

Ref. No.: NCSCM/ 2021/ CMC/ MFP

25 October 2021

INVITATION FOR QUOTATIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CMC) OF HP PAGERWIDE XL4000 MFP

From

The Director  
National Centre for Sustainable Coastal Management,  
Anna University Campus,  
Chennai - 600 025.

To

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Dear Madams/ Sirs,

**Sub.: Invitation for Quotations for Comprehensive Annual Maintenance Contract (CMC) of HP Pagewide XI4000 MFP**

You are invited to submit your most competitive quotation for Comprehensive Annual Maintenance Contract of HP Pagewide XI4000 MFP as follows -

Sl. No.	Name of the Item	Model Number	Serial Number	Quantity (No.)	Date of Installation	Date of Expiry of Warranty
1.	HP Pagewide XI4000 MFP	M0V02A	MY76Q8Q002	01	13.08.2018	12.08.2021

**A. Bid Price**

- a) The contract shall be for the full quantity as described above.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) GST shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Price shall be quoted in Indian Rupees only. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- f) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

## **B. Documents to be Submitted**

The bidders have to submit the following documents with their Quotations –

- a) Self-attested copy of Authorization Certificate from HP as a proof of the bidder being a HP Authorized Service Provider.
- b) Self-attested copy of PAN Card.
- c) Self-attested copy of GST Registration Certificate.

## **C. Terms of the Quotation/ Contract**

- a) Quotations shall remain valid for a period not less than 60 days after the deadline date specified for submission.
- b) Contract shall be for a period of one year from the date of issue of Work Order or the effective date mentioned in the Work Order.
- c) The equipment shall be provided with one routine service per quarter during the contract period, which would amount to minimum 4 routine services in a year.
- d) Any problem arising with the equipment during the contract period shall be rectified within 24 hrs. from the time of reporting with no extra cost. This is beyond the four routine services.
- e) The CMC price shall cover all the internal spares against manufacturing defect and functional failures.
- f) The CMC price shall not cover the price of the consumables such as Print Head, Ink Cartridge, Maintenance Cartridge, Waste Container, Media Roll, etc., if replaced during the contract period.
- g) The CMC price shall not cover any expenditure to be incurred due to any physical damage, rodent damage, etc.

## **D. Evaluation of Quotations**

Only the quotations received from the HP Authorized Service Providers shall be evaluated. The NCSCM will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) conform to the terms & conditions and specifications.

**GST shall not be taken into account for evaluation.**


## **E. Award of Contract**


The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and has offered the lowest evaluated quotation price i.e. **Total Excluding GST (A) of Annexure I.**

## F. General Instructions

1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all quotations and/ or cancel the bidding process at any time prior to the award of contract.
2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
3. Total contract value would be divided into four equal parts and each part would be released after the completion of each routine service satisfactorily.
4. Normal commercial warranty/guarantee shall be applicable to the goods/services.
5. You are requested to provide your offer latest by **11 A.M** of **23.12.2021**.
6. The Quotations will be opened at **11.30 A.M** of **23.12.2021**.

We look forward to receiving your quotations and thank you for your interest in this project. The bidders are requested to follow the instructions given in the Annexures.

  
Director 10/12/2021  
National Centre for Sustainable Coastal Management,  
Chennai Anna University Campus, Chennai - 600 025



## FORMAT OF QUOTATION

Sl. No.	Name of the Item	No.	Rate per Unit (Excluding GST) (Rs.)	Amount (Excluding GST) (Rs.)
1	2	3	4	5 (=3x4)
1.	Comprehensive Annual Maintenance (CMC) of HP Pagewide XI4000 MFP	01		
<b>Total Excluding GST (A)</b>				
<b>GST (..... %) (B)</b>				
<b>Total Including GST (C)</b>				

Price Excluding GST: Rs.. ..... Rupees.....) only

## Note:

1. If there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the nos., the unit price shall prevail and the line-item total shall be accordingly corrected.
2. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail subject to (1) above.
3. If the firm submitting the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected.

Place :

Date :

Signature:  
Name in Capital:  
Designation: