

No. D-25013/01/2012-Geni.
Government of India
Ministry of Statistics & PI

Sardar Patel Bhawan,
Sansad Marg, New Delhi-110040
Dated; 01.5.2013

TENDER NOTICE

To,

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Subject:-Tender/ Quotation for Annual Maintenance Contract (AMC) for Fax machines in this Ministry for a period of one year – reg.

Sealed tenders/ Quotations are invited for Maintenance for FAX MACHIENS from reputed firms having business in Delhi and having capacity to provide trained manpower at the office premises located at Sardar Patel Bhawan, Jeevan Prakash Building, and East Block, R. K. Puram, New Delhi.

2. This Ministry is equipped with the different make Fax machines (total nos 61) of the locations of Sardar Patel Bhawan, Jeevan Prakash Building and East Block of R.K. Puram, New Delhi and requires Annual Maintenance Contract on Comprehensive basis for a period of one year extendable to another year after satisfactory service. The number may be increase or decrease may be decided before the contract awarded.

3. Sealed tenders/ quotations should be submitted to the undersigned with enclosed annexure latest by 3.00 PM 17.6.2013 at the address " **The Under Secretary (Geni) , Ministry of Statistics & PI, Room No. 201, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.**" The words " Tenders/quotations for the **FAX Machines** " may be superscribed on the envelope. The quotation 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 FAX MACHINES are as under :-

- i. The term 'maintenance' shall also include rectification of all hardware and software problems / defects and also include cost of all parts / repairs / replacements necessary for the proper maintenance / functioning of the aforesaid systems. No extra charges for any general wear and tear / spare parts, etc. shall also be liable to be made by the MOSPI.

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ANNEXURE - A

S. No.	Make/Model	No. of fax machines	Rate quoted for Comprehensive AMC Inclusive of all taxes and spare parts (except Consumable)	Name of parts included in AMC	Name of Parts Not Included In AMC
01	Panasonic 2030/882/131	11			
02	Canon- L 220/L140/L160 /MFD4150/5750	12			
03	Konika Minolta - 1390	10			
04	Xerox - 3210	04			
05	HP- 390/1319/2320 color/1536	22			
06	Samsung-651p	02			
	Total Machines	61			

Authorized Signatory _____
Name & Stamp of Agencies _____
Mobile No. _____
Telephone No. _____

- ii. The firm must have adequate experience of atleast 5 years of doing aforementioned maintenance job in the Government Department/ Ministries.
- iii. The firm will depute an Engineer/ mechanic to this Ministry on frequently visit with the users and will set right to solve the problem free of cost and get it verified from the respective user that machines are working properly.
- 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 FAX MACHINES is to be carried out in the premises of this Department and no relaxation would be given to take out any MACHINES outside the premises for repairing etc.
- vi. 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 award is over.
- vii. The contract can be terminated by the Department at any time without assigning any reason. If the work of the Vendor/ Contractor is found to be unsatisfactory, it would be entrusted 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.
- viii. The successful bidder will have to furnish a Security Deposit of Rs. 10,000/- (Rs. Ten 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 favouring 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.
- ix. **No advance payment shall be made to the agency, however quarterly 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. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis on mutually agreed Terms & Conditions.**
- x. 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

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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.

- xi. If any complaint is not undertaken within a day, if the replacement of any un serviceable parts not faulty 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.
5. Before submitting the contract the firm must submitting the undertaking that I have read the terms and conditions and are acceptable to me/us.
6. The Ministry reserves the right to reject any or all tender/quotation without assigning any reason thereof.

Yours faithfully,



(V. Talwar)

Under Secretary (Genl.)

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.

**APPLICATION LETTER
(Specimen)**

To

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

Subject: Annual Maintenance Contract (AMC) For Fax Machines.

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. 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. Addresses of Branches, if any. ;-
7. a. Name and address of Directors, in case of Company
b. Name and address of Sole Proprietor
c. Name and address of partners, in case of partnership firm

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as affecting the tender invited by on behalf of the MOSPI, I/We, the undersigned hereby offer for **Annual Maintenance Contract (AMC) For Fax Machines as detailed in annexure-A**

In accordance with the terms and conditions as indicated by you in the said document. We also agree to submit the bill on quarterly basis. 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

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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

Date (Name)

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

Name of Firm

Address

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