

No. MoES/2/23/2010-Genl.
Government of India
Ministry of Earth Sciences

Prithvi Bhawan, Lodi Road,
New Delhi-110003,
Dated 25/02/2013

Tender Notice
Annual Maintenance Contract

Subject:- Quotations for rates for comprehensive Annual Maintenance Contract of fax machines installed in the Ministry of different rooms at Prithvi Bhawan, Lodi Road, New Delhi-110003.

Sealed quotations are invited by this Ministry from registered firms for full Comprehensive Maintenance/Services Contract of various make of fax machines for a period of one year as per details given below.

2. FULL MAINTENANCE CONTRACT (Comprehensive) for the following fax machines:-

SL. No.	Make	Model
1.	Panasonic	KXMB2030SX
2	Panasonic	KX- FL422
3.	HP color laser	CM2320NF
4.	CANAN	MF - 4150
5.	Panasonic	KX –MB2030SX
6.	Panasonic	KXMB - 772
7	Panasonic	KXMB2030SX
8	Panasonic	MXFL 422
9	Panasonic	KXMB2030SX
10	Sumsung	SCX -4521 F
11	Panasonic	KX MB- 772
12	Panasonic	KXMB2030SX
13	Panasonic	KX – FL422

3. You are requested to send your quotations in a sealed cover (Technical & Financial Bid in separate sealed covers) superscribed “Quotation for

maintenance/ service of Fax Machines” which should reach on or before 19 March, 2013 by 2.30 p.m. The quotation will be opened at 3.00 p.m. on same day in room No.01. You may like to be present at the time of opening of the quotations, if you desire. The rates may be quoted for Comprehensive Maintenance Contract which includes all spare parts and inclusive of **all repairing and change of parts of Fax Machines.**

4. The firm should be in existence for over five years in the trade with the maintenance business of fax machine. The bidders’ turnover in terms of earning within India during the three financial year i.e.2009-12 should be ` 20 lakh or higher each year from fax machine AMC related services and should be supported by documentary evidence.

5. The quotation may be dropped in the Tender Box kept at Ground floor in room No.01 by 2.30 p.m. on 19 March, 2013 along with demand draft of ` 5000/- (Rupees five thousand only) (refundable without interest in case of unsuccessful bidders) drawn in favour of the D.D.O., Ministry of Earth Sciences, Prithvi Bhwan, Lodi Road, New Delhi – 110003. The amount of Demand Draft of the successful bidder will be kept by the Ministry as security deposit and the same will be returned to the concerned firm on written request after two months of the expiry of the contract and no interest on it will be paid. Quotation not supported with the demand draft for the said amount will not be entertained.

6. In the case of successful bidder, their Earnest Money Deposit will be returned vender only after submission of 10% performance security of total cost of the contract at the time of signing of Agreement.

7. **Term & Conditions:-**

- a.) The maximum breakdown time of any fax machine is 4 hours and your engineer should response within 2 hour after receiving the call. If engineer of the firm does not entertain a complaint within stipulated time, in that case an amount of Rs.100/- per day in token of penalty will be charged from the concerned firm. However, the Ministry will not be bound to tolerate the delay for more than one day.
- b.) The repair servicing work etc. would be carried out in the premises of the Ministry.
- c.) Only such work which cannot be done in the office premises will be allowed to be done outside with the written permission of the

undersigned and for this purpose no extra payment would be made. No transportation charges will be paid by the Ministry.

- d.) **The payment will be made on quarterly basis subject to the satisfactorily services.**
- e) The company will instruct their engineer(s) to obtain satisfactory reports from the concerned officers as these reports will be required at the time of release of installments of AMC.
- f) The firms which are registered for such work and having the service tax number will only be entertained.
- g) The company will be responsible for handing over all the instruments in perfect working condition along with the accessories.
- h) The firms who are on the AMC of Ministries/Department of Central Government of India are requested to enclose the copy of the same.
- i) The Head of the Ministry reserves the right to terminate the contract at any time during the contract period, if he feels that the services rendered by you are not satisfactory.

8. Only quotations of those firms who quote strictly (**separately for both technical & financial as stated above**) will be considered by this Ministry. Submission of quotation will not place this office under any obligation to award the contract and no expenses incurred by you in this regard will be payable by this department.

8. The decision of the Ministry shall be final and binding. The Ministry reserves the right to cancel the tender if any false information is provided or performance does not match with the requirement of the Ministry.

9. The submission of the tender will not bind this Ministry under any obligation to place the order and expenses incurred by the bidder will not be payable by this office. The Ministry reserves the right to reject any or all quotations without assigning any reason.

10. You are also requested to submit the additional information in respect of Sale Tax /Income Tax Registration No. and their latest clearance certificates. Turnover of the firm for the last financial year (along with proof) at Technical bid as per Form 1 to 5 enclosed.

11. In the matter of any dispute between the parties regarding the terms and conditions of the contract and execution thereof, the matter shall be referred to Arbitrator(s) as may be decided by the Secretary (MoES)/JS(A) for Arbitration under the Arbitration & Conciliation Act, 1986. The firm or contractor shall not

question the decision of arbitrator(s) on the ground that Arbitrator(s) is/are Government Servant(s). The decision of Arbitrator(s) shall be final and binding on the parties.

12. The tender notice is also available on Ministry website [www. moes. gov. in](http://www.moes.gov.in).

Yours faithfully,

(Tarun Sood)
Administrative Officer (Genl.)
Tel. 24669596

Annexure – I

Part -1 Qualification Bid

Please complete the form and enclose necessary documents where required otherwise the tender will be rejected

FORM –I

PROFORMA

To,

The Director (Admn.)
Ministry of Earth Sceinces,
Prithvi Bhawan, IMD Campus,
Lodi Road, New Delhi – 110003.

Subject:- Quotation for Comprehensive Annual Maintenance Contract of Fax Machine of the Ministry of Earth Sciences.

Sir,

The undersigned have read and examined in detail the tender document in respect of Comprehensive Annual Maintenance Contract of fax machine of the Ministry of Earth Sciences and do hereby express our interest to provide such services.

Correspondence Details:

Our correspondence details are:

1.	Name of the company	
2.	Address of the company	
3.	Name of the Contract person to whom all references shall be made regarding this tender.	
4.	Designation and address of the person to whom all references shall be made regarding this tender.	
5.	PAN and Service Tax details	
6.	Telephone with STD Code	
7.	E-Mail of the contact person	
8.	Fax No. (with STD Code)	

Documents forming part of the bid:

We have enclosed the following:

- i. Form 2. Minimum Eligibility
- ii. Form 3. Prior Experience
- iii. Form 4. Declaration letter
- iv. Form 5. Financial Bid (to be put under separate sealed cover)
- v. Letter of authorization in the name of the contact person representing the company
- vi. Earnest Money Deposit.

Thanking you,

Yours faithfully,
(Signature of the Authorized person)

Name:

Designation:

Seal:

Date:

Place:

Business Address.

MINIMUM ELIGIBILITY

The details in respect of the company are as given under:

Sl. No	Particulars			
1.	Name of the company			
2.	Year of Registration/Incorporation (Proof to be attached)			
3.	Number of Employees as on March, 31,2012.			
4.	Annual Turnover (along with Proof)	Financial Year		
		2009-10	2010-11	2011-12
5.	Sales Tax/Income Tax Registration No. (Proof to be attached)			
6.	Sales Tax/Income Tax Clearance Certificate (Proof to be attached)			
7.	Whether EMD enclosed			
8.	Whether separate envelops prepared i) One for technical bid and ii) For finance bid			
9.	Registration No. ESI & EPF			

Yours faithfully,

(Signature of the Authorized person)

Name:

Designation:

Seal:

Dated:

Place:

Business Address:

FORM – 3

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Agency to whom similar work was provided by the Company during the last two years)

Name of the Government organizations/PSU's / corporate etc. along with their address and details of contact person from whom similar order was received and carried out (Proof to be attached)	
Whether the firm has requisite infrastructure at Delhi/NCR to be the job in urgent manner & sufficient manpower to be the job timely.	

Yours faithfully,

(Signature of the Authorized person)

Name:

Designation:

Seal:

Dated:

Place:

Business Address:

Declaration

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public sector Undertaking/corporate in India.

Yours faithfully,

(Signature of the Authorized person)

Name:

Designation:

Seal:

Dated:

Place:

Business Address:

**PROFORMA FOR FINANCIAL BID
(TO BE PUT SEPARATELY UNDER SEALED COVER)**

9. Name of the Company, address, etc.

10. Details of rate quoted:

Including all taxes	
Excluding taxes	

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration).

Note:- No cutting or over-writing will be allowed. Any financial bid with over – writing or cutting will be disqualified.

DETAILS AT ANNEXURE – II

Yours faithfully,

(Signature of the Authorized person)

Name:

Designation:

Seal:

Dated:

Place:

Business Address:

CHECKLIST

Please Complete the form and enclose necessary documents where required otherwise the tender will be rejected.

Bid Particulars for Tender

1) Name of the bidder-----

2) Address of the Bidder-----

Telephone:

E-mail

3) Bidder's proposal number and date -----

4) Name & address of the officer to whom all references shall be made regarding this tender:-----

Telephone:

Fax:

E-mail:

5) Earnest Money: **Yes / No**

Bank / Demand Draft Date	Bank / Demand Draft No.	Drawn on Bank	Bank

6) No of years of experience:

(Attach certificates from clients – for successful running)

7) Turnover papers attached - **Yes / No**

8) No of Trained Engineer –

- 9) Qualification of resident customer support engineers
- 10) Service Station / maintenance facility (in Delhi)
- 11) Copy of Income Tax Returns: - **Yes / No**
(Attached attested copies)
- 12) Sales Tax Registration Certificate: **Yes / No**
- 13) Declaration that the firm has never been black listed : **Yes / No**
- 14) Pan No; **Yes / No**
- 15) Whether the tender shall furnish the performance security if required:
Yes / No
- 16) I / We have read all the terms and conditions of the tender and accept them in full : **Yes / No**

(Signature)
Seal

-----witness -1

(Signature)

Name -----

Designation-----

Company-----

Date -----

-----witness -2

(Signature)

Name -----

Designation-----

Company-----

Date -----

I / We declare that the information supplied above is correct to the best of my / our knowledge.

(Signature)