS
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

Basic Price	INR	_____
SGST - State GST	%	_____
IGST -Integrated GST	%	_____
UTGST	%	_____
CGST - Central GST	%	_____

7		PPC Machine on rental at EM office			12 MON
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Item long text:

PPC (Plain Paper Copier) machines on rental basis with computer connectivity
 Location: EM (Chief of Materials)- office.
 Contract period: 12 MONTHS
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

CGST - Central GST	%	_____
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Item	Product Price Condition	Description	Vendor product number	Delivery date/ performance period	Quantity
	UTGST		%	_____	
	IGST -Integrated GST		%	_____	
	SGST - State GST		%	_____	
	Basic Price		INR	_____	

8 PPC Machine on rental at MEO office 12 MON

Item long text:

PPC (Plain Paper Copier) machine on rental basis.
 Location: MEO (Shipping)office
 Contract period: 12 MONTHS.
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

CGST - Central GST	%	_____
UTGST	%	_____
IGST -Integrated GST	%	_____
SGST - State GST	%	_____
Basic Price	INR	_____

9 PPC Machine at EKW Office 12 MON

Item long text:

PPC (Plain Paper Copier) machine with computer connectivity on rental basis.
 Location: EKW (HRD-Welfare) office
 Contract period: 12 MONTHS
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price

Basic Price	INR	_____
CGST - Central GST	%	_____
UTGST	%	_____
IGST -Integrated GST	%	_____
SGST - State GST	%	_____

10 PPC Machine at AEB/AEC Office 12 MON

Item long text:

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Item	Product Price Condition	Description	Vendor product number	Delivery date/ performance period	Quantity
		PPC (Plain Paper Copier) machine with computer connectivity on rental basis. Location: AEB(Book keeping)/AEC office Contract period: 12 MONTHS . Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text			
		Firm has to quote for rental charges per month per machine against <u>Basic price.</u>			
		CGST - Central GST	%	_____	
		UTGST	%	_____	
		IGST -Integrated GST	%	_____	
		SGST - State GST	%	_____	
		Basic Price	INR	_____	
11		PPC Machine at AEP(Bills Payable)			12 MON

Item long text:

PPC (Plain Paper Copier/Xerox) machine with computer connectivity on rental basis.
 Location: AEP (Bills payable-Inland) office
 Contract period: 12 MONTHS
 Detailed Scope of work and Terms & conditions are indicated under Bid Invitation text

Firm has to quote for rental charges per month per machine against Basic price.

Basic Price	INR	_____
SGST - State GST	%	_____
IGST -Integrated GST	%	_____
UTGST	%	_____
CGST - Central GST	%	_____