

No. D-17015/2/2009-Genl.
Government of India
Ministry of Statistics & PI

Sardar Patel Bhawan,
Sansad Marg, New Delhi-110040
Dated; 04.09.2015

SHORT TENDER NOTICE

Subject:-Tender for Annual Maintenance Contract (AMC) of Risograph (Ez-3700) equipped with this Ministry for a period of one year - reg.

Sealed tenders/ Quotations are invited for Annual Maintenance for Risograph (Ez-3700) in the Ministry of Statistics & Programme Implementation from reputed firms having similar contract in Govt. Ministry/ Deptt. in Delhi and sufficient experience for that field.

2. The Risograph (EZ 3700) is presently in good working condition and under AMC. Interested bidders may inspect the machine during office hours from Monday to Friday (excluding holidays) at the premises of the Ministry before rates are quoted.

3. Sealed tenders/ quotations should be submitted to the undersigned latest by **3.00 PM on 25.09.2015** at the address "**The Under Secretary (Genl.), Ministry of Statistics & PI, Room No. 201, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.**" The bids will be submitted in the separate envelopes in sealed cover containing (technical and Financial) and placed in another envelop. The words "Tenders for the AMC of Risograph (EZ-3700) " may be superscribed and must be dropped in the Tender box kept at Ground floor of Sardar Patel Bhawan, New Delhi. The Technical bids will be opened at 3.30 PM on the same day and the representative of the firm may be present, if so desire.

4. The terms & conditions of the contract for the Risograph (EZ-3700) Machine is as under :-

- a. The firm should also have sufficient experience of atleast 3 years of doing aforementioned maintenance job in the Government Department/ Ministries.
- b. The ~~form~~ ^{firm} should also have Registration/ PAN/ Service Tax Numbers etc.
- c. The firm will also maintain a call register and submit service report to this Ministry before release of the payment.
- d. The repair work of the Machines are to be carried out in the premises of this Department and no relaxation would be given to take out any part/ machines outside the premises for repairing etc.
- e. The company will submit the estimate for replacement of parts(which are not covered under AMC) on receipt of a written letter.




- f. The complaint should be attended promptly on receipt of telephone call from the Ministry including on holidays(especially during parliament session).
- g. The quotation should be accompanied by earnest money of Rs. 5,000/- (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 awardee is over.
- h. The contract can be terminated by the Department at any time without assigning any reason, if the work of the firm is found to be unsatisfactory, and it would be entrusted to any other party at the risk and expenses of the defaulting firm. In this connection, decision of the Department shall be final and binding upon the contractor.
- i. The successful bidder will have to furnish a performance Security Deposit of Rs.10,000/- (Rs. Ten thousand only) within 7 days from the date of giving intimation to him for 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.
- j. 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 instructions, 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.
- k. No advance payment shall be made to the agency, however quarterly payment shall be made subject to satisfactory report received from the users.
- l. The Contract shall be valid for a minimum period of one year from the date of award of the rate contract. However, the contract period shall be extendable further, subject to satisfactory services, on year to year basis on mutually agreed Terms & Conditions.
- m. The firm black listed at any point of time by any Ministry/Department need not apply. In case, the fact is concealed and it comes 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 outrightly.
- n. If any complaint is not undertaken within a day, if the replacement of and parts/ consumable under AMC are not replaced 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.



o. Before submitting the tender the firm must submit the undertaking that I have read the terms and conditions of the tender and are acceptable to me/us.

p. The Ministry reserves the right to cancel the entire tender process without assigning any reasons thereof.

Yours faithfully,



(Sunder Singh)

Under Secretary to the Government of India

Copy to:-

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

APPLICATION LETTER

To,

The Under Secretary (General)
Ministry of Statistics & PI,
Sardar Patel Bhawan, New Delhi.

Subject: Annual Maintenance Contract (AMC) For Risograph (EZ-3700).

Dear Sir,

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. Name of the firm:-
2. Registration Number ;-
3. Registered Postal Address ;-
4. a. Telephone No. ;-
b. Fax No. ;-
c. Mobile No. ;-
5. Service tax/ PAN No. of the firm:- A proof must be attached.
6. Similar contract for maintenance of Duplicator/ Risograph machines in other Ministry/ Deptt. (contract award letter/ satisfactory performance certificate) must be enclosed. Without proof the tender will not be accepted.
7. I have read the terms and conditions of the tender and agree with the same. It is also certified that I have not been blacklisted by any Ministry/ Deptt.

Yours faithfully,

Signature & stamp

Name of Firm
Address



Financial bid

To,

The Under Secretary (General)
Ministry of Statistics & PI,
Sardar Patel Bhawan, New Delhi.

Subject: Annual Maintenance Contract (AMC) For Risograph (EZ-3700).

Dear Sir,

In response to your Tender Notice for the above mentioned contract, I on behalf of the firmsubmit the Financial bid as under :

1. Rate quoted for AMC :- Rs.....
2. Rate for Risograph (Master)Rs.....
3. Rate for Risograph (Ink 1000 ml.) Rs.....

Yours faithfully,

Signature & stamp

Name of Firm
Address

