

Date: 03 August, 2018

Subject: Inviting sealed quotations for supply of heavy duty multifunction (Print, Copy & Scan) machine on rental basis.

Kindly send best price for heavy duty multifunction (Print, Copy & Scan) machines on rent basis with following specifications.

<b>Sr.</b>	<b>Required machine specs</b>	<b>No of Machines required</b>	<b>Minimum Commitment (Copies per month)</b>	<b>Functions</b>
01	Speed minimum 30 PPM, Copy Size: A3, A4, Legal	1	15,000	Network Duplex Printing, Copy, With DADF Scan (directly to network folder , Color / BW Scan)

Note:

- a) Base Price should be sent excluding taxes in the attached format (see Annexure).
- b) Selected Vendor will be paid monthly on per page basis only.

#### **Terms Of Reference**

1. The Vendor has to place their Printers in the office of the MERC.
2. The selected Vendor shall be responsible for maintenance service of printers including Cartridges / Toners and kit/parts free of cost but excluding papers.
3. The contract will be valid for a period of 2 years.
4. The rates quoted will remain in force for the full period of the contract. No demands for revision of rate, by the Vendor, shall be entertained during the contract period.
5. Printers reading shall be recorded by the Vendor at each month end and same will be counter signed by MERC officer.
6. MERC shall not be responsible for the item placed for any damages to the same. It shall be sole responsibility of the service provider; however, MERC shall provide man power for its operation and daily running. He/she is to be trained and certified by the service provider.
7. Right to Award Tender: MERC reserves the right to award tender to one as and when felt necessary to any other agency, who may not be a bidder without assigning any reason, at the same rate, terms & conditions to which this tender shall be finalized. The bidder to whom the tender has been awarded against this tender shall not be entitled to any compensation or consideration in any of such events.

The quotations should be submitted in attached format, in sealed envelope/cover super scribed "**Quotation for Printer Services**" and addressed to 'The Maharashtra Electricity Regulatory Commission, World Trade Centre, Centre No.1, 13th Floor, Cuffe Parade, Colaba, Mumbai-400 005' and submitted during the working days between 09.30 a.m. to 06.00 p.m. by post/courier/in person.

The last day for submission of quotation is 16 August, 2018 till 04:00 p.m. Quotations received after the last date after the specified time will not be opened / considered.

MERC is not bound to accept the lowest quotation and reserves the right to reject any or all the quotations, without assigning any reasons whatsoever.

**Sd/-**  
**(Sandeep J. Naware)**  
**Database & Web administrator, MERC**

Annexure

**FINANCIAL BID**

<b>Sr No</b>	<b>Description of Item</b>	<b>Make &amp; Model of Printer</b>	<b>Quantity</b>	<b>Rate per month in Rs. (for first 15,000 copies)</b>	<b>Rate per page in Rs. (for above 15,000 copies)</b>
<b>1</b>	<b>Providing and supply of heavy duty multifunction network printer on rental basis for MERC</b>		<b>1</b>		