File No. 36/5/2015-Adm
Government of India
Ministry of Mines
Room No. 304, D Wing, Shastri Bhawan,
New Delhi dated the 14th September, 2015

TENDER NOTICE

1. Sealed tenders on behalf of the President of India, are invited from reputed, experienced and financially sound Companies/ Firms / Agencies for award of Annual Maintenance Contract for the maintenance of photocopier machines installed the Ministry of Mines for a period of one (1) year.

2. Complete Tender Documents can be downloaded from the website of this Ministry of Mines and http://eprocure.gov.in/cppp/

3. The interested Companies/Firms/Agencies can submit the tender documents complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 15,000/-** and other requisite documents and deposit the same in the Tender Box kept at the Information & Facilitation Center, Ministry of Mines, Garage No. 23, Shastri Bhawan, New Delhi. The Last date of receipt of tender is 5th October, 2015 at 1500 hours. The tender will be opened by the Tender Opening Committee of the Ministry on 6th October, at 1200 hours.

(M.S. Kasottia)
Under Secretary to the Govt. of India
SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Ministry of Mines, located at Shastri Bhawan, New Delhi, requires the services of reputed well established and financially sound Companies / Firms / Agency for award of Annual Maintenance Contract for the maintenance of photocopier machines installed the Ministry of Mines at Shastri Bhawan and CGO Complex.

2. The contract is likely to be for period of one (1) year. The period of the contract may be further extended provided the requirement of the Ministry persists at that time or may be curtailed, terminated earlier owing to deficiency in service or substandard quality of service by the selected company / Firm / Agency.

3. The firm that is awarded the contract will ensure that complaints regarding breakdown of photocopier machines are attended on the same day. Requests for supply of consumables should be attended on the very same day. In case of any delay, the firm will intimate the Ministry for delays with sufficient reason. The firm will also undertake pre-emptive servicing of all the photocopier machine at least once a month.

4. Presently there are 18 photocopiers working in the Ministry. This number could increase or decrease during the course of the tender. The contract will be for a period of one year and can be extended if the Ministry so desires on the same terms and conditions stipulated in this tender document.

5. The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees fifteen thousand only) and other requisite documents and deposit the same in the Tender Box kept at the information & Facilitation Center, Ministry of Mines, Garage No. 23, Shastri Bhawan, New Delhi.

6. The various crucial dates relating to "Tender for award of Annual Maintenance Contract in respect of photocopiers installed in the Ministry of Mines" are cited as under:

(a) Date and time for submission are cited as under:
   Quotation: Till 1500 hours on 05.10.2015
(b) Date and time for opening of Bids: At 1200 hrs. on 06.10.2015. (Firms may depute their representative at the time of opening of the tender if they so wish)

7. The interested agencies are advised to submit their bids in a sealed envelope superscribing "Bids for award of Annual Maintenance Contract installed in the Ministry of Mines" in respect of photocopiers installed in the Ministry of Mines".

8. The Earnest Money Deposit (EMD) of Rs. 15,000 (Rupees fifteen thousand only), refundable (without interest), should be necessarily accompanied with the Bid of the agency in the form of Demand Draft / Pay Order drawn in favor of Pay & Accounts Officer, Ministry of Mines, New Delhi along with documents mentioned at Sl. No. 10(a) to 10(d). The priced bid should be kept in a sealed envelope along with these papers in the main envelope. This is to avoid making public rates quoted in case of non-submission of essential documents.
9. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 30,000/- (Rupees thirty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm / Agency but hypothecated to the Pay & Accounts Officer, Ministry of Mines, New Delhi or Demand Draft in favor of the Pay & Accounts Officer, Ministry of Mines, New Delhi for a period of 15 months. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

10. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (self-attested), along with the bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:
   (a) Self-attested copy of PAN;
   (b) Self-attested Service Tax registration letter / Certificate;
   (c) Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
   (d) Self-certified copy of DVAT/TIN certificate.

11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Bid Application must be initialed by the person authorized to sign the tender bids.

12. The Ministry reserves the right to withdraw/cancel the tender any time without assigning any reason.

13. Tenderer should quote for all the consumables items mentioned in the list. Incomplete or part quotations will be rejected.

14. The price quoted by the firms participating in the tender process should be realistic and viable.

**TECHNICAL REQUIREMENTS FOR THE TENDERING Company / Firm / Agency**

1. The tendering Company / Firm / Agency should fulfill the following technical requirement:
   (a) The Registered Officer or one of the Branch Offices of the Company / Firm / Agency should be located either in Delhi / New Delhi/NCR.
   (b) The Company / Firm / Agency should be registered with the appropriate registration authority;
   (c) The Company / Firm / Agency should have its own Bank Account;
   (d) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments.
   (e) The company/firm/agency should not have been banned or blacklisted by any Ministry/Department.
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(e) The company/firm/agency should not have been banned or blacklisted by any Ministry/Department.

[Signature]
IMAN SINGH JAGOTIA
Under Secretary
Ministry of Mines
Government of India
New Delhi
APPLICATION - BID

1. For award of annual maintenance contract in respect of the photocopierns installed in the Ministry of Mines.

2. Name of Tendering Company: __________________________
   Firm / Agency
   (Attach certificate of registration)

3. Name of proprietor / Director: __________________________
   of Company / Firm / agency __________________________

4. Full Address of Reg. Office:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   Telephone No.: __________________________
   FAX No.: __________________________
   E-Mail Address: __________________________

5. Full address of Operating
   /Branch Office
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   Telephone No.: __________________________
   FAX No.: __________________________
   E-Mail Address: __________________________

6. PAN GIR No.: __________________________
   (Attach self-attested copy)

7. Service Tax Registration No.: __________________________
   (Attach self-attested copy)

8. DVAT Registration No.: __________________________
   (Attach self-attested copy)

9. Additional information, if any
   (Attach separate sheet, if required)

10. Details of Earnest Money Deposit: Rs. 15,000/- (Rupees fifteen thousand only)
    D.D. /P.O No. & Date: __________________________
    Drawn of Bank: __________________________

   Signature of authorized person
   Name: __________________________
   Seal: __________________________

   Date: __________________________
   Place: __________________________
DECLARATION

1. I, _______________________________ Son / Daughter / Wife of Shri _______________________________ Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this document;

2. I have carefully read and understood all the terms and conditions of the tender for award of Annual Maintenance Contract in respect of the photocopiers installed in the Ministry of Mines, New Delhi and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:
**APPLICATION – BID**

1. For award of Annual Maintenance Contract of photocopiers installed in the Ministry of Mines.
2. Name of tending Company/Firm/Agency:
3. List of photocopier machines installed in the Ministry:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Model/Make of photocopiers</th>
<th>Total Nos.</th>
<th>AMC rate (annual) for each machine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Toshiba E Studio 456SE</td>
<td>5 Nos.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Toshiba E Studio 457SE</td>
<td>2 Nos.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Toshiba E Studio 452</td>
<td>5 Nos.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sharp MXN 503</td>
<td>1 No.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Toshiba E Studio 356SE</td>
<td>1 No.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Sharp AR 5015/5316</td>
<td>1 No.</td>
<td></td>
</tr>
</tbody>
</table>

4. Rate for consumables:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Model/Make of photocopiers</th>
<th>Rate for toner cartridge</th>
<th>Rate for drum kit</th>
<th>Rate for fuser kit</th>
<th>AMC rate (annual) for each machine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Toshiba E Studio 456SE</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Toshiba E Studio 457SE</td>
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<tr>
<td>3.</td>
<td>Toshiba E Studio 452</td>
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<tr>
<td>4.</td>
<td>Sharp MX-M550U</td>
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<tr>
<td>5.</td>
<td>Sharp MXN 503</td>
<td></td>
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<td></td>
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<tr>
<td>7.</td>
<td>Toshiba E Studio 167</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Sharp AR 5015/5316</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of authorized person**

*Signature*

Date: ____________________________  Name: ____________________________
Place: ___________________________  Seal: ___________________________
TERMS AND CONDITIONS

General
1. The contract is likely to be for a period of one (1) unless it is curtailed or terminated by this Ministry owing to deficiency of service, sub-standard quality of service provided, breach of contract, etc.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Ministry.
3. The contract may be extended, on the same terms and conditions with some addition / deletion / modification, for a further specific period mutually agreed upon by successful service providing Company / Firm / Agency and Ministry of Mines.
4. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior consent of this Ministry.
5. The tenderer will be bound by the details furnished by him to this Ministry, while submitting the tender or at subsequent stage.
6. The consumables supplied should be genuine and manufactured by the original equipment manufacturer. Supply of spurious consumables will invite penal action including termination of the contract and blacklisting/banning of the firm.
7. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Joint Secretary (Adm) or officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi. In case the same is not settled at this level the matter will be referred to sole arbitrator to be appointed by Secretary (Mines). The arbitrator so approved shall be an official of the Ministry of Mines not below the rank of Director/Deputy Secretary.
8. The Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Demand Draft / Pay order drawn in favor of Pay & Accounts Officer, Ministry of Mines, New Delhi failing which the tender shall be rejected out rightly.
9. The EMD in respect of the unsuccessful agencies shall be returned to them without any interest.
10. The successful tenderer will have to deposit within 5 days, a Performance Security Deposit of Rs. 30,000 (Rupees thirty thousand Only) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Account Officer, Ministry of Mines, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
11. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Ministry besides annulment of the contract.

[Signature]
15/9/15

मानतिह कारोबार / MAN SINGH KASOTTIA
अधिकारी सचिव / Under Secretary
भारत सरकार / Ministry of Mines
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi
12. The Ministry reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE BID

1. Self-attested copy of PAN / GIR Card;
2. Self-attested Service Tax registration letter / Certificate;
3. Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
4. Self-certified copy of DVAT/TIN certificate.
5. Undertaking to be furnished by the service provider that the company/firm/agency has not been blacklisted/banned by any Ministry/Department of Govt. of India.