

No.17011/2/2012-Admin
Government of India,
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals,

Shastri Bhawan, New Delhi,
Dated the_21st January, 2012

To,

Department of Pharmaceuticals (Website),
Ministry of Finance (Portal)

Subject: Regarding annual maintenance contract of photocopier machines with all spare parts except consumable items:

Sealed tenders are invited for the above mention work in Department of Pharmaceuticals, the description of which are given below with 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 proposed marked as '**FINANCIAL BID**'

1. The Technical bid should include the following details:

1. Name of the firm
2. Business address of the firm with address proof.
3. The Firm Should be an ISO Certified 9001-2000.
4. Minimum Annual Turnover required in any of three preceding financial year shall be 50 lakh. Proof of annual turnover shall be submitted in form of TDS certificates or audited balance sheet of last three preceding financial years i.e, 2008-09,2009-10,2010-11.
5. Copy of registration (Sale tax no./Service Tax no./Tin. No.)
6. Copy of Service tax certificate no. with copy of current service tax challan's.
7. The firm should not be blacklisted or terminate in past & firm giving declaration for the same with affidavit attested by notary.
8. Detail of past experience of providing of Similar works minimum in 3 ministries/departments/psu should be attached.
9. Earnest money of Rs.10,000 in favour of "D.D.O, Department of Pharmaceuticals"
10. Satisfactory letter for providing above mention work in minimum three departments certificate for the same should be attached.

NOTE: If any of the technical details submitted by bidder find false then the firm will be blacklisted by the department .

Submission of bid

1. The bid document duly signed and stamped on each page shall be submitted in a sealed envelope superscripted "Bid for annual maintenance contract of photocopier machines" and shall contain separate sealed envelopes superscripted as follows :
 - A. Envelope –I- EMD amount of Rs.10,000/- .
 - B. Envelope-II- Submission of technical bid mention in Schedule -1.
 - C. Envelope –III- Financial bid from super scribed as " PRICE BID" mention in Schedule-2.

General 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 financial Bid include the rates for maintenance of photocopy machines are mention in financial bid .
- E. Financial Bids of only those tenders will be opened who qualify/fulfill the technical bids.
- F. The offer containing the tender and subscribed as under and complete in all respects should be submitted to the Ministry in sealed cover, addressed to under secretary, (Admin). The same should be deposited in the Tender Box placed at Garage no.19, A-wing , Department of Pharmaceuticals, Shastri Bhawan, New Delhi-110001 latest by 11.30 AM on 13.02.213 and quotation will be open on same day at Garage no.19, A-wing , Department of Pharmaceuticals at 3.00PM.
- G. Financial bid are opening only of those tenderer who qualify/fulfill the technical bid and the date of opening of financial bid will be declare on opening 13.02.2013.
- H. It may also be noted that in case of contractor backing out in midstream without any explicit consent of this Office, he/she will be liable to be automatically debarred from any further dealing with this ministry and the EMD amount would also be forfeited.
- I. No Advance payment would be made in any case. However, quarterly payment after satisfactory completion of each quarter would be made through cheque.
- J. Tenders received after the stipulated date and time due to any reason whatsoever including postal delays shall not be considered under any circumstances.
- K. Department of Pharmaceuticals reserves the right to accept or reject or reject any/all quotations without assigning any reason whatsoever.
- L. The tender (s) should be in a sealed envelope and signed by the bidder(s). Incomplete, unsealed and unsigned bids are liable to be rejected.
- M. The firm will provide compatible parts of computers in case replacement of parts is needed. The parts shall be of the same make. In the event of their non-availability, good quality parts should be used under intimation to this department.

- N. It shall be the responsibility of the firm to make all the machines work satisfactory throughout the contract period and also handover the systems to this department in working condition on the expiry of this contract.
- O. Department of pharmaceuticals reserve the right to terminate the contract at any time without assigning any reason to the firm.
- P. The AMC provider will not enhance the rates once approved in any case during the period of contract. The rates will be firm and fixed.
- Q. Department of pharmaceuticals shall not be responsible for damage of any kind for any mishap/injury/accident caused to any service engineer of the AMC provider while performing duty in Department of pharmaceuticals. All liabilities legal or monetary arising in that eventuality shall be borne by the AMC provider.
- R. All duties, taxes and others levies should be mentioned separately by the contractor under the contract shall be included in the total price. Rates should cover preventive maintenance, resident engineer, provision for standby systems.
- S. The successful bidder has to submit a performance bank guarantee of Rs.20,000/- within 15 days of awarding the contract.
- T. Quotation received without sealed cover will not be accepted. The undersigned reserves the right to reduce or increase the numbers of items offered for maintenance contract (As per Annexure-I) during the period of AMC. In case contract is given for higher number of equipment than number as per the Annexure-I, than proportionate amount of contract will be increased, if number is reduced proportionate amount will be reduced. The undersigned also reserves the right to reject any quotation without assigning any reason.

(Under Secretary)
Department of Pharmaceuticals

SCHEDULE-1**TECHNICAL-BID
PERFORMA FOR SUBMISSION OF TECHNICAL BID**

S,no	Description	Please indicate requisite information	Please indicate the page nos of the attached proofs/documents.
1.	Name ,address & telephone No. of the firm/Agency with address proof		
2.	Name of the proprietor/Partners of the Agency/Firm		
3.	Registration copy of Service Tax and Sales tax Numbers with copy of current challan's		
4.	Income tax clearance certificates		
5.	Proof of annual turnover not less than 50 lakhs per annum in any of the last three years : 2009-10 2010-11 2011-12(proof required to be enclosed in the form of audited balance sheet)		
6.	Details of the past experience of providing similar work in at least 3 ministries/departments/PSU should be attached.		
7.	Performance certificate from three Ministry/ Department/ PSU for above mention work should be attached.		
8.	ISO certificate of the firm with ISO 9001-2000		
9.	Declaration regarding that the company never be blacklist/terminate in the past.		
10.	The firm should attached 2 work orders for each of above mention work for amounting Rs.5 lakh & Rs. 10 Lakh over per annum.		
11.	Details of EMD .		

Note:

1. All documentary proofs to be enclosed for above items failing which, tender document will be rejected forthwith.
2. The details quoted should be fully typed, no hand written quotation shall be accepted.

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:--_____

SCHEDULE-2

SCHEDULE-2**FINANCIAL BID**

S.no	Machine details	Amc rates of per m/c with all spare-parts without consumables	Rates for consumables Like , Toner, drum & developer
1.	Ricoh .MPC-2050 Colour photocopier	Rs._____	Black toner cart. Rs._____ Black drum cart. Rs._____ Black developer kit. Rs._____ set of colour toner cartridges Rs._____ set of colour drum cartridges Rs._____ Colour developer kit. Rs._____
2.	Ricoh MPC– 2070	Rs._____	Black toner cart. Rs._____ Black drum cart. Rs._____ Black developer kit. Rs._____ set of colour toner cartridges Rs._____ set of colour drum cartridges Rs._____ Colour developer kit. Rs._____
3.	Sharp – AR 5631	Rs._____	Toner cart. Rs._____ Drum cart. Rs._____ Developer Rs._____
4.	Ricoh- MPC-2030	Rs._____	Black toner cart. Rs._____ Black drum cart. Rs._____ Black developer kit. Rs._____ set of colour toner cartridges Rs._____ set of colour drum cartridges Rs._____ Colour developer kit. Rs._____
5.	Ricoh- 4500	Rs._____	Toner cart. Rs._____ Drum cart. Rs._____ Developer Rs._____
6.	Ricoh-2030	Rs._____	Black toner cart. Rs._____ Black drum cart. Rs._____ set of colour toner cartridges Rs._____ set of colour drum cartridges Rs._____
7.	Ricoh-5500	Rs._____	Toner cart. Rs._____ Drum cart. Rs._____ Developer Rs._____
8.	Sharp-MXM-452N	Rs._____	Toner cart. Rs._____ Drum cart. Rs._____ Developer Rs._____
9.	Toshiba- 555	Rs._____	Toner cart. Rs._____ Drum kit. Rs._____ Developer Rs._____
10.	Toshiba-555	Rs._____	Toner cart. Rs._____ Drum kit. Rs._____ Developer Rs._____

1. 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.

SIGNATURE OF TENDERER

Name of Authorized Signatory

Name of the company

Date: