

File No- 170011/20/2009-Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
(Admin Section)

Shastri Bhawan, New Delhi  
Dated: 04/12/2012

Tender Notice

Subject: **Award of Annual Maintenance Contract of Photocopiers installed in the Ministry of Chemicals & Fertilizer, Department of Pharmaceuticals.**

The Ministry of Chemicals & Fertilizer, Department of Pharmaceuticals invites sealed quotations for the Annual Maintenance / Service Contract for the following photocopier machines for one year from the date of award of the contract as per details below.

2. Brief description of Photocopier Machines:

S.No.	Concern officer & Room No.	Machine No.	
1	Secretary (Pharma)218-A	Ricoh- V2296540084	
2	208-D (JS RSV)	Ricoh-V 2107140012	
3	346-A (DIR)(SCS)	Ricoh-L 6976550359	
4	340-B (JS)	Ricoh-K8661400202	
5	(DPEA) DS (RKM)	Ricoh-M1071700144	
6	Janpath Bhawan, Dir (MV)	Ricoh-V2107140010	
7	33-Garage Esst. Section	Ricoh-L9318206372	
8	24- Garage (Hindi Section)	Ricoh-M6272400061	
9	218-A Admin. Section	Toshiba 555	
10	(DPEA) Janpath Bhawan	Toshiba 555	

3. Interested parties may send their quotations in a sealed cover super scribed "Quotation for maintenance/service of Photocopier Machines" which should reach the Ministry on or before 24<sup>th</sup> December 2012 by 3.00 P.M and deposited in the tender box placed in Garage No.19, A Wing, Shastri Bhawan, and New Delhi. Interested firms should

also quote their rates for supply of consumables (i.e. toner cartridge, drum kit and fuser kit for the above mentioned photocopiers. The rates quoted for the consumables will be valid for a period of One (1) year and no request for increase in the rates will be entertained. The quotation will be opened at 4.00 p.m. on the same day. The firms participating in the tender process may send their representative at the time of opening of the quotations. The rates may be quoted for comprehensive Maintenance Contract which includes all spare parts and repairing except consumable like toner, drum kit and fuser kit. Rates for supply of toner, drum and fuser kit for the above mentioned photocopiers should also be indicated clearly. The rates would be valid for a period of 1 year from the date of the signing of the contract. No Request for increase in the rates will be entertained during this period. If the services of the firm are found satisfactory, the AMC can further be extended for a further period of 1 more year provided both the parties agree to it.

4. The quotation may be deposited along with demand draft of Rs. 10,000/- (Rupees Ten Thousand only) as earnest money drawn in favor of the DDO, Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Shastri Bhawan New Delhi. Successful bidder would be required to pledge in the Ministry's favor a fixed deposit for an amount of Rs. 10,000/- as security deposit and the same will be returned to the concerned firm on written request after two months of the expiry of the contract. Quotation not supported by the demand draft for the prescribed amount will not be entertained.

5. Terms & Conditions:-

A) The company shall depute an engineer in the Ministry on all working days between 9.00 A.M. to 5.30 P.M. and in case of an emergency, beyond office hours and on holidays.

b) The firm should respond immediately whenever a complaint is lodged. In case, the engineer of the firm does not attend a complaint within stipulated time, an amount of Rs. 100/- per day as penalty will be charged from the firm.

c) The repair/servicing work etc. would be carried out in the premises of the Ministry.

d) Only such repair which cannot be undertaken in the officer premises will be allowed to be done outside with the written permission of the Section Officer (Admin) and for this purpose no extra payment would be made. No transportation charges will be paid by the Ministry.

- e) The payment will be made on quarterly basis after the expiry of three months subject to the satisfactory services and on production of satisfactory service report duly signed by the user.
  - f) The company will be responsible for handing over all the machines in perfect working condition along with the accessories at the time of expiry of the contract.
  - g) The firm wishing to participate in the tender process should have the experience of handling the AMC of photocopiers in at least 3 other Ministries/Department and must attach proof of the same.
  - h) The Ministry reserves the right to terminate the contract at any time during the contract period, if the services rendered by the firm are found to be unsatisfactory.
6. Submission of quotation will not place this office under any obligation to award the contract and no expenses incurred by the firm in this regard will be payable by this Ministry.
7. The decision of the Ministry shall be final and binding. The Ministry reserves the right to cancel the tender if any false information is provided or performance does not match with the requirement of the Ministry.
8. The information in respect of PAN/VAT/Service Tax Registration No. may also be provided while filling the tender. Proof of the office address along with telephone number may also be submitted.
9. The period of the contract will be for one year from the date of award of the contract and can be extended for a further period of one year on mutual agreement.

Yours Faithfully

(S.R.Meena)

Under Secretary to the Government of India

**PERFORMA**

To

The Under Secretary (P)  
Department of Pharmaceuticals  
Shastri Bhawan,  
New Delhi

Subject: **Quotation for Comprehensive AMC of Photocopier Machines  
Installed in the Ministry.**

Sir,

The Undersigned have read and examined in detail the tender document in respect of Comprehensive AMC of Photocopier Machines of the Ministry and do hereby express our interest to provide such services.

Our Correspondence details are:

1. Name of the Company
2. Address of the Company
3. Name of the Contract person to whom all reference shall be made regarding this tender
4. designation and address of the person to whom all references shall be made regarding this tender
5. PAN/VAT/Service Tax details
6. Telephone with STD Code
7. E-mail of the contract person
8. Fax No. (With STD code)

Thanking you,

Yours faithfully,

(signature of the Authorized person)

**FORM-2**

**MINIMUM ELIGIBILITY**

The details in respected of the company are as given under:

1. Name of the company
2. year of Registration/Incorporation (Proof to be attached)
3. Number of Employees as on 31.03.2012
4. PAN/VAT/Service Tax/Income Tax Registration No. (Proof to be attached)
5. whether EMD enclosed

**Yours faithfully,**

**(signature of the Authorized person)**

**PRIOR EXPERIENCE**

(Using the format below, provide information in respect of each Department/Agency to whom similar work was provided by the company during the last two years)

1. Name of the Government organizations/PSU's etc. along with their address and details of contact person from whom similar order was received and carried out (Proof to be attached)
2. whether the firm has requisite infrastructure at Delhi/ NCR to do the job in urgent manner & sufficient manpower to do the job timely

Yours faithfully,

(Signature of the Authorized Person)

**DECLARATION**

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. we are not black-listed by Central/State Government /Public Sector Under taking in India

Yours faithfully,

(Signature of the Authorized Person)