

No.D-21013/1//2009-GA
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
(G A Section)

Udyog Bhawan, New Delhi
Dated: 8th February, 2010

Subject: Tender for Annual Maintenance Contract under FSMA for various makes/modes of photocopier Machines installed in Department of Industrial Policy and Promotion at Udyog Bhavan, New Delhi-regarding.

Sir,

I am directed to invite quotation on behalf of Department of Industrial Policy and Promotion for award of **Annual Maintenance Contract (AMC)** under **Full Service & Maintenance Agreement (FSMA)** for various makes/models of photocopier Machines (Approx. 61 Nos) installed at the Udyog Bhavan, New Delhi, for a period of one year which is extendable subject to satisfactory performance. Total Nos. of machines are likely to be increased under FSMA. You are requested to quote your lowest rates for the same in the attached proforma (Annexure) in a sealed cover marked **“Quotation for AMC of Photocopier Machines”**. The quotation may be dropped in the tender box kept in Room No.271-A, Udyog Bhavan, New Delhi **latest by 3.00 P.M. on 26.2.2010.** The quotation will be opened on the same day in Room No.271-A, Udyog Bhsavan, at 3.30 P.M. in the presence of Tenderers or their representative who may wish to be present at that time. The contract will be governed by the following Terms & Conditions:

TERMS AND CONDITIONS

1. Sales Tax, Service tax, Work Contract Tax or other levy etc, if any to be charged should be indicated in the quotation separately.
2. Erasing and overwriting in the tender will render the same invalid.
3. The total number of machines likely to be put under FSMA is about 61 (sixty one) number for the present. The number may increase or decrease at the discretion of the Department.
4. The firm submitting quotation should be will equipped and should have the required infrastructure and expertise to undertake the job of maintenance of photocopiers. The firm should have achieved a minimum turnover of Rs.10.00 lakh (Rs.Ten lakh) during the financial year 2008-09 through execution of Maintenance Contracts. The documentary proof in support of turnover may also be attached.

5. The firm quoting the rates should have rendered similar job of maintenance of photocopier machines in some major Govt. Departments/PSUs/other reputed establishments satisfactory during the past two-three years. The firm should be currently maintaining at-least 100 photocopier machines in such departments/PSUs with at-least Rs.10.00 lakh turnover from such maintenance work per annum for last three years (proof needs to be enclosed). The satisfactory performance certificate of at least three such Departments/PSUs should be attached along-with quotation. Besides, the firm should not be currently blacklisted or should not have been blacklisted by any Ministry/Department in the past. The quotations of such firms as are currently blacklisted or as had been blacklisted in the past will not be considered.
6. The contract is inclusive of all spares and consumables such as toner, drum etc. all spares and consumables to be supplied/replaced should be genuine and duly supported by proof of their having been purchased from the authorized dealers of respective photocopiers machines.
7. The rates quoted by the firm will remain valid for a period of one year from the date of award contract. The period of contract may be extended if the service of the firm are found satisfactory during the period of contract on mutual agreement. The Department reserves the right to discontinue the contract even before the date of its expiry if the services of the contractor are not found to be satisfactory at any stage.
8. An earnest money of Rs.20,000/- *Rupees twenty thousand only “ in the form of Demand Draft in favour of “Drawing and Disbursing Officer, Department of Industrial Policy and Promotion” payable at New Delhi is required to be deposited along-with the quotation. The earnest money of all unsuccessful tenders will be refunded without any interest thereon. Quotation received without earnest money will not be considered.
9. Payment will be made on quarterly basis on production of bills along-with satisfactory performance reports from the users of the machines.
10. Tax at source (TDS) will be deducted as per rules.
11. The Department reserve the right to reject any or all quotation without assigning any reasons thereof.

(Satish Kalothra)
Under Secretary to the Govt. of India
Tele.23063211

Copy to:

1. Shri Shri P.K. Rajput, Pr. Sys. Engineer, NIC, DIPP with the request to place the aforesaid notice on the website of DIPP for wide publicity(floppy enclosed).
2. All Ministries/Department of Govt. of India. They may bring this to the notice of AMC contractors engaged by them for Photocopier to this department in case interested.

ANNEXURE

List of photocopiers machines functioning in this Department

Sl.No.	Name of Model/Brand of photocopier	Quantity
1.	Canon-IR-2230	6
2.	Canon-IR-2200	1
3.	Canon-IR-2000	1
4.	Canon-IR-2020	14
5.	Canon-IR-2022N	3
6.	Canon-IR-3018	1
7.	Canon-IR-3300	1
8.	Canon-IR-3530	3
9.	RICOH-RR-1022	2
10.	RICOH-RR-2018	7
11.	RICOH-RR-1018	1
12.	RICOH- RR-2027	1
13.	RICOH- RR-2035	1
14.	RICOH- RR-1025	1
15.	RICOH- RR-4618	1
16.	Minolta-DI-351	1
17.	Sharp-ARM-276	2
18.	Sharp ARM-205	9
19.	Sharp ARM-MX-450N	3
20.	Sharp-ARM-207	2
	Total	61