

File No. 16-4/2017-GA
Government of India
Ministry of Culture

Sub: Comprehensive Annual Maintenance contract for various types of Photocopy Machines installed in the Offices under Ministry of Culture – reg.

This is regarding awarding of maintenance contract of various make photocopiers in the Ministry of Culture. In this regard, it is stated that the Full Service Maintenance Contract for various photocopiers of various manufactures in the Ministry has already expired. Details of machines available for AMC and the date of expiry of FSMA are given below:-

Sl. No.	Machine Make	Installed at	Date of expiry of contract
1	Sharp, 5516	320, C-Wing, Shastri Bhavan	31 st October, 2016
2	Sharp, 5631	Cash Sec., 330-B, C-Wing, Shastri Bhavan	-do-
3	Sharp, 453N	Estt. Sec., 330-A, C-Wing, Shastri Bhavan	-do-
4	Sharp, 453N	CR Sec. Ground Floor, C-Wing, Shastri Bhavan	-do-
5	Sharp, 453N	GIA, NAI Annexe	-do-
6	Sharp, 5516	A&A Sec., CSL	-do-
7	Sharp, 453N	S&F Sec., 2 nd Floor, INA	-do-
8	Sharp, 453N	IFD Sec., 202, D-Wing, Shastri Bhavan	-do-
9	Sharp, 453N	Dir (OL), CSL	-do-
10	Sharp, 453N	ZCC Sec., 2 nd Floor, INA	-do-
11	Sharp, 452N	ICR Sec., 335, C-Wing, Shastri Bhavan	-do-
12	Sharp, 2700N	Secy(C), 502, C-Wing, Shastri Bhavan	-do-
13	Sharp, 6616	US(AR/IT), CSL Building	-do-
14	Canon 2545	PS to AS, 335, C-Wing, Shastri Bhavan	19.6.2016
15	Canon 3245	FOI Cell, CSL	3.6.2019
16	Canon 3245	Dir (DP), 321 C-Wing, Shastri Bhavan	29.6.2016
17	Canon 3245	Office JS, Puratatva Bhawan	29.3.2016
18	Canon iRADV4245	Office of HCM	Warranty expired on 15.09.2016
19	Canon iRADV4245	Office of Secretary (C)	Warranty expired on 15.10.2016
21	Ricoh, 4000B	Room No. 333 C-Wing, Shastri Bhavan	29.03.2016
22	Ricoh-4500	2 nd Floor, INA	03.06.2015
23	Ricoh-5000	P Arts, 2 nd Floor, INA	03.06.2015

[Handwritten Signature]
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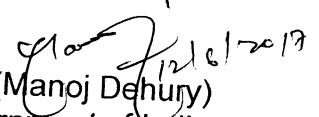
2. The rates may be quoted as "Per Copy" basis. Under FSMA the firm will provide all spare parts/toners etc. for these machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc. It shall be the responsibility of the firm to maintain all the Photocopy 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 long repair. There are some photocopier machines which are under warranty. The vendor will be required to make liaison with the O.E.M. for maintenance of these Photocopier Machines. AMC in respect of these Photocopiers will be assigned to the firm at the expiry of the warranty.
3. The bidders should have at least five years work experience in Govt. Offices and have undertaken AMC/FSMA work costing not less than Rs. 10 lakhs in single Ministry/Department. Only Authorised Service Providers of any of the OEM viz: Sharp, Kyocera, Canon, Ricoh or any other leading Manufacturer is eligible to apply for FSMA. The Tenderer is required to submit a certificate to this effect. Spare parts and consumables will be made available from the O.E.M. They should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and they should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected. The Tenderers should have not been blacklisted, terminated and debarred by any organization/Govt. Department. Undertaking to this effect may be submitted.
4. Tenders have to submit 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 their 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. Tenders are to be submitted along with refundable earnest money of Rs. 20,000/- (Rupees twenty thousand only). The earnest money will have to be in the form of a crossed demand draft/Pay order in favour of "PAO, Ministry of Culture", 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 and the same in respect of the successful contractor will be retained by this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit. 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.

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7. 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.
8. The rates quoted by the firm will not be enhanced during the period of contract in any case.
9. Monthly servicing of the machines or as and when asked for in emergent cases be got done by the experienced service engineer.
10. Comprehensive Annual Maintenance Contract for photocopy machines can be considered for renewal for further period subject to satisfactory performance of the firm.
11. The FSMA payment shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory reports received from the users.
12. The Contract can be terminated at any time during the currency of the contract by the competent authority in the Ministry 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. The contract shall be subject to the Indian laws and jurisdiction of the Courts located in Delhi.
13. For quoting the rates for FSMA of photocopy machines, the bidder shall give the total composite price and the price needs to be individually indicated against each Type/Make of the Photocopier Machines. If the Tenderer is offering any discount, he/she should mention it clearly and quote the net rate in the Financial Bid
14. The various type of photocopier machines as mentioned under Para 1 above, can be checked on any working day at the Offices of Ministry of Culture located in Shastri Bhavan, NAI Annexe, and 2nd Floor, Puratatva Bhawan, INA, New Delhi before submitting the Quotations by the interested parties. If any of the machines require repair before entering into the Contract, it should be clearly mentioned and the cost of repair may be quoted separately.
15. Quotations should be submitted in two separate envelopes, i.e. one for technical bid and the other for financial bid. In technical bid the tenderer is required to submit all documents as required under this tender. Envelop should be super scribed as "Technical Bid for Tenders for FSMA of photocopier machines of manufactures _____". All pages of the tender are required to be signed by the authorized signatory of the firm.

16. The quotation should be addressed to the undersigned. Sealed Tenders may be dropped in the Tender Box placed in Room No. 330, C Wing, Shastri Bhawan, New Delhi latest by 3:00 PM on 30th June, 2017. The tenders will be opened on same day at 3:30 PM in the presence of tenderers or their authorized representatives. The Tender Committee will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

17. Tenders not in the sealed cover or not accompanied by earnest money/photocopies of documents or received after the closing date and time will be rejected.


(Manoj Dehury)


Under Secretary to Government of India
Tel No. 011-23381223

To

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

LIST OF MACHINES AVAILABLE FOR FSMA

Sl. No.	Machine Make	Installed at
1	Sharp, 5516	Dir(CDN) 320, C-Wing, Shastri Bhavan
2	Sharp, 5631	Cash Sec., 330-B, C-Wing, Shastri Bhavan
3	Sharp, 453N	Estt. Sec., 330-A, C-Wing, Shastri Bhavan
4	Sharp, 453N	CR Sec. Ground Floor, C-Wing, Shastri Bhavan
5	Sharp, 453N	GIA, NAI Annexe
6	Sharp, 5516	A&A Sec., CSL
7	Sharp, 453N	S&F Sec., 2 nd Floor, INA
8	Sharp, 453N	IFD Sec., 202, D-Wing, Shastri Bhavan
9	Sharp, 453N	Dir (OL), CSL
10	Sharp, 453N	ZCC Sec., 2 nd Floor, INA
11	Sharp, 452N	ICR Sec., 335, C-Wing, Shastri Bhavan
12	Sharp, 2700N	Secy(C), 502, C-Wing, Shastri Bhavan
13	Sharp, 6616	US(AR/IT), CSL Building
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16	Canon 3245	Dir (DP), 321 C-Wing, Shastri Bhavan
17	Canon 3245	Office JS, Puratatva Bhawan
18	Canon iRADV4245	Office of HCM
19	Canon iRADV4245	Office of Secretary (C)
21	Ricoh, 4000B	Room No. 333 C-Wing, Shastri Bhavan
22	Ricoh-4500	2 nd Floor, INA
23	Ricoh-5000	P Arts, 2 nd Floor, INA


 (Manoj Denury)

Under Secretary to Government of India

PROFORMA FOR FINANCIAL BID
 (Award of FSMA of photocopier machines in the Ministry of Culture)

Financial Bid Documents

Tender No. 16-4/2017-GA

Sl. No.	Description		Per copy charges for maintaining the machines including plastic parts in proper order throughout the contract period	
			Rate per copy in figures	Rate per copy in words
1	Sharp	Black		
		Colour		
2	Canon	Black		
		Colour		
3	Ricoh	Black		
4	Kyocera*	Black		
		Colour		

*Kyocera machines are under extended warranty period, will be available for FSMA on expiry of warranty.

Note:- Rates of each of the taxes i.e. Service Tax, VAT and other Taxes, as applicable, may be indicated separately.

Tax Rate in%	
VAT	
Other Taxes (please specify)	
Service Tax	

(Name & Signature of authorized signatory with stamp)

PROFORMA FOR TECHNICAL BID

(Award of FSMA of photocopier machines in the Ministry of Culture)

Qualifying Bid Documents

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

Tender No. . 16-4/2017-GA

Sl. No.	Details	
1	Name of Company/Firm	
2	Address with Tele No., email	
3	Contact person's name, phone number and mobile number	
4	Essential Details (Self Attested copies to be enclosed)	
	I Proof of execution of Photocopy work during last three years with various Government Departments/PSUs etc. The experience certificate should be issued by officers of the level of Section Officer and above.	
	II Experience of having successfully undertaken at least one similar work of FSMA of photocopier machines, valued not less than 10.00 lakhs in a single year, during any one the last three years	
	III Annual turnover certificate certified by Chartered Accountant for an amount of Rs. 15 lakhs (Rupees fifteen lakhs only) or more during last three years	
	IV Copies of PAN Card, ITR of last three years, Service Tax and VAT registration certificates;	
	v Details of firm/company in case of Partnership Firm.	
5.	Details of EMD of Rs. 20,000/-	
6.	Address of the service provider with are of premises & Telephone/Mobile & Fax No.	
7.	Whether premises is owned or rented.	

Declaration

I hereby certified that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any statge, the company will be blacklisted and will not have any deavling with the Ministty in future.

(Name & Signature of authroised signatory with stamp)