



EMBASSY OF INDIA, TEL AVIV, ISRAEL

INVITES QUOTATIONS

For Purchase Of Two Heavy Duty Photocopiers, each alongwith atleast One-Year Warranty And Three-Year Maintenance Contract After The Expiry Of The Warranty of each machine

And

For Three Year Annual Maintenance Contract(AMC) For Xerox Versalink B7030 Purchased by Embassy of India In December 2018

Quotations No.: TEL/ADMN/881/2/2020

Model Preferred for New Purchase: Canon OR Xerox.

Date of floating of tender	: <u>25 April 2022</u>
Last Date for Submission Of Quotations	: <u>18 May 2022 1500 HRS (IST)</u>
Date Of Opening Of Quotations	: <u>20 May 2022 AT 1600 HRS (IST)</u>

Invitation For Quotations

Embassy of India Tel Aviv invites Quotations from reputed companies based in Israel

- for Purchase & installation of two heavy duty photocopier (**MODEL: Canon or Xerox is preferred**) and **Annual Maintenance Contract** for the new photocopiers for a period of 3 years after the expiry of Manufacturer's Warranty.
- For **Annual Maintenance Contract** for Xerox Versalink B7030 that was purchased in December 2018 by Embassy of India Tel Aviv.

In addition to purchase of 02 photocopier machines, the Embassy of India Tel Aviv also intends to auction a used photocopier (**Xerox Workcentre 7225**) that purchased in 2015. The bidding company if interested can inspect the old equipment by prior appointment and include their bid in the **Annexure -I** (i.e. the proforma for the financial bid for the new copies machines)

- The photocopier will be sold on "as is where is" basis to highest bidder.
- For inspection and for any other clarification, please contact Mr. Himanshu Chaudhary, Embassy of India, Tel : +972-37620700

Minimum Specifications for the new Photocopier :

- 1.) Color Copier with Color Scanning
- 2.) Copy and Print speed of atleast 50 copies per minute
- 3.) Capability to print on paper sizes from A3 to A6
- 4.) Print and copy resolution of 1200 dpi
- 5.) Comprehensive Manufacturers Warranty period of atleast 01 year including Service/repairs/replacement on site.

Annual Maintenance Contract includes:

- The three-year period of Annual Maintenance Contract will commence from the date of expiry of manufacturer's warranty for the new machines and from the date of signing of contract for the old machine, whichever is applicable.

- Maintenance, Inspection and routine servicing of the machine every 3 months (*spare parts and toner/cartridges will be included in the AMC and will be supplied by the company, whenever required*)
- The company will be responsible for any repair/ troubleshooting during the period of Manufacturer's warranty as well as during the period of Maintenance Contract. Purchase and Maintenance Contract will be signed before the award of the tender.
- If the company fails to attend the breakdown of machine within 48 hours after communication by this Embassy telephonically and/or in writing, the Embassy reserves the right to get the work done from other service agencies and recover the cost thereof from AMC.
- During the continuance of AMC, if the machine becomes obsolete/ unserviceable, then the contract will be terminated in that month itself in which the machine becomes obsolete/unserviceable. The payment, therefore, will be made on pro-rata basis (proportionately) in such a case.
- The company may provide a quarterly bill/invoice towards quarterly servicing, maintenance and toners for the machine according to the prints taken on the machine. **The amount per print for black and White copy and colour copy may not change during the period of AMC.**
- The company may provide its rates for **Annual Maintenance Contract (AMC)** for a **period of 3 years (extendable for 2 more years subject to satisfactory service provided by the company)** after the completion of the Manufacturer's Warranty/Guarantee period.

Payment terms:

1. **Award of tender and signature of the contract:** Mobilization advance of 40% of the cost of the photocopier.
2. **Installation of the Photocopier:** Remaining 60% of the cost of the photocopier
3. **Annual Maintenance contract:** The payment for Annual Maintenance Contract (AMC) of the copier machine is to be done every quarter (3 months) after the routine checkup-servicing of the machine/copier is done by the company.

Quotation system: -

The company shall submit its offer in an envelope, superscripted as “**Quotation for purchase of 02 Heavy-Duty Photocopiers for Embassy of India Tel Aviv**”. It should also be superscripted at the bottom left corner with the full name, postal address, fax, email, telephone number of the company.

- I. The sealed bids shall be submitted to **THE HEAD OF CHANCERY, EMBASSY OF INDIA, TEL AVIV, 140,HAYARKON STREET,P.O. BOX 3368, TEL AVIV-6345103 (ISRAEL);**
- II. The bid may be submitted by Hand in person or by courier. The bids by“Fax/E-mail” shall **not** be accepted;
- III. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances.;
- IV. The bids shall be valid for a minimum period of 180 days.
- V. Bid shall be opened on the date and time as given in the tender notice at **EMBASSY OF INDIA, TEL AVIV, 140,HAYARKON STREET,P.O. BOX 3368, TEL AVIV-6345103 (ISRAEL);**
- VI. The bids are to be submitted according to the Two Bids system in which financial and technical quotation being given together. The quotation has to be submitted as per the format specified at “**Annexure-I**”.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE QUOTATION

1.	Name of the company	
2.	Address of the company	
3.	Contact details of the company	
4.	Registration and incorporation particulars of the company (with a copy and English translation)	
5.	Period of validity of quotation (minimum 90 days)	

Description	Amount including VAT (NIS)
Purchase of two Heavy Duty Photocopier – (Specify the Model and Make) with one-year comprehensive warranty from the date of installation. <i>(the price must include installation and delivery charges)</i>	
Annual Maintenance Contract(AMC) for 3 year after the expiry of Manufacturer's warranty period. (for new Copier machine) <i>(Unit rate in NIS(New Israeli Shekel) per Page for Black&White and Colour page may be quoted)</i>	
Taxes (if any)	
Annual Maintenance Contract(AMC) for 3 year. (for Xerox Versalink B7030 purchased in December 2018) <i>(Unit rate in NIS(New Israeli Shekel) per Page for Black&White page may be quoted)</i>	
Taxes (if any)	
Total	
Quote rates for Auction of old A3 copier (Xerox Workcentre 7225) being used by Embassy , if interested <i>(in NIS)</i>	

I certify that the information furnished above is full and correct to the best of my knowledge. I hereby agree to all terms and conditions as per the tender document.

(Signature of the authorized signatory)

Date:

Seal of the company/firm