

## NOTICE INVITING QUOTATION

**1 GENERAL: Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Ltd. (UKMRC)** is an initiative by Government of Uttarakhand to offer world class, state-of-art commuting facilities, building infrastructures and integrated townships to its residents to improve the quality of life of citizens of Uttarakhand, having its Corporate office at 4<sup>th</sup> Floor, SCI Tower, Opposite Mahindra showroom, Haridwar Bye-Pass Road, Ajabpur, Dehradun-248121, Uttarakhand, India, invites Sealed Quotation from local agencies/firms for the following work:

**1.1 Name of Work:** One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.

**1.2 Key Details:**

a.	Estimated cost of work	86,515.00
b.	Period of work	24 (Twenty-Four) months
c.	Date of Quotation	11.10.2023
d.	Last date and time for submission of Quotation	20.10.2023 up to 15:00 Hrs.
e.	Date and Time of Opening of Quotation	20.10.2023 at 15:30 Hrs.
f.	Validity period of the Quotation	60 days
g.	Authority and place for submission of Quotation	<b>GM/Civil</b> UKMRC Limited, 4th Floor, SCI Tower, Opposite- Mahindra Showroom, Haridwar Bypass Road, Ajabpur, Dehradun, Uttarakhand - 248121. Email id: - <a href="mailto:info1@ukmrc.org">info1@ukmrc.org</a>
h.	Instructions to Quotationer/Bidder	Annexure- A (Enclosed)
i.	Schedule of Rates/Bill of Quantities	Annexure- B (Enclosed)
j.	Declaration by Quotationer/Bidder	Annexure- C (Enclosed)

### Instructions for Submission of Quotation

- a. The Quotationer/Bidder shall submit its quotation in a sealed cover mentioning on top “Quotation along with Name of Work” and shall be submitted to GM/Civil, UKMRC on or before the date and time as per the key details 1.2 (d). Late submission of quotation shall not be accepted.
- b. Each sheet of NIQ, BOQ, Instructions to Quotationer/Bidder and Annexure/s shall be signed and stamped by the authorized signatory of the Quotationer/Bidder.
- c. The Quotationer/Bidder should quote the percentage (less/above/at par) both in figures and words on Total amount in the space provided in BOQ.
- d. The quoted rates are inclusive of all taxes and duties except GST. The GST as applicable shall be reimbursed to the Quotationer/Bidder on production of documentary evidence of payment of the same. No extra claim on this account will be entertained in any case.
- e. Arithmetic errors, if any, will be corrected by the Employer.

**(GM/Civil, UKMRC)**

**Name of work: One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.**

1/17213/2023

**Annexure-A**

**Instructions to Quotationer/Bidder**

**A. Eligible criteria for firm/agency:**

- (i) The firm/agency should have valid GST registration number (GSTIN) and PAN no. (Copy of the same needs to be enclosed with the quotation)
- (ii) Multifunctional Printer/Photocopier/Scanner Network Machine Details: (To be filled by Quotationer/Bidder)

Make:

---

Model No.:

---

The Quotationer/Bidder should also attach the Specifications/Manual/Brochure of the proposed printer model that should meet the requirements mentioned below clause B.(i).3 in the Scope of Work.

**Note:**

- a) In case the Quotationer/Bidder fails to submit the GSTIN, PAN number and Specifications/ Manual/ Brochure of Multifunctional Printer/ Photocopier/ Scanner Network Machine, the Quotations shall be summarily rejected.
- b) Also, in case the submitted Specifications/ Manual/ Brochure does not meet the required specifications as per clause B.(i).3 of Scope of Work, the Quotations shall be summarily rejected.

**B. Scope of Work (SOW):**

**(i) For item no. 1 of SOR/BOQ: -**

1. The firm/agency shall have to supply New A3 Monochrome (B&W) Multifunctional Printer/ Photocopier/Scanner Network Machine which will be installed at UKMRC premises to the satisfaction of Employer/ Engineer- In charge.
2. New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine shall be supplied on rental basis for a period of Two (02) years. The said machine shall be supplied, installed & commissioned within 10 days from the date of award of Contract.
3. The printer supplied for rental purpose shall have to comply with the desired specifications of Multifunctional Printer/Photocopier/Scanner Network Machine which are as under:
  - (i) Printing/Scanning/Photocopying Speed: 30PPM or higher
  - (ii) Print resolution: 600x600 dpi or higher
  - (iii) Auto-Duplex Printing Facility: Yes
  - (iv) Multiple Bypass Tray: Yes
  - (v) Automatic Document Feeder/Platen Tab: Yes
  - (vi) Magnification: 25% to 400%
  - (vii) Memory size: 2 GB or higher.
  - (viii) Minimum Paper capacity 500 Sheets (80gsm), Bypass paper tray 80 Sheets
  - (ix) Continuous copy (1-999) copies.
  - (x) Interface: Ethernet (TCP/IP based) for networking
  - (xi) Interface: USB2.0 or higher for scan & local print.
  - (xii) Network/ User Management Facility: Yes

**Name of work: One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.**

- (xiii) Print paper size – A3/A4
  - (xiv) Machine should have user management (Administrative functions/Multi-user Logins/Print-Job accounting/Job logs etc.) facilities.
  - (xv) Machine should have network management (Administrative Functions/Data management etc.) facilities.
  - (xvi) Machine will be new and compatible with existing UKMRC systems, and its manufacturing Year shall not be older than 2022.
  - (xvii) Printing Technology – Laser printing.
4. Papers (A4 & A3 size only for Black & White prints/copies), manpower and electricity supply will be provided by UKMRC.
  5. Refilling of toner cartridges (free of cost) will be in the scope of successful firm/agency.
  6. Under fixed item no. 1.1.1 of BOQ (Annexure B), upto 5000 nos. of copies/prints shall be covered and more than 5000 nos. of copies/prints shall be covered under item no. 1.2.1 of BOQ (Annexure B).
  7. A successful demo of machine will be presented by the agency/representative at the time of installation of machine. After successful demo, the machine will be accepted by UKMRC.

**(ii) For All items except item no.1 of SOR/BOQ:**

1. Manpower, Electricity supply and Paper of all type and sizes including all accessories etc. as required will be provided by the agency/firm at its own cost.
2. The demand of prints as and when required will be informed to the agency by UKMRC through email/telephone or any other convenient mode.
3. The required prints shall be supplied to UKMRC within 6 hours from the time of communication by UKMRC otherwise LD shall be levied as mentioned under clause D.
4. Outside Printing facility shall be provided by the agency on demand basis. The prints should be of high quality and acceptable to UKMRC.

**C. Terms and Conditions:**

1. Validity period of quotation shall be 60 days from the date of quotation.
2. The contract period is for 24 months (02 Years) from the date of commissioning of the Multifunctional Printer/Photocopier/Scanner Network Machine on rental basis at UKMRC office. However, UKMRC reserves the right to review the contract before expiry period of 24 months depending upon the need for continuity and extend it further for a period of 01 year on the same rates and terms & conditions.
3. Rates are exclusive of GST but inclusive of all other taxes/charges (if applicable). The percentage quoted in words shall be taken as final in case of any discrepancy.
4. The payment shall be governed by the Govt. policies and any taxation applicable at source shall be deducted from the bill payments. In case of any deduction, necessary certificate in due format shall be provided by UKMRC.
5. Repair/maintenance/replacement of any part of machine will be in the scope of agency/firm. Nothing shall be paid on account of this.
6. If any breakdown occurs in machine, it will be communicated to the agency/representative of agency on Telephone; the same will be attended within 2 hours and the fault shall be rectified within 4 hours from the time of complaint otherwise LD shall be levied as mentioned under clause D.
7. If the maintenance of the machine is not possible on site and it needs to be sent outside the UKMRC premises for maintenance purpose, the permission will be granted only after installation of a stand by machine, at UKMRC office, offering the same services satisfactorily.

**Name of work: One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.**

8. All necessary arrangement for prints of different sizes taken from outsourcing will be in the scope of agency/firm. Delivery of Prints at UKMRC office will be in the scope of agency/firm.
9. Submission of any false information or any mislead will lead to rejection of Quotation or termination of the Contract at any time/stage and debarring/blacklisting of the Quotationer/Bidder in future contracts with UKMRC. The declaration in this regard is annexed as Annexure - C and is to be filled by Quotationer/Bidder.
10. The firm/agency should have local support office at Dehradun, Uttarakhand so that maintenance of the machine can be done timely and effectively.
11. The quotation having conditions i.e., deviations/assumptions/stipulations/clarifications/ comments/ any other request whatsoever, will be summarily rejected. Incomplete quotations shall not be considered for evaluation.
12. The contract shall be awarded to lowest (L1) Bidder/Quotationer. After issuance of LOA, the contract agreement will be signed between both the parties i.e., UKMRC and successful Bidder/Quotationer.
13. **Security Deposit:** The amount equal to 5% of each Running Bill shall be deducted as Security Deposit which will be refunded to the Quotationer/Bidder upon successful completion of the Contract.

**D. Liquidated Damages (LD) for Delay/Non-performance of Activity:**

1. Once the request given by UKMRC/Employer for taking prints other than item no. 1, the bidder/firm shall have to supply the required prints and other items within 6 hours otherwise liquidated damages @0.5% per week upto the extent of 10% of Final Contract Value will be imposed and recovered from any payments due or to become due to the Contractor.
2. If any breakdown occurs in printer machine supplied on rental basis, it will be communicated to the agency/representative of agency on Telephone; the same will be attended within 2 hours and the fault shall be rectified within 4 hours from the time of complaint otherwise liquidated damages @0.5% per week upto the extent of 10% of Final Contract Value will be imposed and recovered from any payments due or to become due to the Contractor.
3. The contractor shall use and continue to use his best endeavors to avoid or reduce further delay to the works, or any relevant stages.

**E. Payment Schedule:**

1. The Quotationer/Bidder shall submit the Tax-invoice mentioning all the relevant details including Work Order/LOA/Contract no. & date, GSTIN etc. on Quarterly basis as per the items and rates mentioned in the submitted SOR/BOQ. In any case, no advance payment request shall be entertained.
2. Bill shall be submitted to UKMRC office addressing GM/Civil, Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun, Uttarakhand – 248121 along with GSTIN -05AACCU1650R1Z1.
3. Payment shall be made by Cheque/NEFT/RTGS/IMPS to the bank account number provided by the Quotationer/Bidder after due acceptance by Employer/Engineer-in-Charge.

**Name of work:** One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.

(To be filled by Bidder/Quotationer)

**Annexure-B**

To,  
The GM (Civil)  
UKMRC, Dehradun.

**Subject: Quotation.**

**Name of work:** One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.

Dear Sir,

In response to your Notice Inviting Quotation, we hereby submit our quotation and other required details as follows for the above-mentioned work:

1. Name of the Firm:
2. Address:
3. Name of Contact person:
4. Contact number:
5. PAN Number (Copy to be enclosed):
6. GSTIN (Copy to be enclosed):

The rates are quoted in Schedule of Rates (SOR)/Bill of Quantities (BOQ) against scope of work which are given below:

<b>Schedule of Rates (SOR)/Bill of Quantities (BOQ)</b>					
<b>Item No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Rate excl. of GST (INR)</b>	<b>Amount excl. of GST (INR)</b>
<b>1</b>	<b>One (01) no. New A3 Monochrome (B&amp;W) Multifunctional Printer/ Photocopier/ Scanner Network Machine hire on rental for Two (02) years for UKMRC office.</b>				
<b>1.1</b>	<b>Fixed Items (excluding Paper)</b>				
<b>1.1.1</b>	Monthly Rent for One (01) no. New A3 Monochrome (B/W) Multifunctional Printer/ Photocopier/ Scanner Network Machine - for fixed quantity of A4/A3 size Black & White (B/W) Prints/Copies taken during a month $\leq$ <b>5000 nos.</b>	24	Month	2300.00	55200.00
<b>1.2</b>	<b>Variable Items (excluding Paper)</b>				

1/17213/2023 **Name of work: One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.**

<b>1.2.1</b>	Rate over and above item no. 1.1 for quantity of copies/prints taken during a month for more than <b>5000 nos.</b> of A4/A3 size Black & White (B/W) print/copy per page	48000	No.	0.29	13920.00
<b>2</b>	<b>Prints/copies of different sizes from outside on requirement basis for UKMRC office.</b>				
<b>2.1</b>	<b>Black &amp; White (B/W) print/copy on white paper (including paper)</b>				
<b>2.1.1</b>	A2 size (100 GSM)	10	No.	30.00	300.00
<b>2.1.2</b>	A1 size (100 GSM)	10	No.	50.00	500.00
<b>2.1.3</b>	A0 size (100 GSM)	33	No.	100.00	3300.00
<b>2.2</b>	<b>Colour print/copy on white paper (including paper)</b>				
<b>2.2.1</b>	A3 size (75 GSM)	185	No.	7.00	1295.00
<b>2.2.2</b>	A2 size (100 GSM)	10	No.	85.00	850.00
<b>2.2.3</b>	A1 size (100 GSM)	10	No.	125.00	1250.00
<b>2.2.4</b>	A0 size (100 GSM)	44	No.	225.00	9900.00
<b>Total amount excl. GST</b>					<b>86515.00</b>
<b>Percentage quoted in figures</b>				Please write Less/Above/At-Par below, whichever applicable	Please write the percentage in figures below
<b>Percentage quoted in words:</b>					

### **Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge. I have read the entire terms and conditions of the quotation documents and abide by the same.

**Location:**

**Signature of the Bidder/Authorized Signatory**

**Date:**

I/17213/2023

**Name of work: One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.**

**Annexure-C**

**Declaration**

**(To be submitted by Quotationer/Bidder)**

**To,  
The GM (Civil)  
UKMRC, Dehradun**

**Subject: Quotation.**

**Name of work: One (01) New A3 Monochrome (B&W) Multifunctional Printer/Photocopier/Scanner Network Machine hire on rental basis for Two (02) years and providing prints/copies from outside on requirement basis for Uttarakhand Metro Rail, Urban Infrastructure and Building Construction Corporation Limited, Dehradun.**

Dear Sir,

That I/We are entitled to act on behalf of our firm/agency and empowered to sign this document as well as such other documents, which may be required in this connection.

I/We understand that submission of any false information or any mislead will lead to rejection of Quotation/ termination of the Contract at any time/stage and debarring/blacklisting in future contracts with UKMRC.

We do hereby undertake that the Non-performance of a Contract did not occur by us during the last three years (from the last day of previous month of Quotation/Bid submission).

We confirm that our firm/agency is not blacklisted during last three years in any manner whatsoever by any Central/State Government Department, Autonomous Organisations, Public Sector Undertakings (PSUs) or any other Government Organisations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We also declare that the information and documents submitted along with the quotation by us are correct and we are fully responsible for the correctness of the information and documents, submitted by us.

Yours sincerely

Signature of Authorised Signatory:

Name of Authorised Signatory:

Seal/Stamp of Quotationer/Bidder: