

TENDER NOTICE

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Subject:-Tender for Comprehensive Annual Maintenance Contract (AMC) of Risograph (Ez-3700) machine in the Ministry of Statistics & Programme Implementation – reg.

Sealed tenders/ Quotations are invited for Annual Maintenance contract of Risograph(Ez-3700) machine in the Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi.

2. Sealed tenders/ quotations should be submitted to the undersigned latest by **3.00 PM 08.02.2018** at the address “ **The Under Secretary (Genl) , Ministry of Statistics & PI, Room No. 131, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.**” The words “ AMC / Tenders for the Risograph machine” may be superscribed on the envelope. The quotation will be open at 3.30 PM on the same day and the representative of the firm may be present, if so desire.

3. The terms & conditions of the contract for the Digital Duplo Machines are as under :-

- I. The initial period of contract is one year from the date of award of contract, the contract is extendable further another year with the mutual consent of the Ministry and firm.
- II. The firm should have sufficient experience of atleast 3 years of doing aforementioned maintenance job of Duplicators in the Government Department/ Ministries. A proof of current AMC services of the Ministry/ Department must be enclosed.
- III. The firm should also have Registration/ PAN/ Service Tax Numbers/ GST numbers etc.
- IV. The firm will also maintain a call register and make service report to this Ministry before release of the payment.
- V. The repair work of the Machines are to be carried out in the premises of this Ministry and no relaxation would be given to take out any part/ machines outside the premises for repairing etc.
- VI. During parliament session the firm should provide an engineer to the Ministry who will be available 24X7 in the Ministry during office hours and late hours. However, the Ministry will not pay any extra amount of the work.
- VII. The company will submit the estimate for replacement of parts(which are not covered under AMC) on receipt of a written letter.
- VIII. The complaint should be attended promptly on receipt of telephone call including on holidays(especially during parliament session).
- IX. The quotation should be accompanied by earnest money of Rs. 5000/- (five thousand only) through a demand draft on any scheduled bank in Delhi / New Delhi drawn in favour of Pay & Accounts Officer, Ministry of Statistics & PI New Delhi. The earnest money received from the tenderers will be returned without interest immediately after the process of selecting the award is over.
- X. The contract can be terminated by the Department at any time without assigning any reason. If the work of the contractor is found to be unsatisfactory, it would be entrusted

A. Singh cont-2/-

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- to any other party at the risk and expenses of the defaulting contractor. In this connection, decision of the Department shall be final and binding upon the contractor.
- XI. The successful bidder will have to furnish a Security Deposit of Rs. 5000/- (Rupees five thousand only) within 7 days from the date of giving intimation to him to acceptance of his tender. The Security deposit shall be in the form of Demand Draft favoring Pay & Accounts Officer, Ministry of Statistics & PI., New Delhi. The Security deposit will be refundable after the expiry of the contract period successfully and to the satisfaction of the competent authority. The Government has the right to forfeit the security money, in case of non-cooperation, disobedience of the instruction, non-attending of the complaint within time or due to any damage of equipment on the part of the bidder/employees of the bidder etc.
- XII. No advance payment shall be made to the agency, however quarterly/ halfyearly payment shall be made subject to satisfactory report received from the users. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract.
- XIII. The firm black listed at any point of time by any Ministry/Department need not apply. In case, the fact is concealed and it will come to the notice of the Government during the period of contract, the contract will be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract his bid will be rejected outright.
- XIV. If any complaint is not undertaken within a day, if the replacement of parts/ consumable under AMC a penalty of Rs. 200/- (Two hundred only) will be charged or part thereof for delay beyond the two days till such time the machine is repaired.
- XV. Before submitting the contract the firm must submitting the undertaking that I have read the terms and conditions and are acceptable to me/us.
- XVI. If any dispute or difference of any kind whatsoever shall arise between the MOSPI and Vender in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- XVII. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted as per "Arbitration and Reconciliation Act, 1996 in the Courts at Delhi/ New Delhi.
- XVIII. The Ministry reserves the right to reserve the lowest or any other tender/quotation without assigning any reason thereof.

Yours faithfully,


(Rajendra Singh)
Under Secretary (Genl.)
Tel. 23345596

Copy to:-

1. NIC Cell, Ministry of Statistics & PI.
2. DDG, Computer Centre, R.K. Puram, New Delhi. with the request that this may please be displayed on the web site of this Ministry.

Sub: Proforma for Annual Maintenance Contract (AMC) For Risograph EZ-3700.

In response to your Tender Notice for the above mentioned contract, I/We, a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender with the following particulars:

1. Constitution & Nature of Firm :-
(Whether sole proprietor / partnership firm/ Private/Public limited company Name of the Firm)
2. Year of establishment :-
3. Registration Number :-
4. Registered Postal Address :-
5. a. Telephone No.:-
b. Fax No.:-
c. Mobile No. :-
6. PAN/ GST/ Service tax No. (copy must attached).
7. Similar work experience :- (copy must enclosed).

8. We hereby offer the rates for **Annual Maintenance Contract (AMC) and consumables are as detailed below;-**

Sl. No.	Make Model	Qty.	Annual maintenance contract value	GST/ taxes	Total
1.	Risograph (EZ-3700)	1			
2.	Risograph Master	1 (unit)			
3.	Risograph ink 1000 ml.	1 (unit)			

In accordance with the terms and conditions as indicated by you in the said document. I/We will always keep the MOSPI indemnified of any claim/damages that MOSPI may have to pay with respect to the service. The MOSPI reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The MOSPI further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Signature

(Name)

Date

(Signed as proprietor/partner/Director who holds power of Attorney on behalf of the Firm)

Name of Firm/ stamp

R. S. S. S.