

**No. 36/4/2009-Adm**  
**Government of India**  
**Ministry of Mines**  
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**Room No. 338, "A" Wing,**  
**Shastri Bhavan, New Delhi.**  
**Dated: 15<sup>th</sup> June, 2009**

**Tender Notice**

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

**Sir,**

The Ministry of Mines invites sealed quotations for the full Comprehensive Maintenance/Services Contract of the following 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

<b><u>Sl. No.</u></b>	<b><u>Make/Model of the Photocopier</u></b>	<b><u>Total Nos.</u></b>
1.	Toshiba Studio 35E	2 Nos.
2.	Toshiba Studio 45E	3 Nos.
3.	Toshiba Studio 161	5 Nos.
4.	Toshiba Studio 160	1 No.
5.	Toshiba 167	3 Nos. + 3 photocopiers under warranty which will expire in February, 2010.
6.	Sharp AR 5015	3 Nos.
7.	Sharp AR 5316	2 Nos.
8.	Sharp AR 163	1 No.
9.	Cannon 1600	1 No.

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 23<sup>rd</sup> June, 2009 by 3.00 p.m. **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 23<sup>rd</sup> June, 2009 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. A separate quotation should also be sent in respect of the rates for supply of toner for the above mentioned photocopiers. 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 for toners will be entertained during this period. If the services of the firm are found satisfactory, the AMC can further be extended for a period of 1 more year if both the parties agree to it.

4. The quotation may be deposited in Room No.312, D Wing, Shastri Bhavan, New Delhi by 3.00 p.m. on 23<sup>rd</sup> June, 2009 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, beyond office hours and on holidays.

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 repair which cannot be undertaken 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 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 firms which are having the AMC of Ministries/Department of Central Government of India are requested to enclose the copy 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 not to be 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/VAT/Service Tax Registration No. may also be provided while filing the tender. Proof of the office address along with telephone number may also be submitted.

**Yours faithfully,**

**(Devender Kumar)  
Section Officer (Adm)**

**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/VAT/Service Tax details
6. Telephone with STD Code
7. E-Mail of the contact person
8. Fax No. (with STD Code)

Thanking you,

**Yours faithfully,**

(Signature of the Authorized person)

**FORM-2**

**MINIMUM ELIGIBILITY**

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

<b>Sl. No.</b>	<b>Particulars</b>
1.	Name of the company
2.	Year of Registration/ Incorporation (Proof to be attached)
3.	Number of Employees as on 31.03.2009
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 any Central/State Government/Public Sector Undertaking in India

**Yours faithfully,**

**(Signature of the Authorized person)**