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भारतीय दार्शनिक अनुसंधान परिषद्
(भारत सरकार, मानव संसाधन विकास मंत्रालय)
INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
(Government of India, Ministry of Human Resource Development)

Academic Centre :
3/9, Vipul Khand,
Gomti Nagar,
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F.No.1-1/2015-16/ICPR/AC

Dt: 23.07.2020

Sub:Inviting quotations for Comprehensive AMC for Photocopy Machines for ICPR Academic Centre

Academic Centre of ICPR, 3/9-Vipul Khand, Gomti Nagar, Lucknow-226010 invites quotations from the authorised service providers/firms/companies, who can undertake the Comprehensive Annual Maintenance Contract (AMC) of Photocopy Machine for Academic Centre for the year 2020-2021.

General Terms and Conditions:

1. Quotations are to be submitted for the Comprehensive AMC for 02 (Two) Canon Photocopy Machine Model no-IR 4245 and Model no- IR 4545. The same may be inspected by the interested prospective applicants/parties, at the office during office hours in any working day before sending the quotations.
2. Firms may mention Rates for per page print and photocopy, taxes extra. Supply of toner, drum and regular Services will be included in Comprehensive AMC.
3. Monthly routine maintenance visit will be required.
4. Urgent call within the period of contract will be required to be attended by the service provider within four working hours of the call.
5. After the award of the AMC, payment will be made on monthly basis on production of the bills and on the basis of satisfactory service report.
6. Sub-contracting of AMC services is not allowed. Priority will be given to the firms based in Lucknow.
7. No refundable guarantee is to be charged from the applicants/parties at the time of submitting quotations.
8. The Annual Maintenance Contract (AMC) is valid for the period from the date of signing the agreement between ICPR and the awarded party.
9. The quotation shall be valid for three months after the date of submission & any change or hike in the rates shall not be allowed in any case during the entire AMC period.
10. The rates and taxes must be mentioned separately, where rates will not change, but taxes may change.
11. Parties should have PAN, GSTIN as applicable. After the AMC being awarded, the concerned firm should submit the same along with Bank account details (for ECS transaction of AMC Charges).
12. This office also does not bind itself to accept only the lowest tender. It may evaluate the rates, taxes, services, frequency of services and overall quantity and quality parameters.
13. ICPR reserves the right to reject any or all the tenders without assigning any reason whatsoever. If any information provided by the firm is found unverifiable during the selection procedure or false at any time, the AMC may also be cancelled. The AMC services, if awarded, may also be cancelled at any time if the service is found unsatisfactory.

14. The contract shall ordinarily be in force for one year from the date of award of contract subject to extension for another year on certificate of satisfactory performance of the firm.
15. In case of any dispute, the legal matters may be settled under Jurisdiction of Lucknow.
16. Last Date of submitting the quotation in hard copy and with the covering letter in the letter head is **10.08.2020**

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Ashutosh Upadhyay
Sr. Accountant