

F.No. 11017/01/2017-Admn.
Government of India
Ministry of Chemical & Fertilizer
Department of Pharmaceuticals

Shastri Bhawan , New Delhi
Dated: 28-12-2017

TENDER NOTICE

Subject: - Contract for Annual Comprehensive Maintenance of photocopier machines including all consumable.

Sealed tenders are invited for the award of Comprehensive Annual Maintenance Contract for Photocopier machines in the Department of Pharmaceuticals as per description given in the proforma for financial bid enclosed for a period of one year initially from the date of award of contract on the terms & conditions enumerated in the following paragraphs. The technical / financial bid should be in two separate covers, with technical bid marked as '**TECHNICAL BID**' and financial bid marked as '**FINANCIAL BID**'

(A) The Technical bid should include the following details:

1. Name of the firm
2. Business address of the firm with address proof.
3. Minimum Annual Turnover required in any of three preceding financial year shall be 30 lakh. Proof of annual turnover shall be submitted with balance sheet of last three preceding financial year.
4. Copy of registration of GST.
5. The firm should not be blacklisted/terminated & Debarred in the past and firm must submit declaration for the same on stamp paper attested by notary.
6. Details of past experience of providing of similar works in at least 2 ministries from last two years and the proof should be attached.
7. Earnest money of Rs.10,000 in favour of "D.D.O, Department of Pharmaceuticals"
8. Successful tenderer will have to deposit security deposit of Rs. 25000 in favour of "D.D.O, Department of Pharmaceuticals"

(B) The financial Bid include Lump-sum rates for comprehensive maintenance of photocopier machines including all spare parts & consumables (Cartridges).

(C) Financial Bids of only those tenders will be opened who qualify/fulfil the technical bids and the date of opening of financial bids will be declared on 22.01.2018.

Submission of bid

The bid document duly signed and stamped on each page shall be submitted in a sealed envelope superscribed "Bid for Comprehensive Maintenance of photocopier machines and shall contain separate sealed envelopes superscribed as follows:

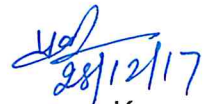
- A. Envelope -I- Technical Bid including EMD amount of Rs.10000/- by way of demand draft / Bank Guarantee.**
- B. Envelope-II- Financial bid from superscribed as "FINANCIAL BID"**

General Terms &Conditions

- (A) The EMD of the unsuccessful tenderers will be released after finalization of the contract. The earnest money to the firm whose tender is accepted/ approved will be released only after the firm concerned deposits with the department necessary security deposit mentioned in sub-para, which will not carry any interest.
- (B) The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period, no interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
- (C) The Department reserves the right to accept or reject any tender, in whole or in part thereof, without assigning /specifying any reason thereof.
- (D) The firm should permanently depute one experienced service engineer for attending complaints in r/o AMC of photocopy machines and engineer should report to Section officer (Admn.) from 9.00 AM to 6.00 PM on all working days and for Sundays/closed holidays, services may need to be provided on demand . However, this is subject to change without prior notice at the convenience of the Department. During parliament sessions, the firm shall have to provide services beyond the prescribed timings, as and when needed.
- (E) This contract will remain in force for a period of 12 months from the date of award. The Department have the right to terminate the contract in case of performance and the service rendered by the contractor firm is found to be unsatisfactory, by giving a notice of 7 days, binding on the firm and if the services of the firm found satisfactory the contract would be extended for further two years.

(F) The offer containing the tender complete in all respects should be submitted to the Department in sealed cover, addressed to the Under Secretary (Admn.), Department of Pharmaceuticals, New Delhi - 110001. The same should be deposited in the Tender Box placed at the Garage No. 19, A-Wing, Shastri Bhawan, New Delhi by 3 PM on 22.01.2018 and it would be opened at 3.30PM on 22.01.2018

(G) Department is free to change the location of photocopy machines as per administrative convenience.



(Parveen Kumar)

Under Secretary of the Government of India

Tel No:- 2338 2096

TECHNICAL-BID

PERFORMA FOR SUBMISSION OF TECHNICAL BID:-

Sl.No	Description	Please indicate requisite information	Please indicate the page no's of the attached proofs/documents.
	Name, address of the firm/Agency		
	Name of the proprietor/Partners of the Agency/Firm		
	Registration copy of GST certificate		
	Proof of annual turnover not less than 30 lakhs per annum in any of the last three preceding years : proof required to be enclosed in the form of balance sheet		
	The firm should not be blacklisted/terminated & debarred in the past and firm must be submit declaration for the same on stamp paper attested by notary.		
	Detail of past experience for providing of Similar works at least 2 Ministries from last two years and the proof should be attached.		
	Details of EMD: Earnest money of Rs.10,000 in favour of "D.D.O, Department of Pharmaceuticals".		

Note:

All documentary proofs to be enclosed for above items failing which, tender document will be rejected forthwith.

I hereby agree to abide by all the terms & conditions of the tender document.

**Name & designation of the
Authorized signatory of the firm
(with seal of the Agency affixed)**

Date: --_____

FINANCIAL BID

S.no	Details of Photocopier Machines	Installed At *	Lump-sum Charges for Comprehensive Maintenance of Photocopier Machines on Monthly Basis.
1.	Kyocera-5501i	Admn. Section Room No-218,SB	
2.	Kyocera-8520(Colour)	218-AB, Secy, Office,SB	
3.	Canon-FC 222 (Colour)	J.S. Room no-207,SB	
4.	Kyocera-C8020(MFP)	J.S Office Room no.-340,SB	
5.	Sharp-5631	Room No. 346,SB	
6.	Kyocera-5501i	G-25, Parl. Section,SB	
7.	Kyocera-4500i	G-19,SB	
8.	Kyocera-5501i	PSU Section, Udyog Bhawan	
9.	Kyocera-2550i	DS (PSU), Udyog Bhawan	
10.	Sharp AR-5620N	IFD Section, Janpath Bhawan, 3 rd floor	
11.	Sharp MXM-452N	Janpath Bhawan, 3 rd floor, Gallery	
12.	Kyocera-C8520(Colour)	Janpath Bhawan, 3 rd floor, Gallery	
13.	Kyocera-4501i	Policy Section, Room No. 347,SB	
14.	Sharp Machine	G-32, Cash Section,SB	

* Department is free to change the location of photocopy machines as per administrative convenience

**Name & designation of the
Authorized signatory of the firm
(With seal of the Agency affixed)
Date: --**