



आईटीआई लिमिटेड
पंजीकृत एवं निगमित कार्यालय :
आईटीआई भवन, दूरवाणीनगर,
बेंगलूर - 560 016, भारत
फोन : +91 (80) 2561 4466
फैक्स : +91 (80) 2561 7525
वेबसाइट : www.itilttd-india.com

ITI LIMITED
Registered & Corporate Office :
ITI Bhavan, Dooravaninagar,
Bangalore - 560 016, India
Phone : +91 (80) 2561 4466
Fax : +91 (80) 2561 7525
Website : www.itilttd-india.com

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|---|----------------|----|----|------|
| To, -Sources as per list enclosed- | ENQUIRY | | | |
| | CRP22D002/1 | | | |
| | DATE | 25 | 04 | 2022 |

Dear Sir / Madam,
Please send your quotation with most competitive rate, in a sealed cover, super-scribed with our enquiry reference and due date, for the following:-

| Sl. No | DESCRIPTION | QTY |
|--------|--|---|
| 1 | Comprehensive Annual Maintenance Contract (including all spares and consumables required, other than photocopier paper and electricity) for Photocopier Machines as per Annexure A | 8 machines |
| A | Tender Due Date | 11th May 2022 1200 Hrs |
| B | Tender Opening Date | 11th May 2022 1500 Hrs at ITI Bhavan, Dooravaninagar, Bangalore |
| C | Terms of Payment | 100% within 30 days from the date of submission of bills certified from the users. |
| D | Validity of offer | Shall be valid for a period of 90 days from the date of quotation |
| E | All suits shall be subject to jurisdiction of court at Bangalore | |
| F | Late Tenders | Quotes received after the due date & time will not be considered under any circumstances. |
| G | Scope of the Work and Terms & conditions | As per Annexure A |
| H | The Company/agency is at option to inspect the machine, before bidding, with advance intimation to the undersigned. | |

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| Enclosures: Annexure A: Technical Compliance Sheet for scope of work. Annexure B: General Terms & Conditions Annexure C: Price Bid Format. | For ITI Limited, DGM-MM & CPIO Phone: 080-25617713 Email : shekharmandal_crp@itilttd.co.in |
|--|---|

Enclosure to Purchase Enquiry No. CRP22D002/1 dated 25-04-2022

TECHNICAL COMPLIANCE SHEET

SCOPE OF THE WORK & TERMS & CONDITIONS

| Sl. No | Particulars | Complied / Not Complied | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|--|--|-----------------|----------|----|----------------------|---|----|-------------------|---|----|-------------------|---|----|--------------------|---|----|--------------------|--|----|--------------|---|----|--------------|---|----|--------------|--|--|--|
| 1 | <p>Comprehensive Annual Maintenance Contract (including all spares and consumables other than photocopier paper & electricity) for Photocopier Machine as detailed below: -</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Make & Model No</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Toshiba e-studio 182</td> <td>O/o CMD, ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>02</td> <td>Konica Bizhub 164</td> <td>O/o CVO, ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>03</td> <td>Konica Bizhub 164</td> <td>O/o DGM-MM&CPIO, ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>04</td> <td>Konica Minolta 226</td> <td>O/o CMD, ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>05</td> <td>Konica Minolta 226</td> <td>O/o Co. Secretary ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>06</td> <td>Ricoh MP2014</td> <td>O/o GM-O ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>07</td> <td>Ricoh MP2014</td> <td>O/o AGM-HR(M&NS) ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> <tr> <td>08</td> <td>Ricoh MP2014</td> <td>O/o AGM-HR(ED&OD) ITI Ltd., ITI Bhavan, Dooravaninagar</td> </tr> </tbody> </table> <p>Actual number of machines may vary at the time of placement of PO depending on the requirement.</p> | Sl. No | Make & Model No | Location | 01 | Toshiba e-studio 182 | O/o CMD, ITI Ltd., ITI Bhavan, Dooravaninagar | 02 | Konica Bizhub 164 | O/o CVO, ITI Ltd., ITI Bhavan, Dooravaninagar | 03 | Konica Bizhub 164 | O/o DGM-MM&CPIO, ITI Ltd., ITI Bhavan, Dooravaninagar | 04 | Konica Minolta 226 | O/o CMD, ITI Ltd., ITI Bhavan, Dooravaninagar | 05 | Konica Minolta 226 | O/o Co. Secretary ITI Ltd., ITI Bhavan, Dooravaninagar | 06 | Ricoh MP2014 | O/o GM-O ITI Ltd., ITI Bhavan, Dooravaninagar | 07 | Ricoh MP2014 | O/o AGM-HR(M&NS) ITI Ltd., ITI Bhavan, Dooravaninagar | 08 | Ricoh MP2014 | O/o AGM-HR(ED&OD) ITI Ltd., ITI Bhavan, Dooravaninagar | | |
| Sl. No | Make & Model No | Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01 | Toshiba e-studio 182 | O/o CMD, ITI Ltd., ITI Bhavan, Dooravaninagar | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02 | Konica Bizhub 164 | O/o CVO, ITI Ltd., ITI Bhavan, Dooravaninagar | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03 | Konica Bizhub 164 | O/o DGM-MM&CPIO, ITI Ltd., ITI Bhavan, Dooravaninagar | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04 | Konica Minolta 226 | O/o CMD, ITI Ltd., ITI Bhavan, Dooravaninagar | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 08 | Ricoh MP2014 | O/o AGM-HR(ED&OD) ITI Ltd., ITI Bhavan, Dooravaninagar | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Periodical inspection & maintenance (at least once in a month) of the machines has to be undertaken by the agency as part of preventive maintenance mechanism and the same has to be recorded by the agency in the log book maintained with the machine and counter signature to be obtained from the user department. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Complaint reported by the user department has to attend within 6 working hours of complaint reporting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | In the event of break-down of the machine for continuous four working days, alternative machine has to be arranged by the agency to ensure un-interrupted service. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Replacement of defective parts has to be replaced within 24 hours of fault reporting. The agency has to ensure only original spare parts are used for replacement. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Stand-by toner has to be supplied by the agency and acknowledgement to be obtained from the user department, for offering un-interrupted services. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Photocopier papers and electricity will be provided by ITI. All other spares, consumables etc., for rendering un-interrupted service of the machine has to be provided by the servicing agency. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Opening reading and closing reading has to be recorded by the agency in the log book and such recording has to be in the quarterly bills without fail. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 9 | Contract period shall be for a period of one year with effect from the date of purchase order. The contract is renewable (Repeat order) for one more year with the same contract rate and terms & conditions on mutual consent. | | |
| 10 | Machines can be added or deleted as per the requirement of the company and service quality of the vendor. | | |
| 11 | The Company/agency shall have the infrastructure and expertise to undertake the Comprehensive Annual Maintenance Contract. | | |
| 12 | The agency is at option to inspect the machine, before bidding, with advance intimation to the undersigned. After submitting the quotation, no claim for initial repair/replacements etc., shall be admitted. | | |
| 13 | The rate quoted shall be firm and will be valid throughout the contract period | | |
| 14 | Taxes and levies, if applicable, to be indicated separately. No claim for payment of taxes/levies will be entertained once the contract is finalized. However, revision in taxes/levies by the statutory bodies will be allowed. | | |
| 15 | Payment will be made on a quarterly basis, within 30 days from receipt of bills. The bills, in duplicate, are to be addressed to the user department, for certification and arranging payment through MM Department. | | |
| 16 | ITI Limited is at option to cancel the contract in the event of breach of contract by the agency. | | |
| 17 | Agency should be based in Bangalore so that service calls can be attended at short notice. For this purpose, the agency has to mention his Bangalore office address in the offer. Offers without Bangalore office address will be rejected. | | |
| 18 | Offer has to be made strictly as per the format in separate covers as instructed in Annexure B | | |
| 19 | Our company/agency has checked the present condition of the machines and shall be able to provide CAMC including all the spare parts which may require during the contract period for the satisfactory performance of the machine without any additional charge. Our quoted price is inclusive of spare parts required for maintenance of the machines. | | |
| 20 | Quotations has to be given for all the machines, failure of which may lead to rejection of the bid. | | |
| 21 | If any complaint is not addressed by the service provider within 3 working days, a penalty of amount Rs.100/- per day per unattended machine will be imposed on the service provider up to a period of two weeks. Beyond two weeks from the 3 rd working days, if the service provider doesn't address the issue, the penalty amount will be Rs.200/- per day per unattended machine. | | |
| 22 | ITI Limited has the right to accept or reject any/all the offers without assigning any reason whatsoever. ITI also reserve the right to include additional conditions, if any, in the PO. | | |
| DOCUMENTS TO BE SUBMITTED | | | |
| 23 | Self-attested copy of PAN / TAN | | |
| 24 | Self-attested copy of GST registration | | |
| 25 | Self-attested copies of Work Order / Purchase Order already executed. | | |

Bidder's Signature & Seal



**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER (INLAND)
ENCLOSURE TO ENQUIRY No.: CRP22D002/1 DATE: 25-04-2022**

1. SUBMISSION OF TENDER:

- (i) This is only an enquiry to quote and not an order. This tender enquiry is not transferable.
- (ii) Offers are to be submitted in Two separate covers marked as under:-
 - Cover 1: Part A of the Quotation ie., TECHNICAL BID
 - Cover 2: Part B of the Quotation ie., PRICE BID

The above two covers shall be put in an OUTER (SINGLE) COVER, duly sealed and superscribed with the Name of the Work, Enquiry Reference and Due Date and shall be addressed to the undersigned at the address mentioned below:

DGM-MM&CPIO
ITI Limited, Registered & Corporate Office,
ITI Bhavan, Doorvaninagar,
Bangalore -560 016.
Phone : 080-25617713
Email Id: shekharmandal_crp@itilttd.co.in

- Cover containing the Technical Bid, of such bidders, shall only be opened on the Tender opening date.
- Price Bid of those who have been qualified technically only would be opened at a later date. The date for opening of Price Bid shall be intimated to the successful bidders separately.

COVER 1 – **TECHNICAL BID** shall contain all technical parameters, such as;

- i) Copies of PAN / GSTN / SERVICE TAX and other Commercial Tax Registration Certificates.
- ii) Technical bids shall not carry any commercial conditions or any indication with regard to the rates / price for the item being quoted. If any indication with respect to price is available in the technical bid, such offers are liable for rejection.
- iii) Bidders should enclose details of similar supplies to reputed firms/PSUs/Govt. organizations and Satisfactory Performance Report from them.
- iv) Technical Compliance sheet with compliance as per the format given in Annexure-A. Non-compliance to any of the parameter in annexure-A may lead to disqualification of the bidder.

The price quoted shall be for providing service at the places mentioned Clause No.1 of Annexure-A.

- Note**
- a) Tenders should reach us before **12:00** Hrs. of the Due Date
 - b) Separate envelopes should be used for each enquiry.
 - c) Offer should have commercial condition and technical details such as manufacturer etc., if applicable

Offers received after the due date and time will not be considered, under any circumstances. Offers received without indication of tender enquiry reference and due date on the envelope is also liable for rejection.

ITI Limited reserves the right to accept or reject any / all the offers without assigning any reason whatsoever.

i. OPENING OF TENDERS:

Tenders against our enquiries will be opened in the presence of the tenderer/authorized representatives on the due date and time. If there is any pre bid meeting with the tenderers, the date & time of the same will be informed to them.

ii. LATE OFFERS:

Tenders without indicating our enquiry No. & Due Date on the face of the envelope and tenders received late are liable for rejection without assigning any reason.

Note

- a) Send your quote well in advance of the due date. Vendors are advised to submit the tenders to our Administration Department in person to avoid postal delay / loss of tenders in transit.
- b) If you are not in a position to quote, for any reason, please communicate the same without fail to enable us to keep you on our vendor list for future requirements.
- c) Please mention the Sl. No. and Code / description of the items exactly as per our enquiry.

4. PRICES:

- a) ITI Ltd., is planning to have long term tie up with limited vendors, who can supply the item with good quality, prompt delivery and at lowest price. Hence, you may quote in such a way that a long-term relationship is possible.
- b) Prices must be per unit as called for in the enquiry and should be on FOR ITI/FOR destination basis as the case may be and inclusive of Insurance charges.
- c) Prices with "0" / "Nil" / "N/A" i.e. without any offer will not be considered for bid evaluation.
- d) ITI Ltd., under normal circumstances, may not negotiate for the price. Hence you are requested to quote your best price in the original quotation itself.
- e) Any counter terms and conditions are not binding on us unless ITI Ltd., agree to the same in writing.
- f) In case of an order issued on you, the ordered rate should be firm till the completion of the order. In case where the market prices are going down beyond 5% of the ordered rate or decrease in the statutory levies, the same should be passed on to ITI Ltd.
- g) Vendors should deliver the materials to ITI Ltd., Stores/the destination as mentioned in the P.O. ITI Ltd., will not take the responsibility of clearing the goods from the carriers go down/office/Railway Station/Airport, etc.
- h) In case of supply of imported items by local dealer's proof of import should be provided. Prices quoted should indicate clearly the Modvat relief (by way of C.V.D.), being passed on to ITI and supplier should furnish regular invoice indicating rate and amount of duty that is passed on which should be proportionate to the material sold to ITI from the relevant imported consignment, covered under this appropriate Bill of Entry.
- i) If the supplier supplies the same item at a lower rate to any of their customers during the pendency of execution of ITI Ltd., Purchase Order/ Order Amendment, the supplier should voluntarily come forward and reduce the price.
- j) The validity of your offer should be for a minimum period of **90** days from the date of opening the tender.
- k) Any Plant/division of ITI reserves the right for placement of Repeat Order if required within one year of original PO date.

5. STATUTORY LEVIES:

- a) All applicable statutory levies should be indicated clearly. Applicable forms if any will be issued as per statute.
- b) In case of tax exemption, authorization letter from the competent authority should be enclosed along with the quote.
- c) In case you absorb the statutory levies portion, the same may be specified clearly in the quotation itself and not after opening the tender, which otherwise will be treated as post-tender correction and would disqualify your quote.

6. TERMS OF PAYMENT:

- a) Payment will be made for the accepted quantity within **30** days from the date of receipt of the material / services at our Stores / Destination.
- b) No payment will be made for the rejected quantity.

7. GENERAL:

- a) We reserve the right to accept or reject any or all offers and to order full or part quantities or cancellation thereof without assigning any reason whatsoever.

- b) Successful tenderer only will be intimated by post through letter of intent / firm orders.
- c) Canvassing by tenderers in any form including un-solicited letters against tenders submitted or post-tender corrections shall render their tenders liable for summary rejection.
- d) Any Plant/division of ITI at Bangalore reserves the right for placement of Repeat Order if required within one year of original date.
- e) Award of Contract will be purely based on the Commercial competitiveness of the technically qualified and eligible bidder. The L-1 will be selected based on Grand Total value of CAMC charges mentioned in Annexure C.
- f) Loading of 10.5% p.a. shall be made for tabulation purchase for those who are not accepted our payment terms. However, interest loading will be only for tabulation purpose & comparison of competitiveness and will not be applicable for any other purposes.
- g) ITI reserves the right to include additional condition, if any, in the PO

8. DELIVERY SCHEDULE:

- a) Please indicate minimum lead-time required for supplying the item.
- b) **Penalty Clause:** If any complaint is not addressed by the service provider within 3 working days, a penalty of amount Rs.100/- per day per unattended machine will be imposed on the service provider up to a period of two weeks. Beyond two weeks from the 3rd working days, if the service provider doesn't address the issue, the penalty amount will be Rs.200/- per day per unattended machine.

9. LOCAL REPRESENTATION:

Please indicate your local representative's address, telephone, Fax No., of the person to be contacted, in the offer.

10. AWARD OF CONTRACT

- a) Awarding of contract shall be purely evaluated on the basis of commercial competitiveness of the technically qualified bidders. Therefore, bidders are advised to quote the best competitive prices in the price bid. The L-1 will be selected based on Grand Total value of CAMC charges mentioned in Annexure C

11. GOVERNING LAW:

All suits shall be subject to jurisdiction of Bangalore Court.

ITI Limited reserves the right to cancel the purchase order in case of default or breach of contract.

DGM- MM&CPIO

Enclosure to Purchase Enquiry No.CRP22D002/1 dated 25 - 04 - 2022**PRICE BID FORMAT****CAMC Charges**

| Sl. No | Description | Amount (Rs.Ps) (P) | GST % | GST Amount (Rs.Ps) (Q) | Total Amount (Rs.Ps) (R)=P+Q | Qty (S) | Grand Total (Rs.Ps) (T)=R*S |
|---------------|---|---------------------------|--------------|-------------------------------|-------------------------------------|----------------|------------------------------------|
| 1 | Fixed Minimum CAMC Charges (2000 copies per month) | | | | | 8 | |
| 2 | Charges per copy per machine over above free copies | | | | | 8 | |

Note: 1) No charges other than the above will be paid. However, any changes in the applicable tax will be paid on extra documentary proof.

2) Any disclosure/ indication of above prices or discount in the technical bid will result in rejection of bid in totality.

3) Prices with "0"/ "Nil"/ "NA" value will not be considered for bid evaluation.

Bidders Name & Address

Bidders Seal & Signature