



**PURCHASE AND STORE SECTION**  
**JAMIA MILLIA ISLAMIA**  
**Jamia Nagar, New Delhi-110025**  
**Ph: 011-26982759**

**Quotation for hiring of photocopier machine on Rental Basis**

No.NIQ-01/Photocopying/JMI/2022-23

Date: 17.5.2022

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, **Sealed Quotations** are invited from reputed and experienced agencies for **Hiring of 05 nos. Photocopier Machines on Rental Basis** for the University. The hiring of the machines will be for a period of one year which can be extended for another years subject to satisfactory performance and other terms and conditions.

Sealed quotations should reach the Store & Purchase Section, Jamia Millia Islamia, New Delhi 110025 on or before **27.5.2022 till 3.00 PM.**

**Note: - All documents should be clearly readable**

**1. Scope of work**

- Hiring of photocopier Machines offered should be in good running condition.
- 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.
- The Competent Authority of Jamia Millia Islamia may terminate the contract within the agreed period, without assigning any reason thereof.
- In case of the break down, the agency will make alternate arrangement without any delay so that work may not be affected.
- The bidder may quote rate as per annual rental 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
  - (b) Copying from single side original to two sided copies
  - (c) Copying from double side original to single sided copies
  - (d) Copying from double side original to two sided copies.
- The machine must have arrangement for automatic document feeding and sorting
- The copy should be clear, dark, sharp and good consistent quality.
- 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 & Conditions**

1. All bidders shall be required to deposit an **EMD of Rs.4,000/-** in the shape of Demand Draft in favour of Registrar, Jamia Millia Islamia, New Delhi along with quotations. The EMD amount will be returned to the unsuccessful bidders after the finalization of the hiring of machine.
2. 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.
3. Rate quotations should be in format of company letter head as per Annexure 1.
4. The successful bidder should submit a Demand Draft in favour of Registrar, Jamia Millia Islamia as Security Money @10% of the annual value of contract. The security deposit will be released after successful completion of work.
5. The machine to be supplied by the bidder should be of reputed make like Canon, Toshiba, Kyocera, Samsung, Sharp, Xerox etc.
6. Payment: Will be made on quarterly basis through e-payment providing satisfactory services. No advance will be paid.
7. Payment will be made after deducting the taxes as per existing rules (income tax, TDS or any other tax) at source.
8. In case of failure on the part of bidder's role during the contract period, the JMI has the right to get the work done by any other party and JMI shall deduct the charges payable for the service from your bills.
9. The Jamia Millia Islamia will provide space for installation of machine, power connection, paper and operator free of cost. The machine will be operated by Jamia Millia Islamia.
10. The machine will be provided by the successful bidder at his cost. The machine will also be maintained by the bidder at site and to ensure the smooth functioning of machine. The bidder shall provide all the spare parts, consumables (except power and paper) for trouble-free operation of the machine during the contract period.
11. The bidder should have enough infrastructure to maintain the above equipments of different makes/models/capacities.
12. The bidder shall employ only competent, skillful and orderly work men to perform the installation, preventive and breakdown maintenance of machine (without any further charges). Full time Engineers/Technicians should pay regular visits for the proper maintenance of machines even after office hours and on public holidays, if required in case of emergency.
13. No Extra charge will be paid for the shifting of machine from one place to another place, if needed.
14. In the evaluation and comparison of bids; Jamia Millia Islamia reserves the exclusive right to reject any or all tenders.
15. Jamia Millia Islamia, at its absolute discretion, reserves the rights to award the contract to any party irrespective of the financial bids.
16. No charges will be payable like transportation etc. for providing the services of attending complaints.
17. The University reserves the right to postpone the date of receipt and opening of tenders or cancel the tenders without assigning any reason whatsoever.
18. The Vice Chancellor, Jamia Millia Islamia is the final authority for settlement of any dispute.

**ANNEXURE I**

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

<b>S.No.</b>	<b>Item Description</b>	<b>Rate (Per machine)</b>	<b>Quantity</b>	<b>Total Amount (Inclusive Taxes)</b>
1.	Quotations for Hiring of Photocopy Machine on Rental Basis per month		5	
2.	Number of Copies Free Monthly		5	
3.	Rate per Copies over and above free copies		5	

**Signature**

**Seal**

**Dated:**