

No.MoES/6/22/2009-Genl  
Government of India  
Ministry of Earth Sciences  
\*\*\*\*\*

‘Mahasagar Bhavan,’  
Block No.12, CGO Complex,  
Lodi Road, New Delhi – 110 003  
Dated:31.12.2009

**Tender Notice**

**Subject:-** Quotations for rates for comprehensive Annual Maintenance Contract of Photocopiers installed in the Ministry of different rooms at CGO complex and India Meteorological Department Complex, Lodi Road, New Delh-110 003.

Sealed quotations are invited by this Ministry for the full Comprehensive Maintenance/Services Contract of various make photocopier machines for a period of one year as per details below. These are installed in Block-12 & 9, CGO complex, Lodi Road, New Delhi and India Meteorological Department Complex, Lodi Road, New Delhi.

**2. FULL MAINTENANCE CONTRACT (Comprehensive) Consisting of the following work:-**

- a) Rate of per photocopy to be made on the photocopiers
- b) Repair and replacement of any defective parts with spare parts free of cost with the same make as of the machines
- c) Cleaning of photocopier machines every fortnight

**3. Brief description of Photocopier Machines**

**A. Black and White Photocopiers**

Sl. No.	Model	No. of machines
1	Xerox Pro 420	1
2	Sharp AR 5320	1
3	Canon iR2016	5
4	Canon iR3570	2
5.	Canon iR3045	1
5	Minolta Di-351	1
6	Toshiba e-Studio-160	1
7	Toshiba e-Studio-161	1
8	Toshiba e-Studio-16	1
8	Ricoh Aficio 2015	1
10	Toshiba 352	1

**B. Colour Photocopiers**

Sl. No.	Model	No. of machines
1	Toshiba 2500c	2nos.

4. You are requested to send your quotations in a sealed cover (Technical & Financial Bid in separate sealed covers) superscribed "Quotation for maintenance/service of Photocopier Machines" which should reach on or before 22<sup>nd</sup> January, 2010 by 2.30 p.m The quotation will be opened at 3.00 p.m. on 22<sup>nd</sup> January, 2010 in room No.121-122 (Conference room). You may like to be present at the time of opening of the quotations, if so desired. The rates may be quoted for Comprehensive

Maintenance Contract which includes all spare parts, consumables and inclusive of all repairing and change of parts of Photocopier Machines. A firm should be authorized service provider. Preference will be given to those firms who have authorization for all makes. In this regard a self attested copy may be attached along with the technical bids.

5. The quotation may be dropped in the Tender Box kept at Ground floor of Block-12 by 2.30 p.m. on 22<sup>nd</sup> January, 2010 along with demand draft of Rs.5000/- (Rupees five thousand only) (refundable without interest in case of unsuccessful bidders) drawn in favor of the D.D.O., Ministry of Earth Sciences, Block-12, CGO Complex, 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. ***Term & Conditions:-***

- a) The company shall depute an engineer on all working days between 9.00 A.M to 5.30 P.M. for looking after the work and in case of an emergency, if reported so, beyond office hours.
- b) **The maximum breakdown time of any photocopier is 4 hours and your engineer should response within 2 hour after receiving the complaint and do the needful repairing immediately. In case, the 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.**
- c) The repair servicing work etc. would be carried out in the premises of the Ministry.
- d) 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.
- e) **The payment will be made on quarterly basis after the expiry of three months subject to the satisfactorily services.**
- f) The company will instruct their engineer(s) to obtain satisfactory reports from the concerned officers as these reports will be required to release of installments of AMC.
- g) Only the firms which are registered for such work and having the service tax number will only be entertained.
- h) The company will be responsible for handing over all the instruments in perfect working condition alongwith the accessories.
- i) The firms who are on the AMC of Ministries/Department of Central Government of India are requested to enclose the copy of the same.
- j) 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.

7. 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 (alongwith 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 department website [www.moes.gov.in](http://www.moes.gov.in).

Yours faithfully,

(KS Subramanian)  
Section Officer (Genl)  
Tel:-24306891

PROFORMA

To

The Deputy Secretary (Admn.),  
Ministry of Earth Sciences,  
Mahasagar Bhavan, Block – 12,  
CGO Complex, Lodi Road,  
New Delhi – 110 003

Subject: Quotation for Comprehensive AMC of Photocopier Machines installed in the Ministry

Sir,

The undersigned have read and examined in detail the tender document in respect of Comprehensive AMC of Photocopier Machines of the Ministry and do hereby express out 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)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

**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, 31,2006	
4.	Annual Turnover (alongwith Proof)	2008-09
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 envelopes prepared I. One for technical bid and II. For finance bid	

Yours faithfully,

(Signature of the Authorized person)

Date:

Place:

Business Address:

Name:

Designation:

Seal:

**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 etc. alongwith 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 do the job in urgent manner & sufficient manpower to do the job timely	

Yours faithfully,

(Signature of the Authorized person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

**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 in India

Yours faithfully,

(Signature of the Authorized person)

Date:

Place:

Business Address:

Name:

Designation:

Seal:

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

1. Name of the Company, address, etc.

2. Details of rate quoted:

(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

**TABLE**

Sl. No.	Description of work	Rate per units

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:



### 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:

Fax:

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:

Telex:

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

Bank/ Demand Draft Date	Bank Demand Draft No.	/	Drawn Bank	on	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) Service Station / Maintenance Facility:  
(In Delhi)

10) Copy of Income Tax Returns: **Yes/No**  
(Attached attested copies)

11) Sales Tax Registration Certificate: **Yes/No**  
(Attested copy attached)

12) Declaration that the firm has never been black listed: **Yes/ No**

13) PAN No.: **Yes/No**

14) I /WE have read all the terms and conditions of the tender and accept them in full:  
**Yes/No**

**(Signature)**

seal

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

(Signature)

Seal