

F. No. 21/3/2016-G.Admn.
Government of India
Ministry of finance
Department of Investment and Public Asset Management

Block No.11, CGO Complex
Lodhi Road, New Delhi-110003
Dated: the 30 January, 2018

NOTICE INVITING TENDER

Subject: Quotation of Comprehensive Services & Maintenance Contract for Photocopy Machines including consumable items.

Sealed Quotations are invited from interested and eligible service agencies under two bid system i.e. **Technical bid** and **Financial bid** for Comprehensive Services & Maintenance Contract for Photocopy Machines on the terms and conditions mentioned in para '2' below:-

S. No.	Items Description	Year of purchase	Qty.
1.	Toshiba e-Studio-160	2004	1
2.	Toshiba e-Studio-450	2006	1
3.	Sharp AR 5731	2013	2
4.	Toshiba e-Studio-207	2006	1
5.	Canon iR 4225	2014	1
6.	Canon iR 2220 (colour)	2014	1
7.	Sharp AR-6020N	2016	1
8.	Sharp MX-M354M	2016	1

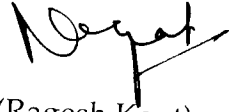
2. Terms & Conditions:-

2.1 Eligibility of Firms: -

- (i) The firm or the service providing agency should have valid service tax registration number, TAN/PAN etc. and copies of the certificate are required to be attached.
- (ii) The firm should be in existence for over 5 years in the trade with annual maintenance contracts worth more than Rs.50 lakh per annum during the last 3 years ending 31st March, 2017. The certificate should be enclosed.
- (iii) The company preferably should have a previous maintenance contract for at least 5 years with Government Departments/PSUs in Delhi. The company should furnish statement of previous maintenance works in the Government Departments.
- (iv) Copy of declaration on letter head certifying that the bidder has not been blacklisted by any Ministry/Department/Organization.
- (v) The firm must have its own maintenance and support infrastructure facility situated in New Delhi.
- (vi) Quotation will not be accepted if the agency has not submitted the documents mentioned above.

- 2.2 **Period of Contract:** The period of CSMC ordinarily is one year from the date of award of contract. It can be extended further for next two years if mutually agreed to by both the parties on year to year basis.
- 2.3 **Place of Work:** The Photocopier machines for which CSMC will be awarded are installed in various rooms of this Department located at Block No. 11 & 14, CGO Complex, Lodhi Road, New Delhi - 110003.
- 2.4 **EMD:** An earnest money deposit of Rs.10,000/- (Rupees Ten thousand only) in the form of FDR/Bank Draft/Bankers Cheque drawn in favour of Drawing & Disbursing Officer, Department of Investment and Public Asset Management is required to be furnished with the tender. The EMD shall be refunded after completion of the tendering process. No interest shall be paid on EMD.
- 2.5 **The rate for the CSMC for Photocopier machines including consumable items should include the cost of replacement of parts wherever necessary.** The rates quoted shall remain in force for a period of one year from the date of award of Contract. No demand for revision of rates on any account shall be entertained during the contract period. **The details of items covered under comprehensive maintenance contract and the parts/items costs of which have to be borne by the Department may be given.**
- 2.6 The payment would be released on a quarterly basis at the end of each quarter if the services of the firm are found satisfactory.
- 2.7 The Maintenance Engineer of the firm (having a valid Photo I-Card) should report Every Monday for regular check-up and preventive service. Corrective Services as and when required including holidays, Saturday and Sunday must be undertaken on immediate basis. **A penalty at the rate of Rs.500/- per day will be imposed if the complaint is not attended within 24 hours of intimation.**
- 2.8 In case any machine or part thereof is required to be taken out to the workshop for repair overhauling, it shall be the responsibility of the service provider to arrange to carry the machine to the workshop. No charges on account of cartage/labour shall be borne by this Department. In the meanwhile, the service provider shall provide an alternative machine from his own stock till the faulty machine is repaired and installed back duly repaired. No charges shall be paid for such alternative arrangement.
- 2.9 **Submission of Tenders :** The eligible firms may submit their quotations in the format prescribed in Annexure in a sealed cover to the Under Secretary (Admn.), Room No. 215, Block No. 11, CGO Complex, Lodhi Road, New Delhi within the last date of receipt of tender. **The agencies are advised to submit two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids". Both envelopes should be kept in third envelope super scribing "Tender for CSMC for Photocopier Machines".**

- 2.10 **Last Date** : The tenders shall be received up to 02.00 p.m on 15.02.2018.
- 2.11 **Opening of Tenders**: Unless otherwise notified by this Office under exceptional circumstances, the tenders shall be opened before the committee constituted for the purpose in this Department at 03.00 p.m. on 15.02.2018.
- 2.12 **Security Deposit** : The firm in favour of whom the contract shall be awarded will be required to furnish a security deposit of **Rs.20,000/- (Rupees Twenty thousand only)** in the form of a Fixed Deposit Receipt/Bank Draft / Bankers cheque drawn in favour of Drawing & Disbursing Officer, Department of Investment and Public Asset Management. The said security deposit will be refunded on completion of period of the contract. The security deposit shall be forfeited in case firm fails to abide by any terms & conditions of the contract.
- 2.13 The tender shall be liable to be rejected in case the tender is not in the prescribed pro-forma as contained in the Annexure to this Notice.
- 2.14 The tender shall also be liable to be rejected in case there is any overwriting or alteration in the rates quoted.
- 2.15 This Department reserves the right to reject any or all of the quotations without assigning any reason whatsoever. In case any dispute, the decision of the Joint Secretary (Admn.), Department of Investment and Public Asset Management shall be final.



(Ragesh Kant)

Under Secretary to the Government of India

Tele. No. 24368785

Copy to:

1. NIC Cell with request to display Complete Tender Documents on the website of this Department (www.dipam.gov.in) as well as on the CPP Portal (www.eprocure.gov.in).
2. Hindi Section - It is requested to ensure that Hindi version of the Notice Inviting Tender document may be uploaded on the website of this Department.

Enclosure: Annexure-I and Annexure-II

BID FORM**Annexure - I**

1.	Tender Notice No. 21/3/2016-GA	Due date: 15 th February, 2018
2.	Name and Address of Bidding Firm	
3.	Name and Designation of the person signing the bid	
4.	Mobile/telephone No.	
5.	Earnest Money Deposit Details	
6.	VAT or Service Tax Registration Certificate Number (copy enclosed)	
7.	PAN/TAN of the firm	
8.	Terms and conditions of the contract are ACCEPTABLE OR NOT-ACCETABLE	
9.	Deviation in Terms and Conditions/Specifications (if any)	
10.	Copy of declaration on letter head certifying that bidder has not been blacklisted.	
11.	Address of work shop/Maintenance Centre (Registered office in Delhi)	
12.	Copy of proof that firm is authorized service provider of the machine	
13.	Copy of proof that firm has minimum Rs.50.00 lakh turnover per annum	
14.	Performance Certificate/Copy of CSMC order from any three Govt. office.	

Place:
Date:Signature of the bidder
Name in Block Letter

SCHEDULE OF RATES

NAME OF WORK:- CSMC OF PHOTOCOPIER MACHINES WITH CONSUMABLES

S. No.	Items Description	Model	Qty.	Rate per copy without paper (in Rs.)
1.	Toshiba e-Studio-160	2004	1	
2.	Toshiba e-Studio-450	2006	1	
3.	Sharp AR 5731	2013	2	
4.	Toshiba e-Studio-207	2006	1	
5.	Canon iR 4225	2014	1	
6.	Canon iR 2220 (colour)	2014	1	
7.	Sharp AR-6020N	2016	1	
8.	Sharp MX-M354M	2016	1	

Signature:
Name & Address:

Place:

Date: