

NIT (NOTICE INVITING TENDER)

Ref: EMN/1050012402

SUB: Quotations in e-mode through SRM Portal are invited in Two Bid System (Technical Bid and Commercial Bid) for “**Hiring of 20 nos. PPC (Xerox) Machines on Rental Basis for a period of one year**”.

1. TECHNICAL BID

Note: -s

1. Bidder is requested to read the “NIT” thoroughly. Copy of duly signed with company seal (on every page) of this document (NIT) has to be uploaded along with other documents on SRM portal for confirming their unconditional acceptance on Scope of work and other terms & conditions without fail to avoid rejection of bids.

Contact details for any clarifications.

1. Mr J Audisheshaiah, AGM Mob no. 09845725493 email Id : emnkgf@beml.co.in
2. Mr KT Somegowda, DGM MOB NO. 09008295172 email Id : es@beml.co.in / esm@beml.co.in

Detailed Scope of work and Terms & conditions as follows:

<u>SCOPE OF WORK/TERMS AND CONDITIONS (COMMON FOR ALL 20 MACHINES)</u>	Agreed / Not agreed
<p>1). Firm should supply and install the PPC (Plain Paper Copier) 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.</p> <p>(a) Capacity 20-25PPM (minimum 300 to 400 copies per day.)</p> <p>(b) Multitasking system for copy, print & scan</p> <p>(c) Tray less Duplex printing (2 sided copying)</p> <p>(d) Auto Document Feeder</p> <p>(e) Network Printing & Scanning</p> <p>2). Firm should ensure trouble free running of the machine.</p> <p>3). The Contract is valid for a period of one year for the following 20 Machines located at different offices in EMD.</p>	

- a) Head - KGF Complex Office
- b) Head - Security KGF Complex
- c) Head - Quality KGF
- d) GM - SBU Armoured
- e) Head - Plant Maintenance
- f) DGM- Hull Manufacturing
- g) HR - Welfare Dept
- h) HR- Personal Dept
- i) Head - Purchase Office
- j) Head - Purchase Conferance Hall
- k) Head - Training Centre
- l) CMO- Medical Centre
- m) VO (E) - Office
- n) DGM - Stores Office
- o) Sr. Manager- F&A Book Keeping
- p) Sr. Manager- F&A
- q) MEO - Office
- r) Receiving Inspection-Quality
- s) Head- R&D Mining
- t) Materials Management - Non Project

Agreed /
Not agreed

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/replacement of PPC Machine within 24 hours.

6) **Cumulative number of copies for 20 machine is 1,00,000 per month. (20 X 5000)**

7). **Payment will be made on monthly basis duly certified by user department for satisfactory working of the machine within 10 days.**

8). In case due to non-availability of the machine(s) on account of breakdown, and if user(s) are not able to takeout 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 department.

9) 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.

10) Firm should bring the necessary tools to repair the machine and necessary entries should be made at the Security gate.	Agreed / Not agreed
11) Payment for the extra copies taken beyond total cumulative minimum copies (1,00,000 per month) will be made against certification by user department @ 0.40 paise per copy.	
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.	
14). 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	
15). All the 20 PPC Machines shall be With computer connectivity and scanning enabled	Agreed / Not agreed
16) The firm service center should be located within 100km radius from KGF for ease of service on breakdown	
<u>ADDITIONAL TERMS AND CONDITIONS</u>	
1. BEML reserves the right to seek any clarification / documents w.r.t technical Bid from the Bidders, if required	
2. The firms are requested to offer their best price	
3. The prices remain firm during the execution of the PO and no escalation shall be entertained under any circumstances	Agreed / Not agreed
4. Evaluation method: TOTAL VALUE WISE EVALUATION	
5. Risk purchase clause: In case of non-performance in the PO, BEML will take procurement action at your risks and cost apart from levying liquidated damages as deemed fit. Additional expenditure, if any, incurred will be charged on the supplier	

NIT ACCEPTANCE LETTER

To: AGM
Purchase – Non-Project
EM Division,
BEML Ltd, KGF

Sub: “Hiring of 20 nos. PPC (Xerox) Machines on Rental Basis for a period of one year”.

Ref: Bid Invitation No:

I hereby confirm that I have gone through the complete Tender document / Corrigendum (all corrigendum/s with sign and seal uploaded) published on SRM Portal with reference to the subject tender.

I agree to Comply Scope of supply / work & all Terms and Conditions indicated in the Tender document / Corrigendum.

Date : Authorized signatory with seal.

Note:

1. The above letter along with all the corrigendum published need to be signed with seal and uploaded on SRM Portal along with Technical Bid.
2. You are requested to attach the soft copy of the Tender document along with your other documents as per qualification criteria.

SELLER DETAILS		
SINo	DESCRIPTION	DETAILS
1	SELLERNAME	
2	ADDRESS	
3	PINCODE	
4	STATE	
5	CONTACTPERSON	
6	MOB-NO	
7	E-MAILID	
8	VENDOR CODE	
SELLER BANK DETAILS		
9	BANKNAME	
10	A/CNO	
11	IFSCCODE	
12	BANKMAILID	
13	BANKCONTACTNO	
SIGNATURE WITH SEAL		

1 BEML BANK DETAILS

SLNO	DESCRIPTION	DETAIL
1	BANK NAME	SBI
2	BRANCH	BEML NAGAR, KGF 563115
3	ACCOUNT NO.	54029289872
4	IFSC code	SBIN0040168