



**Balmer Lawrie & Co. Ltd.
(A Govt. of India Enterprise)**

**Logistics Service
#342 Konena Agrahara, Old Airport Exit Road,
Bangalore-560 017
Phone: 080 25227221
Website: www.balmerlawrie.com**

**TENDER FOR PROVIDING PHOTOCOPIER CUM NETWORK
PRINTER MACHINE ON MONTHLY HIRE BASIS**

**TENDER NO. BL/BLR/XEROX/21-22/005
DATED: 03/06/2021**

**DUE DATE FOR SUBMISSION
14/06/2021 - BY 5.00 PM**

**TENDER FOR PROVIDING PHOTOCOPIER CUM NETWORK PRINTER
MACHINE ON MONTHLY HIRE BASIS**

We are a Govt. of India Enterprise under the administrative control of Ministry of Petroleum and Natural Gas, Multi location, diversified conglomerate and having presence in manufacturing as well as service sectors.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from our company website www.balmerlawrie.com

S. No	Description	Details
1	Name of Work	TENDER FOR PROVIDING PHOTOCOPIER MACHINE ON MONTHLY HIRE BASIS
2	Tender No	BL/BLR/XEROX/21-22/005
3	Validity Of Offer	60 days from the date of opening of the price bid.
4	EMD	Waived off
5	Security Deposit	Waived off
6	Downloading / Submission of Tender :	
	a. Starts on	03/06/2021
	b. Closes on	14/06/2021
7	Opening of Tenders	On or after due date of submission.

We would like to hire 2 Nos of photocopier cum network printer machine on monthly hire basis for our Office at Old Airport Exit Road, Bangalore. The photocopier cum network printers have facility for taking photocopy, network printing, duplex printing and scanning. Kindly send us your most competitive offer for providing photocopier machine on monthly hire basis on the following terms and conditions

General Terms and Conditions:

1. The photocopier cum printer should be manufactured by reputed Company like Xerox/ Canon/Modi/Ricoh etc. The machine manufacturing date shall not be before 2018 and shall be in perfect working condition.
2. The selected service provider shall supply and install Two (02) numbers Black & White photocopier cum network printers at our office for a period of 2 years. The service provider shall maintain the machines and supply the spares and consumables (including toner) except paper which will be supplied by the Company.

3. The Service provider shall ensure availability of both the machines are in excellent working condition. Any breakdown of the machines should be attended within the specified time as elaborated under point no. 6 below.
4. The Company will provide a minimum guarantee of printing 5000 copies per month per machine. However, for calculation of monthly usage, the usage of both the machines should be added up together and 10000 copies (i.e. 5000 copies per machine X 2 machines) should be deducted for arriving at the calculation of excess usage. The bidders should consider the cost of printing 10000 copies within the monthly hire charges and should submit their quote for printing additional copies per month within the specified format provided in the Price bid.
5. All Photocopier machines should be in good working condition and should not be older than 2018 model. The successful firm has to submit the invoices of all those photocopier machines which are to be installed to ensure the manufacturing and purchase date of the photocopier machines can be ascertained.
6. Maintenance of the machines: Complaints lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a machine is found to be unsatisfactory i.e., it is giving frequent troubles, the service provider shall be required to provide suitable replacement of the machine immediately. During the currency of the contract period, it will be the responsibility of the service provider to maintain the machines in perfect working condition.
7. While all endeavours will be made by the Company to ensure the Photocopiers of the Service Provider remain free from any physical damages, the responsibility of replacement of the same shall be of the service provider without any extra cost if it occurs due to wear and tear of the machine during operation.
8. In case, any photocopier cum network printer machine is to be taken out for repair by the service provider, a standby machine of same/higher configuration shall be provided by the service provider at no extra cost till the originally supplied machine is installed back.
9. The contract will be for the period of 2 years from the date of award of contract. The contract may be extended for another one year on mutual consent at the same rate and terms and conditions.
10. The contract with the Agency / Firms may be terminated if the services provided are found unsatisfactory or if complaints are not attended in time bound manner. Refusal or inability or delay by the successful bidder to undertake the said work at the contracted rate may result in termination of the contract and disqualification of the bidder from participating in future tenders.
11. The payment of hiring charges for photocopier machines will be made on monthly basis after submission of Invoice from the Service provider. All such monthly invoices should accompany the actual utilisation records duly certified by the nominated Company official. The monthly invoice shall contain the applicable hire charges as well as the claim for printing additional copies at the slab rates as applicable if any. The Invoice needs to be submitted latest by 5th of every month and payment will be released by 20th of every month.
12. The rate should be quoted strictly as per attached Price Bid i.e. **Annexure-2**.

13. Spare parts including Drum and other mechanical spares and consumables like toner, etc shall be replaced by the party as and when required.
14. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the rules of Arbitration of the "SCOPE Forum of Conciliation and Arbitration" and the award made in pursuance thereof shall be binding on the parties.
15. The award of the Arbitrator so appointed shall be final and conclusive and binding on all parties to the agreement subject to the Provisions of the Indian Arbitration Act 1940 and the rules there under and any statutory modifications or re-enactments thereof deemed to apply to the Arbitration proceeding under this clause.
16. The tender document along with the price bid duly signed and sealed shall be enclosed with a covering letter. The said documents need to be put in an envelope and sealed. The sealed envelope containing the tenders should be super scribed with the following details and should be couriered or hand delivered to our office on or before the due date of the tender. Offers received beyond the due date and time shall not be accepted for evaluation and shall be summarily rejected.

BL/BLR/XEROX/21-22/005 dated 03.06.2021

**TENDER FOR PROVIDING PHOTOCOPIER CUM NETWORK PRINTER MACHINE
ON MONTHLY HIRE BASIS**

*The tender is to be couriered / hand delivered to the below mentioned
address*

Mr. Arpan Choudhury
Senior Branch Manager –Logistics (Bangalore)
Balmer Lawrie & Co. Limited
342 Konena Agrahara,
Old Airport Exit Road, Bangalore - 560017

Clarification if any can be obtained from Mr. Babu Parthiban – Assistant Manager-HR.
Mobile No. 7299005294

You are requested to provide your best rates for the above.
Thanking you,

Yours faithfully,
For **BALMER LAWRIE & CO. LTD.,**

(Arpan Choudhury)
Senior Branch Manager – Logistics

Balmer Lawrie & Co. Ltd.

(A Govt. of India Enterprise)

TENDER NO. BL/BLR/XEROX/21-22/005

Annexure-1

PART I (A)-TECHNICAL BID

Sl.no	Description	Details (Fill up with answers, wherever required)	Attachment Provided or Not (Yes / No)
1	Name of the Company		
2	Contact details, Name, Mobile Number & Postal address		
3	PAN CARD & GST Registration Documents		
4	Details of the services provided to the customers during the last three years		
5	Registration certificate, if any		
6	Details of the Photocopier Machines proposed to be provided	Give details in table given below	

Sl.no	Details of the Photocopier Machines	Machine - 1	Machine - 2
1	Name of Manufacturer		
2	Model Name / Number		
3	Year of Manufacturing		
4	Date of Purchase		

I hereby agree to abide by all the terms and condition of the tender document

Date:

Seal & Signature of the Authorized Person

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TENDER NO. BL/BLR/XEROX/21-22/005

Annexure-2

PART I (B)-PRICE BID

**TENDER FOR PROVIDING PHOTOCOPIER CUM NETWORK PRINTER
MACHINE ON MONTHLY HIRE BASIS.**

Particulars	Rate in Rupees
Hire charges for 2 machines per month including printing of 10000 free copies per month	
Additional printing charges per page from 10001 pages upto 13500 pages per month	
Additional printing charges per page from 13501 pages up to 16000 pages per month	
Additional printing charges per page from 16001 pages per month	
GST	%

Date:

**Seal & Signature of the
Authorized Person**