

No.A-55011/3/2018-Store/EN  
Government of India  
Ministry of Information & Broadcasting  
Publications Division  
(Employment News)  
\*\*\*\*\*

778, Soochna Bhawan, Lodi Road,  
New Delhi-110003, Dated: 4<sup>th</sup> Jan., 2018

NOTICE INVITING TENDER

Subject: Full Service/Maintenance Contract of Photocopy Machines installed in the Employment News regarding

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Sealed Quotations are invited from interested and eligible service agencies under two bid system i.e Technical bid and Financial bid for comprehensive service and Maintenance contract for Photocopy Machines for a period of one year on terms and conditions enumerated in following paragraphs from the date of awarding the contract. This period may be extended/curtailed without assigning any reason or giving prior notice.

2. Complete Tender Documents can be downloaded from the website of Publications Division([www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in)) or Employment News([www.employmentnews.gov.in](http://www.employmentnews.gov.in)).

3. The interested Companies/Firms Agencies can submit the tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs.5000(Rupees five thousand only) and other requisite documents to Dy.Director(Admn), Employment News, Room No.778, Soochna Bhawan, Lodhi Road, New Delhi- 110003. **The last date of receipt of tender is 25<sup>th</sup> Jan., 2019 at 4.00 PM. The Technical Bid of Tender will be opened by the tender Opening Committee on 28th Jan.2019(4.00PM) and the Financial Bid of the Tender will be opened on 30th Jan.2019 at 4.00 PM.**



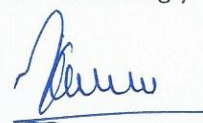
(Somvir Singh)  
Deputy Director(Admn)  
Tel.No.24369442

## SCOPE OF WORK AND GENERAL INSRUCTIONS FOR TENDERERS

1. Employment News, Publications Division, Ministry of Information and Broadcasting requires the services of reputed well established and financial sound companies/firms/agency for award of Annual Maintenance Contract for the maintenance of photocopier machines installed in the Employment News office at Soochna Bhawan, Lodhi Road, New Delhi-11003.
2. The contract is likely to be for a period of one year. The period of contract may be further extended provided the requirement of the Employment News office persists at that time or may be curtailed, terminated earlier owing to deficiency in service or substandard quality of service by the selected companies/firms/agency.
3. The firm that is awarded the contract will ensure that complaints regarding breakdown of photocopier machines are attended on the same day. Requests for supply of consumables should be attended on the very same day. In case of any delay, the firm will intimate to this Office for delays with sufficient reason. The firm will also undertake pre-emptive servicing of all the photocopier machine at least one a month
4. Present there are 7(Seven) photocopier machines working in the Employment News office. This number could be increase or decrease during the course of the ender. The contract will be for a period of one year and can be extended if the Ministry so desires on the same terms and conditions stipulated in the ender document.
5. The interested companies/firms/agency can submit the tender documents complete in all respects along with Earnest Money Deposit of Rs. 5000/(Rupees five thousand only) and other requisite documents and deposit the same to Dy.Director(Admn), Room Non.778,Soochna Bhawan, Lodhi Road, New Delhi on or before the last date i.e 25<sup>th</sup> Jan.,2019.(4.00PM).
6. The crucial date of the tender are as under: (firm may depute their representative at the time of opening of the tender if they desire so)

|                             |                      |
|-----------------------------|----------------------|
| Publishing Date             | 04-01-2019 (5.00 PM) |
| Bid submission start Date   | 07-01-2019(10 .00PM) |
| Bid submission closing Date | 25-01-2019(4 .00PM)  |
| Technical Bid Opening Date  | 28-01-2019(4 .00PM)  |
| Financial Bid Opening Date  | 30-01-2019(4 .00PM)  |

7. The interested agencies are advised to submit their bids in a sealed envelope superscribing " Bid for award of Annual Maintenance Contract of Photocopier Machines – Employment News" containing two separate envelopes (i) Technical Bid (ii) Financial Bid.
8. The Earnest Money Deposit (EMD) of Rs. 5000/(Rupees five thousand only) refundable(without interest) should be necessarily accompanied with the Bid of the agency inform of Demand Draft/pay order dawn in favour of Employment News, payable at New Delhi.
9. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 15,000/ in the form of Fixed Deposit Receipt(FDR made in name of companies/firms/agency but hypothecated to the Employment News , New Delhi for a period of 15 months . In case, the Contract is further extended beyond the initial period, the FDR will have been accordingly renewed by the successful tenderer.



Contract is further extended beyond the initial period, the FDR will have been accordingly renewed by the successful tenderer.

10. The tendering companies/firms/agency are required to enclose photocopies of the following documents (self attested) along with the bid, failing which their bids shall be summarily/out rightly rejected will be considered any further:
  - a) Self attested copy of PAN
  - b) Self attested Service Tax registration letter/certificate
  - c) Self certification the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
  - d) Self attested copy of GST registration/TIN certificate
11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Bid application must be initialed by the person authorized signs the tender bids.
12. The Employment News office reserves the right of withdraw/cancel the tender any time without assigning any reason.
13. Tenderer should quote for all the consumable items mentioned in the list incomplete or part quotations will be rejected.
14. The price quoted by the firms participating in the tender process should be realistic and viable.

**TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY**

1. The tendering company/firm/Agency should fulfill the following technical requirements:
  - (a) The Registered Office or one the Branch Offices of the company/firm/agency should be located either in Delhi/New Delhi/NCR.
  - (b) The Company Firm/Agency should be registered with the appropriate registration authority.
  - (c) The Company/ Firm/Agency should have its own Bank Account.
  - (d) The Company/Firm/Agency should be registered with Income Tax and Service Tax department.
  - (e) The Company/Firm/Agency should not have been banned or black listed by any Ministry/Department.



AMC of photocopier Machines installed in Employment News office

TECHNICAL BID

1. Name of Company/ Firm/Agency  
(Attach Certificate of Registration) : \_\_\_\_\_
2. Name of proprietor/Director of Company/ Firm/Agency : \_\_\_\_\_
3. Full address of Registered Office(With Telephone No./  
Email address /Fax.No. : \_\_\_\_\_  
: \_\_\_\_\_
4. Full address of operating/Branch Office : \_\_\_\_\_  
: \_\_\_\_\_
5. PAN/GIR No./(Attach self attested copy) : \_\_\_\_\_
6. Service Tax/GST Registration No. (Attach self attested copy) : \_\_\_\_\_
7. Additional information if any (Attach separate sheet if any) : \_\_\_\_\_
8. Details of Earnest Money Deposit (DD/P.O No. & Date)  
(drawn on Bank) : \_\_\_\_\_

Date:

Place:

Signature of the authorized person \_\_\_\_\_

Name:

Seal :



AMC of photocopier Machines installed in Employment News office

DECLARATION

I \_\_\_\_\_ Son/Daughter /Wife of  
Sh. \_\_\_\_\_ Proprietor/Director authorized signatory of the Company/  
Firm/Agency mentioned above, is competent to sign this declaration and execute this  
document.

2. I have carefully read and understood all the terms and conditions of the tender for award of Annual Maintenance Contract in respect of the photocopiers installed in the Employment News Office and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place:

\_\_\_\_\_  
Signature of authorized person

Full Name: \_\_\_\_\_  
Seal \_\_\_\_\_



**AMC of photocopier Machines installed in Employment News office**

**Annexure-II**

1. Name of Company/ Firm/Agency : \_\_\_\_\_
2. List of photocopier machines installed in the Employment News office:

| S.No. | Model/make      | Qty. | AMC rate (annual for each machine) |
|-------|-----------------|------|------------------------------------|
| 1.    | Ricoh MP 2501SP | 1    |                                    |
| 2.    | Ricoh MP 2001L  | 1    |                                    |
| 3.    | Ricoh MP 2000Le | 1    |                                    |
| 4.    | Sharp AR 5731   | 1    |                                    |
| 5.    | Sharp AR 5620 N | 1    |                                    |
| 6.    | Sharp AR 5516 N | 1    |                                    |
| 7.    | Canon IR 2318L  | 1    |                                    |
| 8.    | Kyocera 2201    | 1    |                                    |

3. Rate for consumables:

| Sl.No. | Model/make      | Rate for tonner cartridge | Rate for drum kit | Rate for fuser kit | AMC rate(annual for each machines) |
|--------|-----------------|---------------------------|-------------------|--------------------|------------------------------------|
| 1.     | Ricoh MP 2501SP |                           |                   |                    |                                    |
| 2.     | Ricoh MP 2001L  |                           |                   |                    |                                    |
| 3.     | Ricoh MP 2000Le |                           |                   |                    |                                    |
| 4.     | Sharp AR 5731   |                           |                   |                    |                                    |
| 5.     | Sharp AR 5620 N |                           |                   |                    |                                    |
| 6.     | Sharp AR 5516 N |                           |                   |                    |                                    |
| 7.     | Canon IR 2318L  |                           |                   |                    |                                    |
| 8.     | Kyocera 2201    |                           |                   |                    |                                    |

Date:

Place:

\_\_\_\_\_  
Signature of authorized person

Full Name: \_\_\_\_\_

Seal \_\_\_\_\_



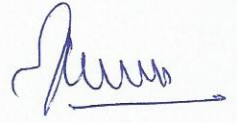
## TERMS AND CONDITIONS

### General

1. This contract is likely to be for a period of one year unless it is curtailed or terminated by this office owing to deficiency of service, substandard quality of service provided, breach of contract etc.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and Employment News office.
3. The contract may be extended, on the same terms and conditions with some addition/deletion/modification for a further specific period mutually agreed upon by successful service providing Company/firm/Agency and Employment News office.
4. The contracting Company/firm/Agency shall not be allowed to transfer, assign pledge or sub contract its rights and liabilities under this contract to any other agency without the prior consent of Employment News office.
5. The tenderer will bound by the details furnished by him to Employment News office, while submitting the tender or a subsequent stage.
6. The consumables supplies should be genuine and manufactured by the original equipment manufacturer. Supply of spurious consumables will invite penal action including termination of the contract and blacklisting/banning of the Company/firm/Agency.
7. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Director/GM-cum-CE, Employment News or other officer nominate by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.
8. The Bid should be accompanied with an Earnest money Deposit(EMD), refundable of Rs. 5000/- (Rupees five thousand only ).
9. The EMD in respect of unsuccessful agencies shall be returned to them without any interest.
10. The successful tenderer will have to deposit within 5 days a Performance Security Deposit of Rs.15000/- (Rupees Fifteen thousand only ) in the form of Fixed Deposit Receipt made in the name of Agency but hypothecated to Employment News , New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.



11. In case of breach of any terms and conditions attached to this contract , the Performance Security Deposit of the agency will liable to be forfeited by Employment News besides annulment of the contract.



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