

**LIMITED TENDER**

F.No. 19016/02/2017-GA  
Government of India  
Ministry of Environment, Forest and Climate Change  
GA Section

Indira Paryavaran Bhawan,  
Jor Bagh Road, New Delhi

Dated: **28<sup>th</sup>** August, 2017

Sub: Tender for providing Comprehensive Annual Maintenance Contract of Full Service Maintenance Agreement(FSMA) for maintenance of Toshiba make photocopier machines various model (Approximately 60 Nos. Machines) installed in the Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi

**Tender No. MOEF/Toshiba Photocopier Machines/2017-18**

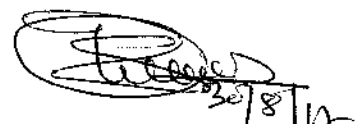
**Closing date: 20 / 09 / 2017(1500 Hours)**

Sealed tenders are invited from interested firms having requisite experience on behalf of the President of India through Under Secretary (GA) Ministry of Environment, Forest and Climate Change, (MOEF & CC) for providing Comprehensive Annual Maintenance Contract of Full Service Maintenance Agreement(FSMA) for the maintenance of Toshiba make photocopier machines various model (approximately 60 Nos. Machines) installed in the Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi, as per terms and conditions detailed out in the following paragraphs:

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

1. The Ministry of Environment, Forest and Climate Change, located at Indira Paryavaran Bhawan, Jor bagh, New Delhi, requires the services of reputed well established and financially sound Companies/Firms/Agencies for award of Comprehensive Annual Maintenance Contract for the maintenance of Toshiba make photocopier machines various model (60 Approximately) installed in the Ministry of Environment Forest and Climate Change, MOEF & CC. **The total value of tender is approximately Rs.10.00 Lakh per annum.**
2. The contract is likely to be for a period of one year. The period of the contract may be extended for further two years 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 the complaints regarding breakdown of photocopier machines are attended on the same day and in case of any spares required needs to be completed in 48 hours. Request for supply of consumables should be attended within 24 hours. In case of any delay, the firm will intimate the ministry for delays with sufficient reason.

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4. The crucial dates relating to "Tender for award of Comprehensive Annual Maintenance Contract for the maintenance of photocopier machines installed in the Ministry of Environment, Forest and Climate Change are cited as under:-

**(a) Date & Time for submission of quotation: 20/09/2017 (15:00 Hours)**

**(b) Date & Time for opening of BID: 20/09/2017 (15:30 Hours)**

**(Firms may depute their representative at the time of opening).**

5. The tenders have been invited under Two BID systems (Technical and Financial). The interested agencies are advised to submit sealed envelopes containing separate Technical and Financial bids super scribing "Tender for award of Comprehensive Annual Maintenance Contract for the maintenance of Toshiba Photocopier Machines" addressed to Under Secretary(GA); M/o Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi.
6. The Earnest Money Deposit (EMD) of Rs.35,000/- (Rupees Thirty Five Thousand only) refundable without interest should be necessarily accompanied with the tender document of the Agency in the form of Demand Draft/Pay Order drawn in favor of PAO, Ministry of Environment, Forest and Climate Change failing which the tender shall be rejected summarily. The bid security is remain valid for a period of forty five days beyond the financial bid validity period.
7. Performance Guarantee Rs.70,000/- will be obtained from successful bidder in the firm. Bank guarantee from a Commercial Bank. The Performance security is remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
8. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (self attested) along with the tender documents failing which their BIDs shall be summarily/outrightly rejected and will not be considered any further.
- (a)Self attested copy of PAN**  
**(b)Self attested Service Tax Registration letter/Certificate.**  
**(c )Self declaration 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.**
9. The Ministry reserves the right to withdraw/cancel the tender any time without assigning any reason.
10. The prices quoted by the firms participating in the tender process should be realistic and viable.
11. The bid will be awarded to the eligible bidder who meets the technical requirement as stipulated in the bid document.
12. Instructions of Governments issues from time to time on the procedure of finalization of tender document will be followed.

**Note: The L-1 bidder shall be decided on the basis of quoted lowest rate quoted.**

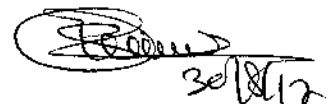


**TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY**

The tendering Company/Firm/Agency should fulfill the following technical requirement:

- (a) The registered office 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 have been turnover of at least one crore per year for the past 3 years.
- (c) The Company/Firm/Agency should be registered with appropriate registration authority.
- (d) The Company/Firm/Agency should have its own Bank Account
- (e) The Company/Firm/Agency should be registered with Income Tax & Service Tax department.
- (f) The Company/Firm/Agency should not have been banned or black listed by any Ministry/Department.
- (g) The Company/Firm/Agency should be authorized service provider/authorized dealer of Toshiba for Toshiba Photocopier machines.

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### GENERAL TERMS AND CONDITIONS

1. The contract is likely to be for a period of one year 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.
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 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. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Joint Secretary(Admn.) 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. The arbitrator so approved shall be an officer of the Ministry not below the rank of Director/Deputy Secretary.
7. The tender document should be accompanied with an **Earnest Money Deposit (EMD) refundable, of Rs.35,000/- (Rupees Thirty Five Thousand only)** in the form of Demand Draft/Pay order drawn in favor of PAO, Ministry of Environment, Forest and Climate Change, failing which the tender shall be rejected.
8. The Earnest Money Deposit(EMD) in respect of the Agencies which do not qualify the B/D shall be returned to them without any interest.
9. In case of breach of any terms and conditions attached to this contract, the contract shall be cancelled.
10. The Ministry reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome Problem encountered by the Contracting parties.

A handwritten signature is written over a circular stamp. Below the signature, the date '30/8/12' is written.

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**ANNEXURE-A**

**TECHNICAL BID**

**APPLICATION FOR AWARD OF COMPREHENSIVE ANNUAL  
MAINTENANCE CONTRACT IN RESPECT OF THE PHOTOCOPIERS  
INSTALLED IN THE MINISTRY**

1. Name of the Company/Firm/Agency :
2. Name of the Proprietor/Partner :
3. Full address of registered office :
4. Full address of operating/branch office :
5. Self attested copy of PAN/GIR card and PAN No. :  
(attach self attested copy)
6. Service Tax registration letter/Certificate and No. :  
(attach self attested copy)
7. Self certified copy of DVAT/TIN Certificate & No. :  
(attach self attested copy)
8. Details of EMD :Rs. \_\_\_\_\_  
Demand Draft/Pay Order No. & Date :  
Drawn on Bank :
9. Self certification to the effect that the Firm :  
has not been banned/black listed by any Ministry/  
Department in the past :
10. Certificate of authorization for maintenance of :  
Toshiba Photocopier machines
11. Annual turn over grand Rs. :
12. Certificate that Company/Firm/Agency :

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**ANNEXURE-B**

**FINANCIAL BID**

Rate of CSMC of Toshiba Photocopier Machines

S.No.	Model/Make of Photocopier	Total Nos.	Per Copy Rate
1.	E-160/E-452/E-455/E-456/E-457/ E-600/E-655 and E-755	60 (approx.)	

Signature of authorized person

Place

Name:

Date:

Seal:

