

MATERIAL MANAGEMENT DEPARTMENT

No.AAT/MM/7(a)/20-21/

Dated: 7/9/2020

NOTICE INVITING QUOTATION

Sealed quotations are invited in two envelope system (Envelope A – Technical bid & Envelope B – Commercial Bid) from M/s Sharp or sharp authorized service provider having GST Registration for Annual Comprehensive Service agreement for photocopier as per the conditions mentioned below. Quotations duly super scribed the enquiry reference and due date should reach this office on or before 3.00 P.M. on 17/9/2020 which will be opened at 3.30 P.M. on the same day in the presence of quotationers who are present.

| Sl. No | Description of items | Per copy rate | GST |
|--------|--|---------------|-----|
| 1 | Comprehensive Service Agreement for sharp photocopiers of the following models: AR 5618S – 6 nos. AR 5516 – 6 Nos. | | |

Conditions:

1. The Quotation should be submitted in two envelope system: Envelope – A – Technical Bid should contain the following:
 - a) Copy of Pan Card.
 - b) Copy of GST Registration.
 - c) Copy of order having executed similar works in any Govt./Public Sector Undertakings during any of the last two financial years.
 - d) Undertaking as per Annexure – A and Certificate as per Annexure - B should be submitted in the company's letter head duly signed and stamped.
 - e) Authorised Service provided certificate from M/s sharp in case of authorized service provider.
2. Envelope B should containing the price bid in the prescribed format duly filled and signed with office seal.
3. Envelope B should containing the price bid in the prescribed format duly filled and signed with office seal.
4. The Envelope – B (Price bid) of the firms who do not fulfill the conditions specified in the Envelope – A (Technical bid) will not be opened and will be rejected out rightly.
5. The agency will be carry out the service and maintenance of the equipment.
6. The servicing of the machines will be carried out on working days during office hours.
7. The charges are inclusive of all spares to be replaced and service charges.
8. The meter reading has to be taken from the date as mentioned in the orders.
9. The machines are installed in various departments and the servicing has to be carried out the respective departments.

10. The machines can be inspected on any working day during office hours before submission of the offer.
11. The complaint should be attended within 24 hours from the time and reporting the complaint.
12. The accepted rate will be valid for a period of two years from the date of award.
13. The accepted rates will be valid for a period of one year from the date of acceptance.
14. Payment will be made after satisfactory completion of the supply and receipt of the bills. Necessary/beneficiary details for ECS/RTGS fund transfer with a copy of the cheque should be submitted along with the bills.
15. Airport Director reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

(K.V. PAUL)
AAT. GENERAL MANAGER (MM)
FOR AIRPORT DIRECTOR

To

The AIRPORT DIRECTOR,
AIRPORTS AUTHORITY OF INDIA,
Trivandrum International Airport,
Thiruvananthapuram – 695008

UNDERTAKING

"We agree to abide by the terms and conditions of the tender for CSA for sharp photocopier and have quoted/offered rates/charges as per your quotation specification and requirements and the item(s) will be supplied accordingly".

" We also state that the Commercial [Price] Bid is unconditional"

"The details/Specifications of subject item(s) under reference have been understood fully and the rates/charges have been quoted accordingly".

Authorised Signatory

Name & Address

Official Seal

Telephone No.

Date

Tenderer's Signature with Stamp:

ANNEXURE – B

(On Company's letter head)

CERTIFICATE

To

The AIRPORT DIRECTOR,
AIRPORTS AUTHORITY OF INDIA,
Trivandrum International Airport,
Thiruvananthapuram – 695008

Sir,

It is certified that we have studied and understood the terms and conditions of the quotation for CSA for sharp photocopier against NIQ No. AAT/MM/7(a)/20-21/ dated 7/9/2020 and agree to abide by the same unconditionally.

Authorised Signatory

Stamp/Seal of the Company

Tenderer's Signature with Office seal: