

**F.No. 17011/02/2019-Admn.
Government of India
Ministry of Chemical & Fertilizer
Department of Pharmaceuticals
Admn (Section)**

Shastri Bhawan, New Delhi

Dated: 26 -07-2019

TENDER NOTICE

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

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 profarma 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 last three preceding financial years shall be Rs. 25 Lakhs. Proof of annual turnover shall be submitted with balance sheet of last three preceding financial years.
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 similar works in at least 3 Ministries/Department for last 3 years and the proof should be attached.
7. Earnest money of Rs.10, 000/- in favour of "P.A.O, Department of Pharmaceuticals". Those registered with NSIC are exempted.
8. Successful tenderer will have to deposit security deposit of Rs.25,000/- in favour of "D.D.O, Department of Pharmaceuticals" in the form of FDR/DD/ BG.
9. The firm must have expertise in servicing/repairing of Kyocera make/Sharp make photocopier machine. The firm have further expertise in servicing /repairing of any other brand of photocopier machine identified by this Department.

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

(C) Financial Bids of only those tenders will be opened who qualify/fulfil the technical bids.

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:

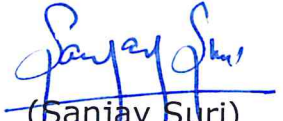
- A. Envelope –I- Technical Bid including EMD amount of Rs.10000/- by way of demand draft / Bank Guarantee.**
- B. Envelope-II- Financial bid from superscribed as "FINANCIAL BID"**

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 5.30 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 18.8.2019 and it would be opened at 3.30 PM on 19.8.2019.

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


(Sanjay Suri)

Under Secretary to the Government of India

Senior Director (NIC) – with the request to upload on the website of Department of Pharmaceuticals & CPP Portal.

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.
1	Name, address of the firm/Agency		
2	Name of the proprietor/Partners of the Agency/Firm		
3	Registration copy of GST certificate		
4	Proof of annual turnover not less than RS. 25 Lakhs per annum in any of the last three preceding years : proof required to be enclosed in the form of balance sheet		
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	Detail of past experience for providing of Similar works at least 3 Ministries/Departments for last 3 years and the proof should be attached.		
7	Details of EMD: Earnest money of Rs.10,000 in favour of "P.A.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 Kyocera Machines.

S.no.	Details of Photocopier Machines	Installed At *	Lump-sum Charges for Comprehensive Maintenance of Photocopier Machines including all spare parts and consumable charges per month (In Rupees).
Shastri Bhawan			
1.	Kyocera 5501i	218A/Admin/IC Section	
2.	Kyocera FS-C8520MFP Color	218B/Secretary Pharma Office	
3.	Kyocera- FS-C8020 MFP-Color	JS(NR)'s Office	
4.	Kyocera 5501i	348/ Pricing Section	
5.	Kyocera- 4501i	347/Policy Section	
6.	Kyocera5501i	Grage. 25 /Parl, Coord Section	
7.	Kyocera5501i	Grage.32/ Esst. & DDO Section	
8.	Kyocera- 4501i	Garage.19/US (Admn)	
Udyog Bhawan			
9.	Kyocera 2550Ci Color	514B/DS(PSU)	
10.	Kyocera 5501i	516B /PSU Section	

* 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: -- _____**

FINANCIAL BID For Sharp Machines

S.no.	Details of Photocopier Machines	Installed At *	Lump-sum Charges for Comprehensive Maintenance of Photocopier Machines including all spare parts and consumable charges per month (In Rupees).
Shastri Bhawan			
1.	Sharp-AR-5631	Grage.19 /US (Admn)	
Janpath Bhawan			
2.	Sharp MX- M564N	301/302 NIPER Section	
3.	Sharp MX-M452N	Hindi Section	

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