

No.F.18/14/2016- A&P
Government of India
Ministry of Parliamentary Affai

94, Parliament House,
New Delhi
Dated:04.10.2016

TENDER NOTICE

Sub: Comprehensive Annual Maintenance contract (CAMC) for Photocopy Machines installed in the M/o Parliamentary Affairs, New Delhi.

Quotations in sealed cover are invited for Comprehensive Annual Maintenance Contract for 16 Photocopy Machines installed in Ministry of Parliamentary Affairs, Parliament House, New Delhi for the period of one year. The details of Photocopy Machines are as under :-

S.No.	Machine Model No.	Quantity
1.	Toshiab e-Studio-207	One
2.	Toshiab e-Studio-250	One
3.	Toshiab e-Studio-305	One
4.	Toshiab e-Studio-352	Three
5.	Toshiab e-Studio-455	Six
6.	Toshiab e-Studio-456	Four

2. The rates may be quoted as “Per Copy” basis. The firm will provide all spare parts/toners etc. for these machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc. It shall be responsibility of the firm to maintain all the Photocopy machines in good working condition and take prompt action to repair the machine as and when required. The vendor will require to liaison with the Original Equipment Manufacturer (O.E.M.) for original spare parts/ toners so that these Photocopier Machines work smoothly.

3. The Contractor should have atleast 3 years work experience of similar work preferable in 4-5 Govt. Offices and should submit the supporting documents including performance certificates given by the Govt./other organizations. The tenderer is also required to submit a certification from the O.E.M. that they are the “Authorised Service Provider” for the machine and the spare parts as well consumable including toners will be made available through the tenderer and the O.E.M. will provide all back up support. Firm should also have a

regular work place, technically qualified engineers and the required resources and infrastructure to provide the requisite materials and services and should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected.

4. Tenders have to be submitted duly filled in and signed by authorized person in ink pen or ball pen. Tenders written in pencil or erased/over-written will not be considered.

5. The bidders shall not be at liberty to offer his her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.

6. The tenders have to be submitted in sealed covers with the following "CAMC/FSMA of Photocopy machines" super-scribed on the top of the sealed cover along with credentials and supporting documents.

7. Tenders are to be submitted along with refundable earnest money of Rs.20,000/-(rupees twenty thousand only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of Pay & Accounts Officer, Cabinet Affairs, New Delhi. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract and the same in respect of the successful contractor will be retained by this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory service certificate from all the users of the Machines.

8. Each bidder is required to submit their bid alongwith the PAN Card and Service Tax Number of the firm. Bids received without PAN Card and Service Card Number shall be summarily rejected. Bidders are also required to submit copies of ITR filled during last three years.

9. Tenders not in the sealed cover or not accompanied by earnest money or received after the closing date and time will be rejected.

10. The vendors should have not been blacklisted by any organization/Govt. Department.

11. No extra payment will be made for change/replacement of any part.

12. The rates quoted by the firm will not be enhanced during the

period of contract in any case.

13. Monthly servicing of the Machines or as and when asked for or required in emergent cases be got done by the experienced service engineer.

14. Comprehensive Annual Maintenance Contract for Photocopy machines can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.

15. Payment shall be made on quarterly basis against submission of bill along with the satisfactory reports received from the users.

16. The contract can be terminated at any time during the currency of the contract by the competent authority in this office without assigning any reason or giving any notice if the work of the contractor is found to be unsatisfactory or deficient and it would be entrusted to any other party at the risk and expense of the defaulting contractor including forfeiture of the security deposit. In addition, the contractor shall be liable to pay liquidated damages to the Government. In this connection the decision of the competent authority shall be final and binding upon the contractor.

17. Tenderer shall keep their tender valid for acceptance for a period of 30 days from the date of opening. Tenders with shorter validity period will not be considered.

18. For Quoting the rates for CAMC of 16 Photocopy Machines, the bidder shall give the total composite price and the price needs to be individually indicated against each Type/Make of the Photocopier Machines. The unit price quoted by the bidder shall be in sufficient detail to enable the Ministry to arrive at the price offered for each make. Discount, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc into account. The price approved by the Ministry for award of AMC will be inclusive of all levies and taxes.

19. Quotations should be submitted in two separate envelopes, i.e. one for technical bid other financial bid. In technical bid the tenderer is required to submit all documents as required under this tender. Envelop should be super-scribed as **“Tenders for CAMC/FSMA of Photocopier Machines”**. A signed copy by the authorized signatory of the firms on each page of this Tender Notice is also required to be submitted along with the Technical bids as symbolic of acceptance of the terms and conditions.

20. Sealed Tenders addressed to the undersigned should reach by post or by hand upto **21.10.16 (3.00P.M.) in Room No.94,**

Parliament House, New Delhi-110001 (Tel.No.23034899) and will be opened on same day **at 3.30 P.M** in the presence of such tenderers or their authorized representatives with authorization on letter head who may wish to be present.

(Mukesh Kumar)
Under Secretary to the Govt. Of India
Tele:23034899