



परमाणु ऊर्जा शिक्षण संस्था (पंजीकृत)
(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय)
ATOMIC ENERGY EDUCATION SOCIETY (Regd.)



(Autonomous Body Under Department of Atomic Energy, Govt. of India)

केन्द्रीय कार्यालय, वेस्टर्न सेक्टर, पऊशिस-6, अणुशक्तिनगर, मुंबई-400 094

Central Office, Western Sector, AECS-6, Anushaktinagar, Mumbai- 400 094

दूरभाष/ Telephone : 2556 5049 / 2557 1501 / 2550 3310 Ext. 222/225

वेबसाइट / website : aees.gov.in ईमेल आय. डी. /email id : pc@aees.gov.in

AEES/PC&GA/Xerox/CAMC/2021-2022/1317

20th December, 2021

Last date for receipt of quotation: 10.01.2022 upto 1600 hours.

M/s. _____

Sub: Comprehensive Annual Maintenance Contract of Canon Digital Copier Machine installed in Central Office, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai – 400 094.

Sirs,

For and on behalf of Atomic Energy Education Society, sealed quotations are invited for Comprehensive servicing & maintenance of Canon Digital Copier machines installed in Central Office, Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai as per the annexures given below:

- | | |
|---|-----------------|
| 1. Terms and Conditions | : Annexure – I |
| 2. Format for Quotation | : Annexure – II |
| Comprehensive Annual Maintenance Contract | |

Please note that separate sealed quotation should be on your printed letter head as per the format provided to you at Annexure-II. It should be clear and without ambiguity. Overwriting is not permissible. Any incomplete offer or offer with insufficient details will not be considered. Quotation sent by mail/telephone will not be considered.

Sealed quotation shall reach us on or before 10.01.2022 up to 1600 hours. Late or delayed quotations will not be accepted.

The quotations for Comprehensive Annual Maintenance Contract of Cannon Digital Copier Machines may be submitted in a sealed cover superscribing "Quotation for Comprehensive Annual Maintenance Contract of Canon Digital Copier Machines".

Yours faithfully,

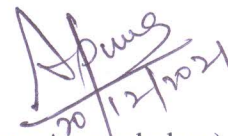
(Prema Afunachalam)
AAO (R&O)

TERMS AND CONDITIONS

01	Service	:	The maintenance service will be comprehensive including replacement of all spare parts (e.g. Toner, Drum fixing film, paper pick up roller etc.). The amount of service charges quoted shall remain firm throughout the currency of the contract and no other charges are payable except the payment per copy / print basis + GST as per approved rates.
02	Periodicity of servicing	:	The contract will cover compulsory servicing of each copier machine every month in addition to redressal or specific complaints. The first servicing should be done immediately but not later than 15 days of receipt of work order.
03	Period of contract	:	This contract shall remain in force and shall be valid for a period of one year.
04	Termination of Contract	:	While the contract is intended to be valid for one year, AEES reserves the right to terminate the contract by giving 1 (one) month's advance notice.
05	Extension of contract	:	AEES reserves the right to extend the duration of the contract at the same rates, terms and conditions with the consent of the contractor.
06	Emergency Call	:	Emergency / Breakdown call from the user department should be attended within 12 working hours upon receipt of intimation at no extra cost.
07	Payment	:	<p>No advance payment will be made. The payment will be made on monthly basis at actual no. of copies/print on submission of the following:</p> <ol style="list-style-type: none">1. Bills in triplicate2. Certificate from the user department for having done the servicing satisfactorily.3. Pre stamped receipt4. Bank Details<ol style="list-style-type: none">a) Name of the Bankb) Branchc) Branch Coded) IFSC Codee) Account Numberf) Account Holder's Name <p>Note: The bill addressed to the Accounts Officer, AEES (paying authority) should be submitted to the Administrative Officer III, Central Office, AEES, Western Sector, Anushaktinagar, Mumbai- 400 094.</p> <ol style="list-style-type: none">5. GST Registration No.6. PAN No.
08	Servicing Report	:	Upon completion of monthly servicing, a completion report shall be forwarded to this office every month.
09	Settlement of Dispute / claim etc.	:	Any dispute arising out of this contract shall be settled by the sole arbitration of the CAO/Secretary, AEES or by some other person appointed by him whose decision shall be final and binding on the parties under the contract.
10	Validity	:	The rates quoted should be valid for 60 days after opening of the quotation.

[Signature]
20/12/2021

11	Taxes	:	Taxes, if applicable will be deducted from the bill.
12	Safety aspect	;	The workmen employed by you should be adequately insured and in case of any accident to workmen during work in our premises, AEES will not be liable for any claim on this account.
13	Functioning	:	The machines should function effectively after repair.
14	Quotation	:	Your sealed quotation should be addressed to Administrative Officer III, Atomic Energy Education Society Central Office, Western Sector, Anushaktinagar, Mumbai – 400 094.
15	Force Majeure	:	A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligations when prevented by such event from fulfilling their obligations under the contract. The FM clause does not excuse the firm's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post-facto.
16	The copier machines are installed at Central Office located at Western Sector, Anushaktinagar, Mumbai. The company should make their own arrangements for visiting the locations for attending to maintenance calls, faults and preventive maintenance and no conveyance will be provided by AEES for this purpose.		
17	The competent authority in AEES reserves the right to reject any or all the quotations without assigning any reason. The quotations finally accepted if any, need not necessarily be the lowest ones.		
18	The following documents may also be submitted along with the quotation: a. GST Registration No. b. PAN No. c. Income Tax Clearance Certificate (copy of last one year)		
19	General and special conditions governing suppliers of stores applicable to contract being placed by AEES are detailed in from AEES P-11 (copy enclosed)		


 (Prema Arunachalam)
 AAO (R&O)

Annexure-II to TE No. AEES/PC/Xerox/CAMC/2021-2022/37

20th December, 2021

Note: Below mentioned format to be printed in the letter head of your company/firm

**Quotation for Comprehensive Annual Maintenance Contract of
Canon Digital Copier Machine.**

Sr.No.	Specification	Quantity	Paper Size	Rate per copy / print basis
1.	Canon Digital Copier Machine No. iR 2420 L(Black & White) PPM - 20	04	A-4	
			A-3	
	Total			
	GST @ _____ % if any			
	Grand Total			
	Validity			
	GST No.			
	PAN No.			
	Copy of certificate towards CANON Authorized dealer to be enclosed. (It is mandatory)			Yes/No
	Any other information			
	Period of Contract: 1 year after issuing the work order.			
Note: The rate quoted by us are after surveying / verifying the conditions & status of the machines.				

Date :

Signature with Seal