

File No.D-2014/01/2018-Genl.

No. D-21014/01/2018-Genl.

Government of India

Ministry of Textiles

Udyog Bhawan, New Delhi

13/5 September, 2019

TENDER NOTICE

Subject:- Tender for Comprehensive Maintenance Contract for photocopier machines of different make working in the Ministry of Textiles, Udyog Bhawan, New Delhi.

The Ministry of Textiles invites sealed bids for the award of Comprehensive Maintenance Contract for photocopier machines of different make on annual basis through open tender enquiries. The details of photocopier machines are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids.

- a) The firm should be a reputed firm having its registered office.
- b) The firm should be registered with the Registrar of Companies and with the Delhi Sales Tax/Service Tax Delhi, GST, 2017.
- c) The Contractor must submit the following documents along with the quotation :-
 - (i) Proof of Income Tax Assessment.
 - (ii) Documentary proof of 5 years experience in the trade with maintenance business with the Government Ministries/Departments, PSU, Statutory/Autonomous Bodies etc.
 - (iii) Number of service Engineers and other staff employed.
 - (iv) Documentary proof of allotment of Service Tax No., EPF, ESI etc. by the concerned Government offices.
- d) The firm should have a valid PAN and GST number.
- e) The rates may be quoted on the basis of meter reading (per page).
- f) The contract will be comprehensive which consists of corrective maintenance, preventive maintenance on regular basis repairing/servicing and all spare parts required, including consumables such as ink, drum etc.
- g) The repair/servicing work etc. would be carried out in the premises of the Udyog Bhawan. Only such repair which cannot be undertaken in the office premises will be allowed to be done outside with the written permission of competent authority and for this purpose no extra payment would be made. No transportation charges will be paid by the Ministry.
- h) The Ministry of Textiles reserves the right to increase or decrease the number of photocopier machines offered for comprehensive maintenance.
- i) The firm should have minimum annual turnover of Rs. 50 lakh during each of the last three years.
- j) The firm must have multi-OEM product support capability i.e. Sharp/Ricoh/Kyocera/HP/Canon etc. and shall act as a single point support contract for all the products.
- k) The owner/proprietor/manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- l) The firm will have to depute a well qualified Engineer who should have knowledge of the repair work of different make photocopier machines. He should be available on all working days from 9.00 AM to 5.30 PM.
- m) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- n) All the complaints/repairs should be rectified within 24 hours from the time of the complaint, failing which a penalty of Rs. 50/- per working hour will be deducted from the invoice.

File No.D-2014/01/2018-Genl.

- o) The contract will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- p) In case the selected firm is not able to provide satisfactory service to this Ministry in time during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- q) The above particulars are also available on the Ministry of Textiles' website i.e. texmin.nic.in.
- r) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- s) The firms should quote unconditional rates strictly as per list of photocopier machines. There should be no cutting/overwriting in the bids.
- t) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- u) The successful bidder will have to deposit Performance Security Money for an amount of Rs. 25,000/- (Rupees twenty five thousand only) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of forty five (45) days beyond the date of completion of all contractual obligation of the firm including warranty obligation. Bid security of the successful bidder will be refunded on receipt of performance security.
- v) Exemption available for MSME firm. Central purchasing organization or registered in concerned Ministry.

3. Interested all eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be super scribed "Bid for Comprehensive Maintenance Contract for Photocopier machines" addressed to the Under Secretary (Admn.), Ministry of Textiles, Room No. 29-B, Udyog Bhawan, New Delhi and should reach him/her latest by 03.00 PM on 03rd October, 2019. Bids received after the stipulated date/time shall not be entertained. The Bids will be opened on 03rd October, 2019 at 03.30 PM in Room No. 29-B, Udyog Bhawan, New Delhi in the presence of the bidders or their representatives who may wish to be present.

Yours faithfully
Yash
13/9/19

(Jayashree Sivakumar)

Under Secretary to the Govt. of India

Tel. No.23062256

Copy also to be placed:-

- (i) CPP Portal of Ministry of Finance, Department of Expenditure.
- (ii) Ministry's website.

Annexure-IDescription of Photocopier machines:-

S. No.	Details of the photocopier (Monochrome)	Quantity
1.	Ricoh MP-5054	06
2.	Ricoh – 2550B	01
3.	Sharp-MX-356N	06
4.	Sharp-MX-464	02
5.	Sharp-MX-M315N	01
6.	Sharp-AR-6031 N	01
7.	Sharp-AF-6020 N	01
8.	Hp Laserjet MFP-E72535	02
9.	Canon 1R-ADV-4255	01
10.	Kyocera TASKalfa- 3011	01
11.	Kyocera TASKalfa- 2201	01
12.	Kyocera TASKalfa- 3511	03
13.	Kyocera TASKalfa- 3212i	01
	Total	27

S. No.	Details of the photocopier (Colour)	Quantity
1.	Kyocera TASKalfa-3252ci	01
	Total	01

Format of Technical Bid

1. Name of the firm:
2. Name of the owner/proprietor:
3. Address of the registered office of the firm:
4. Telephone/Mobile No:
5. Registration No. Of Registrar of Companies/ GST:
(A copy of the Registration Certificate to be attached):
6. PAN No. Of the firm (A copy of PAN Card to be enclosed):
7. Experience in years
(Documentary proof in support thereof to be attached):
8. Particulars of qualified mechanics/technicians
Viz. Name, Qualification, Experience of the mechanics
On roll (please furnish copies of their certificates):
9. Annual Turnover during the last three years:
(Attach documentary proof)
2016-17
2017-18
2018-19
10. Details of Bid Security (Earnest Money):
Demand Draft Amount:
Demand Draft Number:
Demand Draft Date:
Name of Issuing Bank:

(Signature of the Owner/Proprietor with seal)

Date:

Place:

Note: Bids received without above mentioned documents will be rejected summarily.

Annexure-III**Format of financial Bid**

S. No.	Details of the photocopier (Monochrome)	Quantity	Rate (per page)
1.	Ricoh MP-5054	06	
2.	Ricoh -- Aficio-2550B	01	
3.	Sharp-MX-356N	06	
4.	Sharp-MX-464	02	
5.	Sharp-MX-M315N	01	
6.	Sharp-AR-6031 N	01	
7.	Sharp-AF-6020N	01	
8.	Hp Laserjet MFP-E72535	02	
9.	Canon 1R-ADV-4255	01	
10.	Kyocera TASKalfa- 3011	01	
11.	Kyocera TASKalfa- 2201	01	
12.	Kyocera TASKalfa- 3511	03	
13.	Kyocera TASKalfa- 3212i	01	

S. No.	Details of the photocopier (Colour)	Quantity	Rate (per page)
1.	Kyocera TASKalfa-3252ci (colour)	01	