

No.D-19016/02/2020-21
Government of India
Ministry of Information & Broadcasting
Publications Division
(A&G Section)

Room No. 691, Soochana Bhawan,
CGO Complex, Lodi Road,
New Delhi 110003


Dated : 11, September, 2020

NOTICE INVITING TENDER


Subject: Inviting Bids for Full Service Maintenance Contract of Photocopiers machines installed in the Publications Division & Employment News, New Delhi for the period of one year.

Sealed Bids are invited from reputed Firms/Companies for the Full Service Maintenance Contract (FSMA) of 46 Photocopier machines of different makes, installed in the Publications Division & Employment News, New Delhi.

2. The FSMA will include all spares and consumables (except manpower, power and photocopy paper). The rates should be submitted (in the Tender Form at Annexure – B) on per copy basis- for B&W and Colour Photocopier machines separately. It will be the responsibility of the Company/firm to provide genuine OEM spare parts/toner of the machines and to keep them in proper working order.
3. The total number of machines is about 46 and most of the machines are of Sharp make. The number of the machines would vary from time to time. The machines which are under warranty would automatically come under the AMC from respective date after expiry of warranty and payment would be made on pro-rata basis. The machines which would be condemned during the period would be removed from AMC from respective date and payment for such machines would also be on pro-rata basis.
4. The firm/company must be registered as firm or, a company with the Registrar of Companies. The firm submitting quotation must be financially sound and should have achieved a minimum turnover of Rs. Two Crores per year during the last three financial years through execution of Maintenance Contracts. The firm/company would have previous experience in maintenance of such equipment with at least 5 Government Departments, for maintaining not less than 100 photocopier per year. Necessary papers must accompany therein.
5. The firms should be authorized service provider of Sharp Business System India Ltd. Ink signed letter from OEM must be enclosed with the tender quotation.
6. The firm/company applying for this tender would produce certificates for the previous financial year from the concerned authorities relating to the payment of Service Tax, Income Tax, Works contract Tax and any other tax applicable.
7. The firm shall maintain the equipment as per standard components for replacement, until and unless written order of competent authority of the Deptt. is conveyed, the original specification/characteristics/ features shall not be changed.
8. The firm will prepare separate logbooks for each of the machines to be taken under the AMC.
9. Preventive maintenance will be carried out on quarterly basis.



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10. The vendor may inspect the system/machine on any working days from 11.00 AM to 4.00 PM before submitting the quotation.
11. Payment will be made on monthly basis on production of bills along with satisfactory performance reports from the users of the machines. The payment would be made on the basis of number of pages copies per month. This would also include number of copies scanned, for which toner/cartridges are not required. Therefore, the rates should be quoted accordingly.
12. The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organizations or other-wise.
13. The firm should not have been blacklisted by any Government Department or Semi-Government Department in the past.
14. **The contract will be valid for a period of one year.** The period of contract would be intimated after finalization of the contract. The rates quoted will remain in force for the full period of contact. No demand for revision of rate on any account shall be entertained during the contract period. The contract may be extended for another year on mutual consent and subject to satisfactory performance.
15. The service engineers would take up any reported fault with one hour. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by for the same. No transport charges would be paid.
16. Immediately on award of the contact, the contractor would give a report taking over all equipment (giving their configuration) in working condition. It shall be the responsibility of the firm to keep all the photocopiers satisfactorily throughout the contract period and also to hand over the system to Department in working condition on the expiry of the contract. In case any damage on the systems of the Department is found, compensation, which would be determined by the Department, will have to be paid by the firm.
17. In case of contractor backing out mid-term without any explicit consent of this Department, he will be liable to recovery at higher rates, vis-à-vis, those contracted with it, which may have to be incurred by this Department on maintenance of machines for the balance period of contract through alternative means. The above acts of backing out would automatically debar the firm from any future dealing with this Department and the EMD amount would also be forfeited.
18. If any photocopier is not repaired within twenty-four hours, the firm will provide a stand-by copier. If, however, the firm fails to carry out repairs/provide a stand-by copier within 2 days to the satisfaction of the user, a penalty of Rs. 5,000/- (Rupees Five Thousand only) per day or part thereof will be charged for delay beyond the two days till such time the copier is repaired.


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19. An amount of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft/Fixed Deposit/Bank Guarantee on any scheduled bank in Delhi drawn in favour of Director General, Publications Division must accompany the quotation letter, Earnest Money Deposit (EMD). Quotation received without earnest money will not be considered. The firms who are exempted from furnishing of EMD shall submit the requisite document in support with the quotation. Earnest money received from other unsuccessful tenders will be returned without interest. Successful tenderer shall be required to furnish a performance guarantee of Rs. 1.50 lakh (Rupees One lakh Fifty Thousand only) in the form of Fixed Deposit or Bank Guarantee on any scheduled bank in Delhi drawn in favour of Director General, Publications Division, New Delhi. The performance guarantee will be refundable after successful completion of the contract, after adjust of dues if any, against the contractors.
20. Interested firms may furnish their proposal/rates through two bid system i.e. Technical Bid (Annexure-A) and Financial Bid (Annexure-B).
21. The interested firms may submit separate sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover super scribed "INVITING BIDS FOR FULL SERVICE MAINTENANCE CONTRACT OF PHOTOCOPERS IN PUBLICATIONS DIVISION" addressed to Deputy Director (Admn.), Publications Division latest by 3.00 PM on or before 05th October, 2020. The technical bids will be opened on the same day i.e. 05th October, 2020 at 3.30 PM. The tenderer who desire to be present at the time of opening of Technical Bid may be present at that time. The EMD shall be submitted alongwith Technical Bid. Date and time for opening of Financial bid of the eligible firms would be intimated later on. The financial bids of those bidders who qualify in the technical bid will be opened.
22. Publications Division reserves the right to accept or reject any or all tenders without assigning any reasons.
23. The Court at Delhi/New Delhi shall have the exclusive jurisdiction for all disputes between the parties arising out of this agreement.


(B.K. Biswas)
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ANNEXURE-A

TECHNICAL BID

1	Name	
2	Address of Firm	
3	Registration No.	
4	Date of Registration of the Firm	
5	Details of EMD	
6	Authorization certificate from OEM	
7	Firm's Registration Certificate, PAN and GST number alongwith self attested copies	
8	Turnover of Rs. 2 Crore during the last three financial years through execution of such maintenance contract	
9	Details of experience The certificates/ documentary proofs of the same may be enclosed.	

Signature of Authorized signatory
With stamp and date

B. K. Biswas
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ANEXURE-B

FINANCIAL BID

INVITING BIDS FOR FULL SERVICE MAINTENANCE CONTRACT OF
PHOTOCOPIER IN PUBLICATIONS DIVISION & EMPLOYMENT NEWS

Name of the Firm:

Sl. NO.	MODEL	MACHINE SERIAL NO.	MADE BY	INSTALLED AT (Section, Room No.)	Per copy/scanning maintenance rates (excluding taxes)
1.	AR-5618 N	33004266	SHARP	Sales Emporia, Old Sectt. 196	
2.	AR-5618 N	33054415		Business Wing, 57	
3.	AR-5618 N	43029471		Ajkal Urdu, 601-A	
4.	AR-5618 N	43029731		Yojana Urdu, 601-E	
5.	AR-5618 N	43029721		Ajkal Hindi, 601-D	
6.	AR-5618 N	33004116		Eitor Yojana, 647	
7.	AR-5618 N	33003727		Accounts, 60	
8.	AR-5618 N	33003717		R&I, 694	
9.	AR-6020N	5302001x		Bal Bharti, 645	
10.	AR-6020N	5302005x		Editorial Section, 649	
11.	AR-6020N	5302021x		Dy. Dir (Ed.), 659	
12.	AR-6020N	5302007x		Editorial Section, 656	
13.	AR-6020N	5302003x		Dy. Dir (Admn), 685	
14.	MX-M354U	5502873700		Hindi Section, 682	
15.	MX-M2614N Colour B/W	5300132100		DG Section, 665	
16.	MX-2010 U Colour B/w	5E001674		Art Section, 678	
17.	MX-M356 N	6501662000		Cash Section, 687	
18.	MX-M356 N	6501663000		Editorial Section, 646	
19.	MX-M356 N	6501693000		Production Officer, 666	
20.	MX-M265N			Editorial Section, 655	
21.	MX-M265N			B&R Section, 650	
22.	MX-M265N			Admn.I Section, 692	
23.	MX-M265N			A&G Section, 691	
24.	MX-M265N			Admn. II Section, 689	
25.	MX-M265N			Production Section, 674	
26.	MX-M265N			ADG Office, 660	
27.	MX-M265N			Editorial, 657	
28.	MX-M265N			Journals Unit, 56	
29.	MX-M265N			Despatch Section, 50	!
30.	AR6031Nv			Employment News (Advt Section)	

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31.	AR 5620N			Employment News (Admn Section)	
32.	AR 5516N			Employment News (Accounts (Advt)	
33.	AR6020 NV			Employment News (Cash Section)	
34.	IR-4225	RFX-01706	Canon	Store	
35.	IR-4225	RFX-01694	Canon	Store	
36.	IR-4225	RFX-01669	Canon	Store	
37.	IR-4225	RFX-01208	Canon	Store	
38.	IR-4225	RFX-01706	Canon	Store	
39.	IR-4225	RFX-01725	Canon	Yojana Hindi, 648	
40	IR-2320 L		Canon	Employment News (Accounts cir)	
41	C8520 MFP Colour	L3K5800901	Kyocera	Dir (Admn.) Office, 664	
42	2201		Kyocera	Employment News (Cash Section)	
43	SCX-8128	07xxBIAG500005B	Samsung	Admn.I Section, 692	
44	SCX-8128	07xxBIAG400029Z	Samsung	Business Wing, 50	
45	MP 2501 SP		Ricoh	Employment News (PA to ADG)	
46	MP 2001 L		Ricoh	Employment News (Production Section)	

Any other charges (if applicable)

(Signature of authorized person)

Full Name

Seal

Date:

Place:

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DECLARATION

1. I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the Tender Notice No. D-19016/02/2020-21/A&G dated 11th September, 2020. The terms and conditions of the contract are acceptable.
2. The rates quoted by me/us are for the Full Service Maintenance Contract of Photocopier in Publications Division and Employment News.
3. DD No. _____ dated _____.2020 for Rs. 50,000/- (Rupees Fifty Thousand Only) towards EMD is also enclosed.
4. I/We hereby undertake that the decision of the Department of Commerce in this regard as well as the matter of dispute arising due to the provision of the contract shall be final and abiding by us and also. I/We undertake not to make any representation against the decision of the Publications Division.

Signature of the tenderer

Name of the tenderer

Name & Full Address of the firm:

Tel/Fax/Mobile No.:

Seal & Stamp of the Firm:

Dated:

Place:

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