

File No D-19017/1/2015-Genl  
Government of India  
Ministry of Minority of Affairs

11<sup>th</sup> Floor, Paryavaran Bhawan,  
C.G.O. Complex, Lodhi Road, New Delhi.  
Dated, the // March, 2015

**Tender Notice**

Subject: Award of Annual Maintenance Contract for High Speed Printer (Risograph Machine) installed in the Ministry of Minority of Affairs.

Sir/Madam,

The Ministry of Minority of Affairs invites sealed quotations for the Annual Maintenance / Service Contract for one High Speed Printer (Risograph Machine) Model No. RZ-970-A for one year from the date of award of the contract.

Please quote your most competitive AMC rate for the Annual Maintenance Contract of High Speed Printer (Risograph Machine) with Spares located at Paryavaran Bhawan, CGO Complex, New Delhi.

2. Brief description of High Speed Printer (Risograph Machine) is as under:

Sl.No.	Concern office & Room No.	Machine No.
1	Parliament Div.(B2- Wing)	RZ-970-A

3. Interested parties may send their quotations in a sealed cover super scribed "Quotation for maintenance/service of High Speed Printer (Risograph Machine)" which should reach the Ministry on or before **25/03/2015 by 3.00 P.M** and deposited in the tender box placed in **Ground floor, Paryavaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi**. Interested firms should also quote their rates for supply of consumables (i.e. Master and Ink cartridge for the above mentioned Risograph Machine Model No. RZ-970-A. 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 Master and Ink. The rates would be valid for a period of 1 year from the date of the signing of the contract. The AMC can further be extended for a further period of 1 more year provided both the parties agree to it.

4. The quotation is to deposited along with demand draft of Rs. 10,000/- (Rupees Ten Thousand only) as earnest money drawn in favor of the **DDO, Ministry of Minority of Affairs, New Delhi**.





5. Quotation not supported by the demand draft for the prescribed amount Shall not be entertained.

#### MINIMUM ELIGIBILITY CRITERIA

- Copy of last three years balance sheet and Profit & Loss of the firm.
- Copy of registration certificate of DVAT, TIN, PAN & Service Tax numbers.
- Documents must be attached related to pre-qualification, experiences (More than 5 years) of Maintenance of Digital Duplicator/ High Speed Printer (Risograph Machine) Machines in the Government Ministries/ Departments and having the requisite competence/capacity to provide excellent services. (Valid Proof copies has to be attained)
- The rates should be valid for One Year with effect from accepting the rates.
- Firm should submit an undertaking that the firm has not been blacklisted by any Government Department.

#### TERMS & CONDITIONS

- a) The firm 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) Tender(s) incomplete in any respect is liable to be rejected without assigning any reason thereof. The department also reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.
- h) The firms intending to participate in the tender process with their offer of tenders are expected and also advised to read and fully understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Department and shall be required to sign a copy of the tender as a token of having accepted the terms and conditions. The unsuccessful tenderers shall send in necessary letter of authorization, etc. to facilitate early refund of the Earnest Money Deposit.

- i) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of contract.
- ii) All disputes are subject to Delhi Jurisdiction only.



(K.D. Singh)

Under Secretary to the govt. of India

Copy to DIR (NIC) for uploading in the website.



To

The Under Secretary (Admn)  
Ministry of Minority of Affairs  
11<sup>th</sup> Floor, Paryavaran Bhawan,  
C.G.O. Complex, Lodhi Road, New Delhi

Subject: **Quotation for Comprehensive AMC of High Speed Printer (Risograph Machine) Installed in the Ministry.**

Sir,

The Undersigned have read and examined in detail the tender document in respect of Comprehensive AMC of High Speed Printer (Risograph Machine) 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)

