F. No. 21/1/2020 – Genl. Admn
Government of India
Ministry of Finance
Department of Investment and Public Asset Management
*****

Blocks No.11 & 14, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: the 17th January 2020

NOTICE INVITING TENDER

Subject: Quotation for Comprehensive Services & Maintenance Contract (CSMC) for Copy Printer and Collator – Reg.

Sealed quotations are invited for Annual Comprehensive Services & Maintenance Contract (CSMC) for Duplo Copy Printer & Collator of this Department. The make/specifications and the numbers of machines possessed by this Department are as under:-

S.No.	Make	Model/Specification	Quantity
1.	Copy Printer – Duplo	21 – S & DP M 410	2 (two)
2.	Collator – Duplo	DC – 10	1 (one)

2. Terms & Conditions:-

2.1 Eligibility of Firms:-

(i) The firm should have annual turnover of Rs. 50 lakh or more in the past 3 years. (Copy of balance sheet is required to be attached as proof)
(ii) The firm or the service providing agency should have valid GST number. TAN/PAN etc. and copies of the certificate are required to be attached.
(iii) The firm must have its own maintenance and support infrastructure facility situated in New Delhi.
(iv) The company preferably should have a previous/existing 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.
(v) Copy of declaration on letter head certifying that the bidder has not been blacklisted by any Ministry/Department/Organization.
(vi) Quotation will not be accepted if the agency does not submit the documents mentioned above.

2.2 Period of Contract: The period of CSMC ordinarily is one year from the date of award of contract. The contract can be extended for next three years if mutually agreed to by both parties on year to year basis.

2.3 **Place of Work**: The Duplo machines and collators 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 5000/- (Rupees five thousand only) in the form of Bank Draft/Bankers Cheque drawn in favour of Drawing & Disbursing Officer, Department of Investment and Public Asset Management (DIPAM) 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 Duplo machines and collators should include the cost of replacement of parts wherever necessary. An undertaking is to be given that in case of replacement of old damage parts, only genuine parts will be installed. 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. 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.

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, Saturdays 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 quotation in a sealed cover to the Under Secretary (Admn.), Department of Investment and Public Asset Management (DIPAM), Room No. 221, 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 Duplo machines and collator with parts".

2.10 **Last Date**: The tenders shall be received up to 13.00 hrs. On 27.01.2020.

2.11 **Opening of Tenders:** Unless otherwise notified by this Office under exceptional circumstances, the tenders shall be opened at the office of Under Secretary (Admn.) of this Department at **03.00 PM on 27.01.2020 the last date.**

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 DD/FDR/Bankers cheque drawn in favour of Drawing & Disbursing Officer, Department of Investment and Public Asset Management (DIPAM). 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 It will be the responsibility of the firm to ensure supply of genuine OEM spares parts (including all spares and consumables) of the machines and keep the machines in working conditions all the times.

2.14 Bidder should submit bid form as per annexure-I and copy of this tender document duly signed with seal of the bidder in token of acceptance of the terms and conditions.

2.15 This department reserves the right to reject any or all of the quotations without assigning any reason whatsoever. In case of any dispute, the decision of the Joint Secretary (Admn.), Department of Investment and Public Asset Management (DIPAM) shall be final.

(Ashfaq Ali Rizwani)
Under Secretary to the Govt. of India
Tel: 2436 0163

Copy to:

1. Notice Board
2. NIC Cell with request to display Complete Tender Documents on the website of this Department (www.divest.nic.in) as well as on the CPP Portal (www.eprocure.gov.in).

Annexure - I

BID FORM

1.	Tender Notice No. 21/1/2020-Genl. Admn	Due date : 27.01.2020
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.	GST Number (copy enclosed)	
7.	PAN Number 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.	Capacity in which bid is signed by the Bidder (Proprietor/Partner/Director)	
11.	Address of work shop/Maintenance Centre	
12.	Copy of proof that firm is authorized service provider of the machine	
13.	Copy of proof that firm has minimum 50.00 lakh turnover per annum	

Signature of the bidder
Name in Block Letter

Place:
Date: