

F.No. 17011/2/2012-Admn.  
Government of India  
Ministry of Chemical & Fertilizer  
Department of Pharmaceuticals

Shastri Bhawan, New Delhi  
Dated: 15-01-2016

**TENDER NOTICE**

**Subject:** Contract for providing Annual Maintenance Services in r/o Comprehensive Maintenance of photocopier machines including all consumables.

Sealed tenders are invited for the award of Annual Maintenance Contract for providing maintenance services in respect of Photocopy machines in the Department of Pharmaceuticals, Shastri Bhawan, and the description of which are given 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 bids should be in two separate covers, with technical bid marked as '**TECHNICAL BID**' and financial bid proposed 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 any of three preceding financial year shall be 40 lakh. Proof of annual turnover shall be submitted with balance sheet of last three preceding financial years.
4. Copy of registration of sale tax/Vat & Service Tax No.
5. The firm should not be blacklisted/terminated & Debarred in the past and firm must be submit declaration for the same on stamp paper attested by notary.
6. Detail of past experience of providing of similar works at least 4 ministries from last two years and the proof should be attached.
7. Earnest money of Rs.15000 in favour of "D.D.O, Department of Pharmaceuticals"
8. Successful tendered have deposited security deposit of Rs. 25000 in favor of "D.D.O, Department of Pharmaceuticals"

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

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

**(D)** Financial bid are opening only of those tenderer who clear the technical bid and the date of opening of financial bid will be declare on 05.02.2016.

**Submission of bid**

The bid document duly signed and stamped on each page shall be submitted in a sealed envelope superscripted "Bid for Comprehensive Maintenance of photocopier machines"bles" and shall contain separate sealed envelopes superscripted as follows:

- A. Envelope –I- Technical Bid including EMD amount of Rs.15000/- by way of demand draft / Bank Guarantee.**
- B. Envelope-II- Price bid /Financial bid from super scribed 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 deputed one experienced service engineer for attending complaints in r/o AMC of photocopier machines and engineer should report to Section officer (GA) from 9.00 AM to 6.00 PM on all working days and for Sundays/closed holidays, services may need to be provided on demand . However, this is subject 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 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 and subscribed as under and complete in all respects should be submitted to the Ministry in sealed cover, addressed to the Under Secretary, D.D.O, 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 05.02.2016 and would be open at 3.30 PM on 05.02.2016.
- (G) Department is free to change the location of photocopier machines as per administrative convenience.

Under Secretary to the Government of India

## TECHNICAL-BID

### **PERFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY OF FURNITURE ITEMS ETC.**

S,no	Description	Please indicate requisite information	Please indicate the page nos 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 Service Tax and Sales tax Numbers with copy of certificate		
4.	Proof of annual turnover not less than 40 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 be submit declaration for the same on stamp paper attested by notary.		
6.	Detail of past experience for providing of Similar works at least 4 ministries from last two years and the proof should be attached.		
7.	Details of EMD: Earnest money of Rs.15000 in favour of "D.D.O, Department of Pharmaceuticals".		

**Note:**

1. 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**

S.no	Details of Photocopier Machines	Installed At *	Lump-sum Charges for Comprehensive Maintenance of Photocopier Machines on Monthly Basis.
1.	Sharp MXM-452N	Room no-346	
2.	Sharp AR-5631	Hindi Section, Janpath Bhawan	
3.	Toshiba-555	Janpath Bhawan	
4.	Ricoh-5500	Cash Section	
5.	Sharp MXM-3111 Colour	J.S Office Room no.-340	
6.	Canon FC-222 Colour	J.S. Room no-207	
7.	Sharp MX- 3111U	J.S. Office Room No. 208	
8.	Kyocera Fs-8520 Colour	Secretary Office Room No-218	
9.	Kyocera FS-8520 Colour	Janpath Bhawan	
10.	Sharp AR-5620N	Parliament Section	
11.	Sharp AR-5620N	Room no-514 Udyog Bhawan	
12.	Sharp AR-5620N	General Section Room No-218	
13.	Sharp AR-5620N	IFD, Janpath Bhawan	

\* 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: --\_\_\_\_\_**