Bharat Heavy Electricals Limited
Heavy Plates & Vessels Plant
Visakhapatnam – 530 012,
Andhra Pradesh, INDIA.

Tel. : +91(0) 891 668 1332/1345
E-mail : yvrrao@bhel.in &
dgs@bhel.in

INVITATION TO TENDER

Ref: OPS/OS/SC/2021-22/70/61 **Date: 13.11.2021**

Sub: Hiring contract of 02 nos Heavy duty multi - function printing machines (MFP) for a period of Three Years - Reg.

Sealed tenders are invited under **two bid system**, Techno-Commercial Bid (Part-I) and Price Bid (Part-II) from the reputed and experienced contractors with sound technical and financial capability for the subject work.

SL. NO.	NAME OF THE WORK	CONTRACT PERIOD
01	Hiring contract of 02 nos Heavy duty multi - function printing machines (MFP) for BHEL (HPVP), Visakhapatnam as per detailed scope of work	Three Years

1.0 ELIGIBILITY CRITERIA:

I) Average annual turnover of the contractor duly certified by a practitioner chartered accountant during the last 3 years ending 31st March 2021 should be at least 30% of the estimated value. (i.e. ₹ 1.37 Lakhs). In case annual turnover for FY 2020-21 is not finalized or ITR is not submitted by the contractor, Avg. annual turnover during the last 3 years ending 31st March 2020 shall be considered.

Tenderer should enclose EPF, ESI, PAN, GSTIN New registration no., Income tax returns for last three years (AY 2019-20, 2020-21 & 2021-22 / 2018-19) and Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years.

II) The Contractor should have experience of completing similar works during last 7 years ending **31st Oct 2021** as given below:

(a) Three similar completed works costing not less than the amount equal to 40% of the estimated value (i.e. ₹ 1.82 Lakhs each)

OR

(b) Two similar completed works costing not less than the amount equal to 50% of the estimated value. (i.e. ₹ 2.28 Lakhs each)

OR

(c) One similar completed work costing not less than the amount equal to 80% of the estimated value (i.e. ₹ 3.65 Lakhs)

Note: Similar work means providing services for hiring multi-function printers, Xerox machines etc. on regular contract basis for State / Central Govt. / undertakings or private firms. Job Completion Certificates (must have Work order reference, contract period & actual executed value) from the customer and Work order copy shall be enclosed in support of successful and satisfactory completion of the orders.

III) The works executed in the own name of the tenderer will only be considered for eligibility criteria.

2.0 SCOPE OF THE WORK:

Work is to be carried out as per Scope of Supply (Annexure-I) and Schedule of Quantities & Rates (Annexure-VI).

Contd…2

3.0 LOCATION OF WORK:

3.1 The subject work is to be carried out in Premises of BHEL, Heavy Plates & Vessels Plant (HPVP), Visakhapatnam, Andhra Pradesh including extended factory premises.

3.2 The intending tenderers are advised to visit the above place, note down the entry procedures, safety requirements, work permit system etc. and satisfy themselves of all conditions prevailing there before submission of their tenders.

4.0 EARNEST MONEY DEPOSIT:

Not Applicable as per OM No. F.9/4/2020-PPD, Dated: 12.11.2020. Bidders to Submit Bid Securing declaration form as enclosed in Annexure-V.

5.0 CONTRACT PERIOD:

Contract shall be valid for a period of **Three Years** from date of work order or Date of intimation by DTG department, whichever is later.

6.0 SECURITY DEPOSIT:

Security Deposit: NIL as per OM No: No. F.9/4/2020-PPD, Dated:12.11.2020. EPBG is allowed only for Bid Value greater than 5 Lakhs as per GeM.

7.0 INCOME TAX:

Income tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

8.0 TDS ON GST:

TDS on GST amount as per statutory requirement as applicable will be deducted on each payment made to the contractor. Present TDS on GST is 2%.

9.0 PAYMENT TERMS:

100% Payment will be made within **45 days** on monthly basis after completion of each month and submission of consolidated invoice(s) in duplicate along with copy of verified meter reading by the respective coordinator/ user. Billing cycle will be from 1st day to last day of every month. Meter reading will be taken on 1st working day of each month and must be verified by the respective coordinator/ user. However, no interest shall be made for delay in making payment.

For calculating the printing charges for part of a month (Applicable to the first bill as the date of starting date of contract period to last date of month and last bill will be calculated 1st day of the month to last day of contract period.) remaining all months billing cycle will be 1st day to the last day of every month.

Invoice along with required documents are to be submitted to Engineer-in-Charge of DTG dept. for processing of bills.

Note: Final bill means last month bill for service contracts. In case of works, final bill means bill for finally executed quantity. All payments will be released only through RTGS / NEFT only.

10.0 PRICE SCHEDULE, TAXES & DUTIES:

a. Prices shall be quoted in the price schedule attached for the complete scope of work.
b. **The quoted prices shall be inclusive of all applicable taxes, duties and GST as applicable as on due date of tender submission**. However, GST as applicable shall be payable by contractor & the same will be reimbursed as per Annexure - GST.
c. In addition to existing taxes, any new taxes imposed by Central/ State Govt. shall be payable by the contractor and same shall be reimbursed on submission of relevant documents/proof of payment.

Contd…3

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d. In case, any new tax is imposed instead of existing tax, difference of the amount shall be reimbursed/ recovered on submission of documentary evidence.
e. Any new tax is imposed by Central/ State Govt. or there is any variation in taxes after expiry of delivery / contract period, the same shall be borne by contractor only.
f. All terms & conditions of the contract in respect of taxes & duties are subject to new taxation laws introduced time to time by Govt. and terms & conditions will deemed to be modified in accordance with the provisions of New Laws (i.e., GST).
g. The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.

11.0 VALIDITY OF OFFER:

The offer shall be valid for a period of **3 months** from the last date for tender submission.

12.0 RISK PURCHASE:

In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor.

13.0 LIQUIDATED DAMAGES:

If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without any controversy/dispute of any sort whatsoever. Ref Clause no 14 & 15 of Annexure-I (Scope of Work) for details

14.0 GENERAL:

14.1 **Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.**

Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence**.**

Bids not accompanied with requisite documents / delayed bids, incomplete / conditional offers, bids not conforming to the terms & conditions specified in the tender documents are liable for rejection.

14.2 **BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.**

14.3 The bidders shall study the tender documents, drawings and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers.

For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.

14.4 **Manager (DTG**) shall be the Engineer-in-charge for herein after referred to as such in the tender. Contact details: Ph: 0891- 668 1367, email: veeruv@bhel.in

14.5 Lowest offer need not be the rate acceptable to BHEL-HPVP. BHEL-HPVP reserves the right for negotiation with the L1 bidder.

Contd…4

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14.6 The following documents (enclosed) shall form part of the contract including this Notice Inviting Tender: -

PART - I: TECHNO COMMERCIAL BID

a)	Scope of Supply	: Annexure - I
b)	Acceptance to the tender terms & conditions	: Annexure – II
c)	Contractor's Information	: Annexure – III
d)	Check List	: Annexure – IV
e)	Bid Security Declaration Form	: Annexure – V
f)	GTC of GeM	

PART - II: PRICE BID

g)	Price Bid (Schedule of Quantities & Rates)	: Annexure – VI

1. Submission of offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work, site condition, local conditions and rates at which stores, tools and plant, free / chargeable materials etc., will be issued to him by BHEL - HPVP and other factors having bearing on the execution of the work.

2. **The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.**

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

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ANNEXURE - I

Ref: OPS/OS/SC/2021-22/70/61 **Date: 13.11.2021**

SCOPE OF SUPPLY

1. Bidder shall be OEM/ OEM authorised dealer and proof of OEM Authorization certificate shall be provided.
2. Bidder shall submit No deviation certificate.
3. The quantities indicated are subject to an increase / decrease as per BHEL-HPVP requirement.
4. **Brand new machines** shall be delivered at the locations as specified by BHEL-HPVP within 21 days of the placement of order or as specified in the work order. However, efforts shall be made to deliver the machines well before the last date of delivery.
5. Minimum technical specifications of machines to be complied by vendor as per attachment Annexure-I and complete data sheet of machine shall be provided before supplies of machines.
6. Installation of the machines at specified locations within the mentioned offices, configuration of the machines over the LAN and all connected workstations shall be done by the vendor. It will be the sole responsibility of the vendor to make each machine available to all nearby workstations through LAN.
7. The successful bidder shall maintain all the machines to BHEL-HPVP's entire satisfaction. All consumables and spares shall be provided by the successful bidder without any extra cost. Consumables shall be arranged well in advance. If any machine stops functioning due to unavailability of consumables (toner, drum etc.), down time shall be charged, only paper, Electricity and operator will not be in the scope of the service provider.
8. During the course of the contract a few machines may be shifted from one place to another place with in BHEL-HPVP premises. If shifted, technical support for re-installation and reconfiguration over LAN shall be under the scope of successful bidder. Re-installation / reconfiguration shall not have any financial implications on BHEL.
9. The rates shall be fixed & firm without any escalation during the entire period of 3 years and till completion of the work. The rental agreement will be extendable for one more year on mutual consent basis. No request will be entertained for any increase of rates in between the contract period whatsoever may be the reason.
10. Vendor and service engineers shall sign the NDA (Non-disclosure agreement) before commencement of work.
11. Contractor shall provide screening and background verification records of deployed service engineers within one month of deployment.
12. Vendor shall enter supply relationship agreement as per company norms before commencement of work.
13. **MAINTENANCE:**
    Vendor shall be responsible for all preventive and corrective maintenance of the machines inclusive of supply of spares & consumables except power and paper, during the entire contract period.
14. **DEDUCTION DUE TO MACHINE DOWNTIME:**
    Any machine on complaint reported by BHEL-HPVP shall be either set right on the day of reporting the complaint or at the most on the next BHEL-HPVP working day, failing which deduction will be made from the monthly rental charges payable for the machine as per the following formula:

    Deduction = (Monthly Rent X Downtime (days**) / 24) + Rs. 500 per day.
    ** - No. of days for which the machine was down exclusive of the day of reporting the complaint and also the day on which the machine was set right but inclusive of intervening holidays.

Contd…2

ANNEXURE - I

Ref: OPS/OS/SC/2021-22/70/61 **Date: 13.11.2021**

SCOPE OF SUPPLY

BHEL Reserves the right to terminate the contract if the performance of the machine or service. is found to be unsatisfactory by giving one month's notice.

15. DAMAGE TO MACHINES:

Any damage caused due to fire, flooding, short-circuiting, any natural calamity or due to long time use, etc., shall be borne by the vendor only. The insurance of all the machines shall be in the scope of vendor. In such cases, the vendor shall replace the machines if destroyed beyond recovery and repaired if damaged, with in a period of Seven (7) days, deduction shall be charged on downtime basis.

16. **LOCATION & CONSIGNEE**:

Machines will be installed at BHEL – HPVP, Visakhapatnam. Installation, configuration on LAN and interfacing with nearby PC/work stations shall be under the scope of the vendor

Technical Specifications for Multi-Function Photocopier Machines:

Proposed MFD Photocopier Minimum requirement (Mention brand& unique model number)		**Only brand new machines to be supplied.**
Required Feature	**Technical Specification as per BHEL Requirement**	**Features available in the proposed MFD photocopier**
Speed-A-4 Paper	Minimum 25 CPM	
Memory	Min 1 GB RAM to cater to approx. 35Desktops/workstations seamlessly	
Printing& photocopying	Black& White	
DADF	Required for scanning of double side document	
Duplexing	Required	
Set making feature	Required	
Original Paper size acceptance (printing/Recording size range)	A-4 to A-3	
No. of input trays	Minimum 02 nos. base trays with min. 500 pages(A4/A3) capacity of each tray and minimum 01no. additional by-pass / multi-purpose tray.	
Fax card	**Not Required**	
Network Printing	Hardware & software required to facilitate the use as network printer for approx. 35 workstations seamlessly	
scanner	Full colour scan (in pdf or jpg) with push(to email) & pull scan required	
Resolution(Print & Scan)	600*600 dpi or higher	
Operation Panel/ Display	Multi-colour touch screen display / UI for user-friendly operation	
Operating system compatibility	Windows10/8.1/8/7 Windows Server 2008 or any higher versions(s)	
Password protection for operations	Option shall be available for use as per requirement at different locations	
Automatic service request	For quick resolution to toner exhaustion, spares & down time	
Energy Saver	Auto Shut-Off and Standby Mode	

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ANNEXURE – II

Ref: OPS/OS/SC/2021-22/70/61 **Date: 13.11.2021**

Sub: Hiring contract of 02 nos Heavy duty multi - function printing machines (MFP) for a period of Three Years - Reg.

ACCEPTANCE TO TENDER TERMS & CONDITIONS

I / We hereby confirm that the Tender documents, all Annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept all the **Terms and Conditions** of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer validity for a period of **3 months** from the last date for tender submission.

I / We give our acceptance to participate in **Reverse Auction** in case BHEL decides to go for reverse auction for this tender.

Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.

SIGNATURE OF THE TENDERER WITH SEAL

ANNEXURE- III

Ref: OPS/OS/SC/2021-22/70/61 **Date: 13.11.2021**

CONTRACTOR INFORMATION

Sl. No.	Particulars	To be Filled by Bidder
01.	Name of the Contractor	
02.	Nature of Firm / Concern (Proprietor / Partnership / Pvt. Ltd. / Public Ltd.) **Note:** In case of partnership concern, please enclose photo copies of the partnership deed	
03.	Full address	
04.	Name of the Proprietor/Partner	
05.	Name of the Person(s) and designation authorized for signing the contract / dealing with BHEL	
06.	Telephone No. of the firm	
07.	Fax No.	
08.	Mobile No.	
09.	E-mail ID	
10.	HSN / SAC Code	
11.	Organizational structure with name and designation	

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ANNEXURE- IV

Ref: OPS/OS/SC/2021-22/70/61 **Date: XX.XX.2021**

CHECK LIST

Sl. No.	Particulars	Document Enclosed (Yes / No)	Document No
01.	Name of the Contractor		
02.	Tender Document Signed & Stamped		
03.	PF Registration Certificate		
04.	ESI Registration Certificate		
05.	GSTIN Registration Certificate		
06.	HSN / SAC Code		
07.	PAN Number		
08.	Income Tax Returns for last 3 years		
09.	Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years		
10.	Work orders & Job Completion Certificates in similar works as mentioned in eligibility criteria.		
11.	MSE Registration Documents, if applicable		
12.	Start-up India – Certificate of Recognition (if Applicable)		

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ANNEXURE- V

Ref: OPS/OS/SC/2021-22/70/61 **Date: 13.11.2021**

BID-SECURING DECLARATION FORM

To,
Dy. Manager
Outsourcing Department,
BHEL- HPVP, Visakhapatnam

I/We, the undersigned, declare that:
I/We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/We accept that I/we will automatically be suspended from being eligible for bidding in any contract with BHEL for a period of **10 months** from the date of notification, if I am /we are in breach of any obligation(s) under the bid conditions, because I/we:

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity,

   (i) fail or refuse to execute the Contract, if required,
   or
   (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid-Securing Declaration shall expire if I am/we are not the successful Bidder, upon the earlier of (i) our receipt of your notification of the name of the successful Bidder; or (ii) **thirty days** after the expiration of my/ our Bid.

Signature of Tenderer with Company Seal

Date:

Place:

ANNEXURE- NEFT

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER

01	NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR	
02	VENDOR CODE ASSIGNED BY BHEL,HPVP LTD	

DETAILS OF BANK ACCOUNT

03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE / MOBILE NUMBER	

CERTIFICATE

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / or RTGS Transfer mode by credit to my / our above mentioned Bank account. I / We also agree that payments made to the above mentioned account are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the Cheque leaf/ cancelled Cheque leaf of the above account is sent herewith.

(Authorized Signatories with Name & Seal)

BANKER'S CERTIFICATION

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of_____________________________ _______________________________ (name of account holder), the signature of authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place: Bank Manager / Officer
Date: Signature with Bank stamp and Name seal

FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION

We confirm the above details are verified with the records available with us

Signature of BHEL Official with Name & Seal
Operating the contract / Services

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ANNEXURE- GST

GST COMPLIANCE FOR INDIGENOUS SUPPLIERS / CONTRACTORS

1. In Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GSTIN which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Supplier shall mention their GSTIN in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per P0, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
5. All documents like Test Certificate, LR copy, Guarantee/Warrantee certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment where ever applicable. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.
6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.
7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
8. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contractors. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.
9. This is to inform that GST portion of invoice, shall be released only upon Vendor declaring such invoice in his GSTR-1 and receipt of goods and Tax invoice by BHEL and Confirmation of payment of GST thereon by vendor on GSTN portal. Alternatively, BG of appropriate value may be obtained from vendor which shall be valid At least one month after the confirmation of date of payment of GST by vendor on GSTN portal and receipt of Tax invoice and receipt of goods, whichever is later. Above is subject to receipt of goods/service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.
10. That in case vendor delays Declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied/ leviable on BHEL.

Note: The above will be followed strictly for Processing vendor payments to ensure GST Compliance.

BHARAT HEAVY ELECTRICALS LIMITED
HEAVY PLATES & VESSELS PLANT
VISAKHAPATNAM – 530 012

PRICE BID
PART-II

Sub: Hiring contract of 02 nos Heavy duty multi - function printing machines (MFP) for a period of Three Years - Reg.

Tender Enquiry No: OPS/OS/SC/2021-22/70/61, Date: **13.11.2021**

NOTE:

1) Tenderers are requested to visit the site before submitting their tenders and go through the site conditions, nature and quantum of the job to be done and in general shall themselves obtain all necessary information as to risks, safety precautions, contingencies and other circumstances. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not, no claim shall be allowed.
2) **The prices shall remain fixed and firm for an entire period of contract & No additional payment shall be made to contractor over and above the quoted price.**
3) **The quoted prices shall be inclusive of all applicable taxes, duties and GST as applicable as on date of tender submission.** However, GST as applicable shall be paid by contractor and same shall be reimbursed on submission of proof of payment.
4) The quantity indicated in the schedule is indicative only and may increase/ decrease or be deleted but total value of contract will not exceed the awarded value, unless otherwise order is amended. However, payment shall be made for the actual quantities executed only.
5) **L1 evaluation shall be done on total amount quoted at sl. No. 3 (same value is to be entered in GEM portal). However, successful L1 bidder has to submit detailed break up as per Annexure- VI SOQR format**

SIGNATURE OF THE TENDERER WITH SEAL

ANNEXURE-VI

BHARAT HEAVY ELECTRICALS LIMITED
HEAVY PLATES & VESSELS PLANT
VISAKHAPATNAM – 530 012

Sub: Hiring contract of 02 nos Heavy duty multi - function printing machines (MFP) for a period of Three Years - Reg.

Tender Enquiry No: OPS/OS/SC/2021-22/70/61, Date: **13.11.2021**

Schedule of Quantities & Rates (SOQR)

ITEM NO.	DESCRIPTION	Quantity of Machines	Period in months	Unit Rate per machine including GST in ₹	Total Amount including GST in ₹
		(a)	(b)	(c)	(d) = (a) x (b)x (c)
1	Monthly Rent (including free pages of **3000** copies per machine)	2	36		
2	After free copies rate for **7000** copies per machine per month	2	36		
3	**Total Amount including GST in ₹** (Sl. no. 1+ Sl. No.2)				₹……………………

Total amount in Words:

SIGNATURE OF THE TENDERER WITH SEAL