

No.D-21014/01/2018-Genl.
Government of India
Ministry of Textiles

...

Udyog Bhawan, New Delhi

15/5 May, 2018

To
As per list

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

Sir,

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 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 can not 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 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.
- 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.20,000/-**(Rupees twenty 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.40,000/-**(Rupees forty 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 04th June,2018.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 04th June,2018 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.

Your faithfully,



(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-1**Description of Photocopier machines:-**

Sl. No.	Details of the photocopier	Quantity
1.	Ricoh MP5002SP	04
2.	Ricoh 2550B	02
3.	Ricoh 5054	10
4.	Sharp MX-M356N	04
5.	Sharp MX-M452N	03
6.	Sharp P-AR-6020N	02
7.	HPLAser Jet MFPE-72535	02
8.	Kyocera Torka-2201	02
9.	Canon RKX-02079	01
	Total:-	30

Annexure-II**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/Delhi Sales Tax/
Delhi Value Added Tax (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 may 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)
2014-15
2015-16
2016-17
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**

Sl. No.	Details of the photocopier machine	Quantity	Rates (Per page)
1.	Ricoh MP5002SP	04	
2.	Ricoh 2550B	02	
3.	Ricoh 5054	10	
4.	Sharp MX-M356N	04	
5.	Sharp MX-M452N	03	
6.	Sharp P-AR-6020N	02	
7.	HPLAser Jet MFPE-72535	02	
8.	Kyocera Torka-2201	02	
9.	Canon RKX-02079	01	