

Enclosure to Bid Invitation 6300032488

ANNEXURE-2

- 1) Period of Contract – 3 Years from the Date of Installation of Copying Machines.
- 2) Charges:
 - (i) Rental charges per month payable per machine for minimum of 2000 free copies per machine (cumulative 12000 copies for 6 machines).
(Note: Free copies per month should be 2000 copies per machine and rate quoted per copy will be applicable beyond free copies. Rate per copy beyond free copies will be paid only after completion of 12000 free copies (6 machines X 2000 free copies) and not for individual machines.)
- 3) GST: Monthly rental charges + Tax extra as applicable at the time of billing will be paid for the machine.
- 4) Payment: Monthly rental charges and beyond 2000 copies per machine will be paid on the completion of every month & FSMA (Full Service and Maintenance Agreement) Charges for copier installed at our Complex, on User Department Certification.
- 5) Schedules: The firm should deliver & install only “brand new copier machine” at the location from 1st July 2020.
- 6) Consumables:
 - a) All consumables like toner, developer, photoreceptors, Drum unit and any other repairs /Replacement of all spares (except paper & electric power) should be available at free of cost.
 - b) While attending service calls, your service engineer should replace required spares and supply the consumables free of charges to the satisfaction of the User Department.
 - c) After attending to any complaints, the service report duly signed by authorized person/s of the User Department should be submitted by the firm.
- 7) Bills: Separate bill in duplicate for rental as well as copy charges to be submitted after completion of every month to the concerned Department (Ref. Sl.No.3).
- 8) BEML has the rights to renew/Extend the validity period. Also if the service is not satisfactory by BEML has all rights to terminate the contract at any point of time with in the contract period with one month notice time.
- 9) Others:
 - a) If at any time during the contract, the rental / per copy charges are reduced in price, any benefits to be passed on to BEML.
 - b) Additional copier machine if required shall be incorporated in this contract on the same terms and conditions during the contract period. However, we reserve the right to delete any number of machines by giving one-month time notice.
 - c) Firms should indicate PO NO, Machine serial number, model and contract validity period from the date of installation in invoice without fail w.e.f. Date of installation for 36 months.

- 10) INCOME TAX: As applicable will be deducted at source.
- 11) Machine No: Firm should indicate PO NO. & Contract validity period from the date of installation and machine serial NO. & Model in the invoice without fail for making payment. Firm to attend the breakdown calls within 24 hours of filing of complaint, failing which pro rate rental charges (for the particular machine for no. of days under breakdown) will be deducted from the bill on the recommendation of User Department.
- 12) Firm should ensure print quality to optimum level during the period of contract.
- 13) Firm should supply required software compatible with the machine for scanning, printing, copying, etc.
- 14) After completion of the contract it is the responsibility of the firm to take back the machine.
- 15) In case machine is not repairable, firm should replace with another similar machine till the original machine is put back to use.
- 16) Rental charges and per copy charges are fixed during the period of the contract and no escalation will be provided during the pendency of the contract.
- 17) It is the responsibility of the Bidder for Supply, Installation and Commissioning and also to take back the old machines from BEML premises after the Contract Period.
- 18) Free training to be provided to 01 person at each location wherever the copier is installed.
- 19) L1 will be arrived considering rental charges per machine X no of machines (6 Nos)+ charges per copy after rental charges X 2000 copies per machine (Both the above for one month).