

F.No. AERA/10015/Photocopier/16-17/Vol. II/25
Airports Economic Regulatory Authority of India

AERA Building
Administrative Complex
Safdarjung Airport,
New Delhi-110003

Dated 2nd April, 2018

NOTICE INVITING TENDER

Sub: Quotation for Repair and Comprehensive AMC of canon Photocopier machines.

Sealed quotations are invited for providing AMC services on behalf of Airports Economic Regulatory Authority of India, New Delhi for comprehensive AMC of 06 photocopiers machines initially for a period of one year.

The quotation should be accompanied by the Earnest Money Deposit (EMD) for an amount of Rs.5000/- in the form of Bank Draft drawn in favour of Airports Economic Regulatory Authority of India, payable at New Delhi. Quotations which are not accompanied by EMD will not be entertained.

The last date for receipt of quotation/tender shall be **14.05.2018** up to 11.00 hrs and shall be opened on same day at 12.00 hrs in the conference Room AERA Building Safdarjung Airport New Delhi in presence of the intending agency or their authorized representatives who wish to be present.


(Ramendra Pratap Shukla)
Deputy Chief

Encl: **Tender Document**

AERA Building
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New Delhi-110003

Sub: Notice Inviting Quotation for Repair and Comprehensive AMC of canon Photocopier machines.

Sealed quotation is invited from your firm for comprehensive AMC of 06 Photocopy machines for a period of one year. The equipment are installed at the Airports Economic Regulatory Authority of India, Safdarjung Airport, New Delhi-110003, which can be inspected and details can be collected during any working day between 11 AM to 5 PM with prior appointment with **Shri Satish Sachdeva, Under Secretary telephone no. 24695042**. The rates quoted should clearly indicate applicable taxes, other terms and conditions. The details of machines are given below:

S.No	Canon Photocopier Machine model	Purchased in the year	Serial No.	Installed
1	iRC-2550i	March, 2010	DCK-3132	Chairman's Office
2	iR-3225	March, 2010	DFL-4510	Member-I Office
3	iR-ADVC2020 H	May, 2011	FAN-1268	Secretary's Office
4	iR-3225	March, 2010	DFL-5345	2 nd Floor OSD-II Office
5	iR-3225	December, 2010	DFL-6502	1 st Floor
6	iR-3225	March, 2010	DFL-5343	1 st Floor (Business Room)

- You are required to submit your quotations as 'Per Copy' for black & white and colour print for **A4** and **A3** size of paper.
- These rates shall be inclusive of all spare parts, services, consumables and regular check-up of machines.
- The firm will provide toners & spare parts of the machines whenever required. The Authority will not provide any spare parts/ toners etc. for these machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc.
- It shall be responsibility of the firm to maintain all the photocopy machines in good working order and take prompt action to rectify the machine.
- All complaint to be attended by the firm within 24 hours. If the firm does not attend the complaint within 24 hours from the time of registration of complaint, a penalty@ Rs.100 per day per machine shall be levied. In case of requirement of replacing sub-assemble/equipment, the same shall be replaced within 05 working days by the firm.

7. The firm shall provide standby Photocopy Machine till the machine is got repaired by the firm, in case of, any delay (i.e., beyond 05 working days).
8. The contract will be valid for a period of one year from the date of signing of contract and can be extended for a further period of 2 years (Total period 3 years) on yearly basis on mutually agreed terms and condition/rates if the services provided are satisfactory.
9. The contract can be terminated at any time by either party after serving advance notice of 3 months.
10. Payment shall be made pro-rata on quarterly basis at the end of each quarter after certification of satisfactory work.
11. Penalty shall be deducted from the running payments.
12. The quotation details are also available on AERA website www.aera.gov.in
13. The quotation should be addressed to the Secretary, Airports Economic Regulatory Authority of India AERA building, Administrative complex, Safdarjung Airport, New Delhi-110003.
14. The last date for receipt of quotation/tender shall be **14.05.2018** up to 11.00 hrs and shall be opened on same day at 12.00 hrs in the conference Room AERA Building Safdarjung Airport New Delhi in presence of the intending agency or their authorized representatives who wish to be present. Quotations received after due date will not be entertained.
15. Quotations must be super scribed '**Quotation for AMC of Photocopier machines**' clearly mentioned on the envelope.
16. The quotation should be accompanied by the Earnest Money Deposit (EMD) for an amount of Rs.5000/- in the form of Bank Draft drawn in favour of **Airports Economic Regulatory Authority of India, payable at New Delhi**. Quotations which are not accompanied by EMD will not be entertained.
17. **Certified copy document showing that the firm is a canon authorized sales and service partners is to be submitted with the Quotation.**
18. Secretary, AERAs, reserves the right to accept or reject any or all the quotations without assigning any reason.