



CCRT/31014/1/2021
July 08, 2021

To,

M/S

Rate Quotation

Name of Work: Rate Quotation for Repairing of Printers and Scanners (with parts and without parts) at CCRT, HQ Delhi

Director, Centre for Cultural Resources and Training, New Delhi invites "Rate Quotations for Repairing for Printers and Scanner at CCRT, HQ" from the reputed and experienced Bidders/Firms dealing in the items as per Specifications and Schedule of work stated in the General Terms and Conditions.

Last date of submission of quotation : 29th July 2021 till 5:00 PM

Date of opening of quotation : 30th July 2021 at 11:00 AM

Contact Details : Director
Centre for Cultural Resources and Training (CCRT),
Plot 15-A, Sector - 7, Dwarka,
New Delhi - 110075
Telephone:(011) 25309300
E-mail:- web.ccrt@nic.in



Scope of Work

There are approximately 51 quantity of items (45 HP Printers and 04 HP Scanners and 02 Epson Printer) in CCRT, HQ, New Delhi, as per the list given below:

Sl. No.	Name of the Printer/Scanner	No. of Printer / Scanner	Remarks
1.	HP LaserJet 1005	01	Printer
2.	HP LaserJet P 1505	04	
3.	HP LaserJet All in one MFP 1319	03	
4.	HP Printer 3050	02	
5.	HP M403dn	01	
6.	HP Printer 3390	01	
7.	HP 2015dn LaserJet	04	
8.	HP LaserJet P-1007/1008	21	
9.	HP M126nw	05	
10.	HP Office jet pro 8600 Plus	01	Printer
11.	HP Color Printer 2320	01	
12.	HP Color Printer 2025	01	
13.	Epson L3110	02	Scanner
14.	HP Scanjet G4050	02	
15.	HP Scanjet N6310	01	
16.	HP Scanjet 3770	01	
Total Quantity		51	

The CCRT prefers that bidder may quote comprehensive rates in the following format with all taxes inclusive:

Sl. No.	Printer / Scanner	Quantity (in no.)	Repairing Services Charge	
			With Parts (in Rs. with all Taxes)	Without Parts (in Rs. with all Taxes)
1.	HP LaserJet 1005	1		
2.	HP LaserJet P1505	4		
3.	HP LaserJet All in one MFP 1319	3		
4.	HP Printer 3050	2		
5.	HP M403dn	1		
6.	HP Printer 3390	1		
7.	HP 2015dn LaserJet	4		
8.	HP LaserJet P-1007/1008	21		
9.	HP M126nw	5		
10.	HP Office jet pro 8600 Plus	1		
11.	HP Color Printer 2320	1		
12.	HP Color Printer 2025	1		
13.	Epson L3110	2		
14.	HP Scanjet G4050	2		
15.	HP Scanjet N6310	1		
16.	HP Scanjet 3770	1		
Total Amount (in Rs. incl. all Taxes)				

Bidder may kindly note that for above-mentioned table every Row/Column has to be filled/ quoted. No column should be kept blank.



Terms & Conditions

1. Should have minimum 3 years experience and technical expertise in undertaking similar works preferably in Government Departments/Semi-Government Departments/Public Sector Undertakings. Proof to this effect shall be submitted along with the Bid, if any.
2. The quotation submitted by bidder, if found incomplete in any manner shall be liable to be rejected. No dispute or claim of any kind shall be entertained in this regard.
3. The cover containing the quotation should be sealed and super-scribed "**Rate Quotation for Repairing of Printers and Scanner at CCRT, HQ Delhi**" and **should be addressed to Deputy Director (Administration), CCRT, HQ New Delhi.**
4. Quotations received through e-mail will be rejected as only sealed quotation in hard copies required to be submitted to CCRT Dispatch Section or via Indian Postal Services or Courier Services.
5. **Bidder is required to quote comprehensive rate for each item as per scope of work. The rates may be quoted separately 'With Parts' and 'Without Parts' including all taxes in Rs.**
6. The successful bidder, on acceptance of his/her quotation by the accepting authority shall have to sign the contract agreement on a non-judicial stamp paper of Rs.100/- within seven days from the date of issue of Letter of Intent.
7. **The bidder shall submit the offer as mentioned in the Scope of work Part and also the Proposal Part mentioned in the document.**
8. The bidder should have GST number.
9. The quotations shall be opened on the date and time that is mentioned in the document. The clarifications, particulars if any required from the bidders, the same will be obtained by addressing the bidders.
10. The taxes and other levies payable by the bidder as per State / Central Government rules shall also be included in the quoted price as on the date of quotation submission and any variation shall be reimbursed / recovered at actual by the CCRT on submission of documentary evidence / bill. The details of the taxes considered shall be clearly mentioned by the bidder in the percentage form.
11. All repair and maintenance services shall be performed by qualified maintenance engineers who are well familiar with the printers. The bidder shall depute qualified maintenance engineers in CCRT as and when required by CCRT.
12. The CCRT may communicate complaint request over telephone / e-mail and bidders will note down the complaints and attend the same properly. The bidder shall depute qualified maintenance engineers to the concerned department in CCRT to refill/repair/rectify the printers and put in working condition. The compliance report for attending the complaints will be signed by the concerned department. The report will be communicated by the qualified maintenance engineers to the Computer Cell, CCRT for making '**Satisfactory Service Report**'.
13. The complaints registered before 11:00 AM on any working day shall be cleared at the earliest on the same working day by 5:30 PM. The complaints registered after 11:00 AM on any working day shall be cleared as far as possible on the same working day but definitely by 12:00 Noon on next working day.
14. **The contract will be valid for one year (Annually) from 01-August-2021 to 30-July-2022.** The contract may be extended on the same terms and conditions with some additions/deletion/modification, for a further specific period mutually agreed upon by successful service providing company/firm/agency and by the Director, CCRT.
15. Warranty Card for the parts replaced must be submitted with the bill.



16. All quotation will be assumed valid for at least one month from the date of opening of quotations.
17. The estimated contract value is of approx. Rs. 15000/- and **the bidder shall submit refundable EMD @ 5% of contract value in the form of DD in favor of Director, CCRT.**
18. After award of contract the successful bidder shall **submit performance security @ 5% of contract value in the form of Bank Guarantee/ FD value for 90 days beyond the contract period.**

2. Quotation Opening

The rate quotations from bidders will be opened by a Committee approved by Competent Authority of CCRT as per date and time mentioned in the document.

3. Award of Contract

The Director CCRT reserves the right to accept or reject any quotation or all quotations and to cancel the quotation process at any time prior to award of contract, without assigning any reason (s) and thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s).

4. Notification of Award and Signing of Agreement/Contract

The L-1 bidder whose quotation shall be communicated via "Letter of Intent (LoI)" by CCRT, prior to expiration of the tender validity period.

5. Proposal Part :

The information related to Firm/Bidder required to be filled/ provided is as follows:-

1. **Name of Firm/Bidder** :
2. **Name of Proprietor** :
3. **Complete Postal Address** :
4. **Contact Phone Numbers** :
5. **Mail id** :
6. **PAN No.** :
7. **GST Number** :
8. **Name of the Bank in which Bidder has account** :
9. **Name of the Branch of the Bank** :
10. **Account No. of the bidder** :
11. **IFSC Code of the Branch** :
12. **Work Experience** : Any work experience in Government Departments/Semi-Government Departments/Public Sector Undertakings. If yes, then Proof to this effect shall be submitted with the Bid along with copies of work order.

**Director
CCRT, New Delhi**
