

No. 36/8/2007-Adm
Government of India
Ministry of Mines

Shastri Bhavan, New Delhi.

Dated: 14.03.2008

To,

As per list.

Tender Notice

Subject:- Quotations for rates for comprehensive Annual Maintenance Contract of Photocopiers installed in the Ministry of Mines.

Sir,

I am directed to say that the Ministry of Mines invites sealed quotations for the full Comprehensive Maintenance/Services Contract of 25 photocopier machines for a period of one year from the date of award of the contract as per details below.

2. Brief description of Photocopier Machines

Sl. No.	Model	No. of machines
1	Sharp 5015, 5011	8
2	Sharp 1634	4
3	Toshiba 160	4
4	Toshiba 161, 163	2
5	Toshiba 35E	2
6	Toshiba 45E	3
7.	Cannon DR 2016	2

3. Interested parties may send their quotations in a sealed cover superscribed "Quotation for maintenance/service of Photocopier Machines" which should reach on or before 25th March, 2008 by 3.00 p.m. The quotation will be opened at 3.00 p.m. on 27th March, 2008 in room of Under Secretary (P), Room No.312, D Wing, Shastri Bhavan, New Delhi. You may

send your 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.

4. The quotation may be deposited in Room No.312, D Wing, Shastri Bhavan, New Delhi by 3.00 p.m. on 25th March, 2008 along with demand draft of Rs.10,000/- (Rupees ten thousand only) as earnest money drawn in favor of the D.D.O., Ministry of Mines, Shastri Bhavan, New Delhi. Successful bidder would be required to pledge in the Ministry's favour 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. Term & Conditions:-

- a) The company shall depute an engineer on all working days between 9.00 A.M to 5.30 P.M. and in case of an emergency, if reported so, beyond office hours.
- b) The maximum breakdown time of any photocopier should not be more than 4 hours and firm's engineer should respond immediately. In case, the engineer of the firm does not attend a complaint within stipulated time, an amount of Rs.100/- per day as of penalty will be charged from the concerned firm.
- c) The repair servicing work etc. would be carried out in the premises of the Ministry.
- d) Only such work which cannot be done in the office premises will be allowed to be done outside with the written permission of the undersigned 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 satisfactorily services.
- f) The company will instruct their engineer(s) to obtain satisfactory reports from the concerned officers as these reports will be required at the time of releasing the quarterly installments of AMC.
- g) Only firms which are registered for such work and having the service tax number will be entertained.
- h) The company will be responsible for handing over all the instruments in perfect working condition along with the accessories at the time of expiry of the contract.
- i) The firms which are having the AMC of Ministries/Department of Central Government of India are requested to enclose the copy of the same.

j) The Ministry reserves the right to terminate the contract at any time during the contract period, if the services rendered by the firm are not satisfactory.

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/TIN/Sale Tax/Service Tax Registration No. may also be provided while filing the tender. Turnover of the firm for the last financial year (along with proof) should be provided. Proof of the office address along with telephone number may also be submitted.

Yours faithfully,

(Pramod Chand)
Under Secretary to the Govt. of India
Tel:-23384743

PROFORMA

To

**The Deputy Secretary (M),
Ministry of Mines,
Shastri Bhavan,
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.

Correspondence Details:

Our correspondence details are:

1.	Name of the company	
2.	Address of the Company	
3.	Name of the Contract person to whom all references 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 and Service Tax details	
6.	Telephone with STD Code	
7.	E-Mail of the contact person	
8.	Fax No. (with STD Code)	

Documents forming part of the bid:

We have enclosed the following:

- I. Form 2: Minimum Eligibility
- II. Form 3: Prior Experience
- III. Form 4: Declaration letter
- IV. Earnest Money Deposit

Thanking you,

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

MINIMUM ELIGIBILITY

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

Sl.No.	Particulars	
1.	Name of the company	
2.	Year of Registration/ Incorporation (Proof to be attached)	
3.	Number of Employees as on March, 31,2006	
4.	Annual Turnover (alongwith Proof)	2006-07
5.	Sales Tax/Income Tax Registration No. (Proof to be attached)	
6.	Sales Tax/Income Tax Clearance Certificate (Proof to be attached)	
7.	Whether EMD enclosed	
8.	Whether separate envelops prepared I. One for technical bid and II. For finance bid	

Yours faithfully,

(Signature of the Authorized person)

Date:

Place:

Business Address:

Name:

Designation:

Seal:

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)

Name of the Government organizations/PSU's etc. alongwith their address and details of contact person from whom similar order was received and carried out (Proof to be attached)	
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)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

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 any Central/State Government/Public Sector Undertaking in India

Yours faithfully,

(Signature of the Authorized person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

Checklist

Please Complete the form and enclose necessary documents where required otherwise the tender will be rejected

Bid Particulars for Tender

1) Name of the bidder.....
.....

2) Address of the Bidder.....
.....
.....
.....

Telephone:

Fax:

E-mail:

3) Bidder's proposal number and date:.....
.....
.....

4) Name & address of the officer to whom all references shall be made regarding this tender:

.....
.....
.....
.....

Telephone:

Fax:

Telex:

5) Earnest Money: **Yes/No**

Bank/ Demand Draft Date	Bank / Demand Draft No.	Drawn on Bank	Bank

6) No. of years of experience:
(Attach certificates from clients – for successful running)

7) Turnover papers attached - **Yes/No**

8) No. of Trained Engineer -

9) Service Station / Maintenance Facility:
(In Delhi)

10) Copy of Income Tax Returns: **Yes/No**
(Attached attested copies)

11) Sales Tax Registration Certificate: **Yes/No**
(Attested copy attached)

12) Declaration that the firm has never been black listed: **Yes/ No**

13) PAN No.: **Yes/No**

14) I /WE have read all the terms and conditions of the tender and accept them in full: **Yes/No**

(Signature)
seal

I / We declare that the information supplied above is correct to the best of my / our knowledge.

(Signature)
Seal

