

To,
The Purchase officer
India International Centre,
40, Max Mueller Marg, Lodhi Estate,
New Delhi- 110 003.

Subject: **Annual Maintenance Contract for XEROX MACHINES at India International Centre, 40 Max Mueller Marg, Lodi Estate, New Delhi-110003 (Main Centre + Annexe) for the period 01 April 2025 to 31 March 2026**

Dear Sir,

1. I/We* have read and examined the offer documents relating to the above said work, which is consisting of:
 - A) Instructions to Contractors
 - B) Scope of Work
 - C) General Conditions of Contract
 - D) Financial bid form – Comprehensive AMC
2. I/We* hereby submit my/our* offer for providing **Annual Maintenance contract for Xerox Machines at India International Centre, 40 Max Mueller Marg, Lodi Estate, New Delhi-110003 (Main Centre + Annexe)** for the complex referred to in the aforesaid documents, upon the terms & conditions contained or referred to therein, and in accordance to and in all respects of specifications and instructions issued from time to time at the rates quoted for the services in the financial bid form during the period set out in the tender documents.
3. I/We* hereby undertake to keep my/our* offer valid for a period of 3 months from the date of opening of offer.
4. I/We* hereby further undertake, that during the said period, I/We* shall not vary, alter or revoke my/our* tender.
5. Should this offer be accepted, I/We* hereby agree to abide by, and fulfill all the terms, conditions and provisions of the aforesaid tender documents.
6. I/We* understand, that IIC is - not bound to accept lowest offer or not bound to assign any reason for rejecting my/our*offer.

Name & Signature along with
Seal of Company

Annexure 'A'

Non Comprehensive Annual Maintenance Contract of Xerox Machines installed at Main Centre/Annexe				
S.no	Details of Machines	Qty	Rate	Amount
1	Xerox Machine Canon MF 8030	1		
2	Xerox Machine Canon IR 2016	1		
3	Xerox Machine Canon IR 2525	1		
4	Xerox Machine Sharp AR 6020N	1		
5	Xerox Machine Sharp MX 2310U	1		
6	Xerox Machine Sharp AR 5618	1		
	Total			
	Taxes please Specify			
	Net Total			

Comprehensive Annual Maintenance Contract of Xerox Machines installed at Main Centre/Annexe				
S.no	Details of Machines	Qty	Rate	Amount
1	Xerox Machine Canon MF 8030	1		
2	Xerox Machine Canon IR 2016	1		
3	Xerox Machine Canon IR 2525	1		
4	Xerox Machine Sharp AR 6020N	1		
5	Xerox Machine Sharp MX 2310U	1		
6	Xerox Machine Sharp AR 5618	1		
	Total			
	Taxes please Specify			
	Net Total			

Vendor Signature with Stamp

TERMS AND CONDITIONS FOR AMC OF XEROX MACHINES

1. The approved rates of AMC shall remain effective from 01 April 2025 to 31 March 2026. No escalation, whatsoever, in rates quoted shall be allowed during the period of contract under any circumstances.
2. The Contractor shall also be liable to pay Centre the sum not exceeding Rs. 500/- at the option of the Purchase Officer as liquidated damages for each and every day of such default or for any breach of the contract, as often as the same shall happen, the Centre being at liberty to retain the said sums from the amount of any bills/security deposit that may or shall be due to the contractor for due performance of the contracts. In case of repeated defaults, the Centre reserves the right to terminate the contract.
3. The contractor shall not directly or in indirectly offer any inducement, gratification, gift or reward to any officer and employee of the Centre to do or not to do so act, manifestly favorable to such contractor in the discharge of the Centre responsibilities, under the terms of the Agreement or for obtaining any benefits, appurtenant thereto, any such attempt would such sufficient ground for termination of the contract and forfeiture of the security deposit.
4. Any disputes, differences of opinion arising out of the contract of as a result of the tender shall be liable to referred to the sole arbitrator to be appointed by the Director, IIC. The decision of the Arbitrator shall be final and binding in both the parties, the Tenderer will have no objection even if the Arbitrator happened to be an employee of the Centre.
5. The AMC can be extended beyond the last date of AMC for next Two months under the existing rules of AMC.
6. All services rendered by the vendor must be comprehensively protected by ESI, TDS, Service Tax etc and their legal liabilities for which vendor will be solely responsible.
7. Unsatisfactory work will automatically invite the cancellation of contract by giving 15 days notice. Any damage must be made good by the vendor.

Date:
Place: New Delhi

Purchase Officer

INDIA INTERNATIONAL CENTRE

CHECK LIST FOR TENDER FORM

1	Name of Contract		
2	Name of the Vendor		
3	Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. (Must)		
4	Complete Address of the Vendor		
5	Telephone No. / Mobile No /Fax No. /Email ID		
6	Name of Contact Person & Mobile No.		
7	Copy of Registration of Shop in Delhi for doing Business is enclosed. (Must)	Yes / No	
8	Whether EMD of Rs. 5,000 enclosed. Original DD/Cash receipt to be enclosed. (Must)	Yes/No	DD/Cash Receipt No. Date.....
9	Whether EMD exemption sought	Yes / No	(No EMD for existing vendor)
10	Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of _____ business. List of suppliers to be enclosed in support of experience.		
11	Whether having PAN/GIR Regn No. A self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
12	Whether self-attested copy(s) of Income Tax (Latest Income Returns enclosed) (Must)	Yes/No	
13	Whether having GST / TIN Number / C.S.T. Self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
14	Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. (Must)	Yes/No	
15	Has your company been Black Listed by any company in Delhi, If yes, give details.	Yes/No	
16	Whether ESI & PF compliance is being done by the vendor for staff deployed.	Yes/No	(For Services Contract)

Vendor Signature with Stamp

(On Vendor Official Letter Head)

To,

Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF
TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the **AMC of Xerox Machines** at India International Centre.

Vendor Signature with stamp