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JANAKPURI SUPER SPECIALITY HOSPITAL SOCIETY
(AN AUTONOMOUS INSTITUTE)
GOVT. OF NCT OF DELHI
C-2B, JANAKPURI, NEW DELHI-110058



**QUOTATION FOR HIRING OF PHOTOCOPY
MACHINE ON RENTAL BASIS**

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Dr RAKESH YADAV
MO I/C CTB
Janakpuri Super Speciality Hospital
Govt. Of NCT Of Delhi

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OS (CTB)
JSSHS

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Notice inviting sealed quotations for HIRING OF PHOTOCOPY MACHINE ON RENTAL BASIS

On behalf of the Director, JSSHS, **Sealed quotations** are invited from established, reputed and experienced agencies for **"HIRING OF PHOTOCOPY MACHINE ON RENTAL BASIS"** Janakpuri Super Speciality Hospital Society New Delhi-110058 strictly subjected to the Terms and Conditions of the Contract notified in the tender document available on the official JSSHS (website: www.jsshs.org)

1. Scope of Works

- Hiring of Xerox Machine with The Machines offered should be in good running condition & not more than 1 year old for Machines mentioned in schedule of quantity. However, no definite volume of work to be performed can be guaranteed during the currency of the contract and no assurance can be given as to the quantum of above requirement.
- Contract for hiring of photocopier machine will be valid for one year however, as per requirement and on the basis of past performance of the agency it can be extended for further one or maximum two years.
- Competent Authority of the Hospital may terminate the contract within the agreed period, without assigning any reason thereof.
- Approved agency shall have to execute an agreement for execution of work on a non judicial stamp of Rs.100/- within a week from the date of receipt of work order.
- In case of break down the agency will make alternate arrangement without any delay so that work may not be affect.
- The bidder may quote rate on per copy basis.
- The bidder may undertake a comprehensive insurance against theft damage, fire or any other item that is considered necessary for ensuring safety of his equipment.
- The machine shall have an inbuilt facility for following type of automatic copying in single operation.
 - (a) Copying from single side original to single sided copies.

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- (b) Copying from single side original to two sided copies
- (c) Copying from double side original to single sided copie
- (d) Copying from double side original to two sided copies –
- The machine must have facility for reduction and enlargement from 50% to 200% with 1% incremental or decremental option.
- The machine must have arrangement for automatic document feeding and sorting
- The copy should be clear, dark, sharp and good consistent quality.
- The copy density control should be such that a good resolution copy even from dirty and grey originals is obtained.
- The successful bidder shall carry out and complete the work in every respect in accordance with the contract. No subletting of work as a whole or part by the bidder is permissible.

2. TERMS AND CONDITIONS:

- Rate quotations should be in format of company letter head as per annexure 1.
- **Mode of payment:-**The firm shall submit the MONTHLY bills in triplicate for consolidated payment as per the agreed rate. The payment is subject to providing satisfactory services at all time.
- The company shall not directly or indirectly employ any person of the agency during the period of contract or thereafter under any circumstances. Tender will comply with all the social welfare legislation for its staff more particularly the rules and regulation relating to social security (EPF) medical benefits (ESI) etc., at his/her own cost as may be required and acts of Central Govt., State Govt. and that of NCT Delhi relating to this contract.
- The staff provided should be experienced and well equipped with equipment's, accessories and other materials needed in operation and maintenance and other services.
- In case of tie in financial bid (H-1 rate), the contract will be awarded to those firm who have maximum years of experience.
- **EMD of RS 2000/-** In form of Demand Draft /PO/Cheque in favour of **DIRECTOR JSSHS** should be accompanied along with quotations.

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- The EMD should be valid for a period of 90 days beyond the last date of submission of quotations and will be returned to unsuccessful firms after the submission of Performance security by the successful bidder.
- EMD shall be forfeited in case successful bidder fails to abide by the terms and conditions or refuse to undertake the contract. The amount of EMD shall not carry any interest.
- **Performance Security-** Successful firm should submit performance security **@ 10% of annual value of contract in form of bank guarantee in favor of Director JSSHS, New Delhi.** Performance Security will be returned after completion of all obligations and termination/expiry without any interest thereon.
- After finalization of the tender, successful firm/agency would be invited to execute the Annual maintenance contract agreement.

[Signature]
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ANNEXURE 1

Format for rate quotations on company letter head with stamp and signature.

S.No	Descriptions	Amount in Rs. (INCLUSIVE of All Taxes)
1..	Quotations for HIRING OF PHOTOCOPY MACHINE ON RENTAL BASIS PER MONTH	
2.	NUMBER OF COPIERS FREE MONTHLY	
3.	RATE PER COPIES Over and above free copies.	

Sealed Quotation should reach the office of MS Janakpuri Super Speciality Hospital Society, C2-B Janakpuri New Delhi-110058 on or before 15.12.19 till 2.00 PM and will be opened by the committee members on 15.12.19 at 2.30PM in presence of the person who wishes to be present.