

GA-14014/1/2015-GENERAL
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi

Dated 25th May, 2016

TENDER NOTICE

Sub: Comprehensive Annual Maintenance contract for Toshiba Photocopy Machines installed at Jeevan Vihar, Shastri Bhawan and Minister's Office in the Ministry.

Quotations in sealed cover are invited for Comprehensive Annual Maintenance Contract for 19 Toshiba Photocopiers installed in Jeevan Vihar, Shastri Bhawan and Minister's Office, New Delhi for a period of one year. The quotations should reach this office on or before 10.06.2016. The details of Photocopy Machines are as under:-

S.No	M/C Model	Machine S/N	Room No./Location
1	ES-352	CGA-967818	434, US(IFD), Shastri Bhawan
2	es-600	CQB-929052	253, CW-II Section, Shastri Bhawan,
3	es-2820c	CWC-019324	756, JS(Admn.) Shastri Bhawan,
4	es-455	CQJ-915391	17, IFC Section, Shastri Bhawan,
5	es-455	CQE-025161	3 rd floor, Jeevan Vihar Building
6	es-455	CQE-025238	620 Budget Section, WCD, Shastri Bhawan
7	es-255	CNH-037913	308-B, O/o AS(PS), Shastri Bhawan
8	es-255	CNH-037947	625, NIC, Shastri Bhawan
9	es-255	CNH-037925	640 Shastri Bhawan
10	es-255	CNH-037929	746, BBBP, MWCD, Shastri Bhawan
11	es-255	CNH-037922	303, Shastri Bhawan
12	es-555	CBK-912665	644, Shastri Bhawan
13	es-352	CGK-866257	3 rd floor, Jeevan Vihar Building
14	es-255	CGA-967712	628, Cash Section, Shastri Bhawan,
15	es-352	CGA-967815	621, WD&IC Section, Shastri Bhawan,
16	es-455	CQK-916417	621, Shastri Bhawan,
17	es-600	CQD-825520	353, Minister's office, Shastri Bhawan,
18	es-600	CQJ-828425	619, Coordination Sec., Shastri Bhawan,
19	eStudio 2506	CYGC38908	242, PAO, Shastri Bhawan

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 order and take prompt action to rectify the machine. The firm shall provide standby Photocopy Machine till the machine is got repaired by the firm in case of any delay.

3. The contractor should have at least five years work experience of having performed similar works preferably in at least 4-5 Govt. Offices. and should submit



the supporting documents including performance certificates given by the Govt. / other Organizations along with copies of PAN No., Service tax certificate etc. 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 will be made available through the tendered and the O.E.M. will provide all back up support. He should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and he 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 thousands only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "PAO, Ministry of Women and Child Development, New Delhi", payable at New Delhi from a nationalized bank. 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.

8. The successful contractor is required to deposit Rs. 50000/- as security deposit by way of Bank Guarantee. 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.

9. Sealed Tenders may be dropped in the Tender Box placed outside the Room No. 629- A Wing, Shastri Bhawan up to 10-06-2016 (3.00P.M.) and Quotations will be opened on same day i.e on 10-06-2016 at 3:30 P.M in the presence of such tenderers or their authorized representatives as may wish to be present.

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

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

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

13. The firm shall take prior permission from the undersigned/ Section Officer, General Section for taking the machines out of the office premises for repairs and replacement of worn out parts with original one. No extra charges will be paid for doing the work outside of office premises. In such cases the transport and labour charges will be borne by the contractor.

14. The rates quoted by the firm will not be enhanced during the period of contract



in any case.

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

16. 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.

17. Payment shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory reports received from the users and as per income tax act and the rules made there under. Tenderers shall attach a photocopy of their latest valid Income Tax Certificate along with their tender.

18. 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.

19. For Quoting the rates for CAMC of 19 Photocopy Machines, the bidder shall give the total composite price. The unit price quoted by the bidder shall be in sufficient detail to enable the Ministry to arrive at the price offered for each machine. 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.

20. The Photocopier Machines as mentioned under Para 1 above, can be checked on any working day at Shastri Bhawan, Jeevan Vihar and Minister's office, New Delhi before submitting the Quotations by the interested parties.

21. 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 of Toshiba Photocopier Machines". A signed copy by the authorized signatory of the firms on each page of this Tender Notice is also required to be submit along with the Technical bids.

22. The quotation should be addressed in the name of Shri V.T. Joseph, Under Secretary, Room NO- 313 A-Wing Shastri Bhawan, New Delhi -110001.


(V.T. Joseph)

Under Secretary to the Govt. Of India

Copy to:

NIC Centre, MWCD, New Delhi with a request to upload the above Tender Notice on the website of the Ministry.