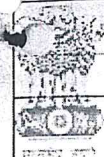



NDDI-CA/1

172 3

 Government eProcurement System	eProcurement System Government of India	
	Tender Details	
Date : 06-Apr-2018 04:30 PM		
 Print		

Basic Details

Organisation Chain	Ministry of Culture General Administration Section - MoC		
Tender Reference Number	16-4/2017-GA		
Tender ID	2018_MC_324925_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Duly signed general terms and conditions, annexure III and duly filled Technical Bid Annexure I
		.pdf	Proof of Name and address, telephone no., email ID of firm and contact person
		.pdf	Proof of execution of FSMA of photocopiers in Ministries/ Departments/PSUs for 3 years
		.pdf	3 years experience certificate in Ministries/Departments/PSUs
		.pdf	Annual Turnover certificate certified by the chartered accountant valued Rs. 15 lakhs or more
		.pdf	self attested copies of GST, ITR for last 3 years and PAN
		.pdf	Details of firm in case of partnership
		.pdf	Details of EMD for Rs. 20000 drawn in favour of DDO Ministry of Culture
		.pdf	Notarized affidavit to the effect that the firm has not been blacklisted
2	Finance	.pdf	Duly filled and signed financial bid annexure II

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	20,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	DDO Ministry of Culture	EMD Payable At	New Delhi

Work / Item(s)					
Title	Full service maintenance contract of Photocopiers in Ministry of Culture				
Work Description	Full service maintenance contract of Photocopiers in Ministry of Culture				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor	NA				
Tender Value in ₹	15,00,000	Product Category	Miscellaneous Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work (Days)	365
Location	Shastri Bhawan New Delhi	Pincode	110001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	330 C wing Shastri Bhawan

Critical Dates			
Publish Date	06-Apr-2018 04:45 PM	Bid Opening Date	20-Apr-2018 03:30 PM
Document Download / Sale Start Date	06-Apr-2018 05:00 PM	Document Download / Sale End Date	19-Apr-2018 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	06-Apr-2018 05:10 PM	Bid Submission End Date	19-Apr-2018 03:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Full service maintenance contract of Photocopiers in Ministry of Culture	4936.63
Work Item Documents	S.No	Document Type	Document Name	Description
	1	Tender Documents	AMCFSMA.pdf	Full service maintenance contract of Photocopiers in Ministry of Culture

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sk.singh95@nic.in	SATYENDRA KUMAR SINGH	SATYENDRA KUMAR SINGH
2.	anjana.10@nic.in	ANJANA	ANJANA

Tender Inviting Authority	
Name	Manoj Dehury Under Secretary
Address	330 C wing Shastri Bhawan Ministry of Culture New Delhi

Tender Creator Details	
Created By	SANJAY KUMAR TARUN
Designation	section officer
Created Date	06-Apr-2018 04:26 PM

File No. 16-4/2017-GA
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated the 6 April, 2018

TENDER NOTICE

Sub: Comprehensive Annual Maintenance contract for various types of Photocopy Machines installed in the Offices under Ministry of Culture – reg.

Online quotations in sealed cover are invited for Full Service Maintenance Contract for various make Photocopy Machines installed in Ministry of Culture Offices at (i) Shastri Bhawan, (ii) NAI Annexe, and (iii) Puratatva Bhawan, GPO Complex, INA as per details given in Annexe – I.

2. The rates may be quoted as "Per Copy" basis. Under FSMA the firm will provide all spare parts/toners etc. for these machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc. It shall be the responsibility of the firm to maintain all the Photocopy machines in good working order and take prompt action to rectify the machine. The firm shall provide standby Photocopy Machine till the machine is got repaired by the firm in case of long repair. There are some photocopier machines which are under warranty. The vendor will be required to make liaison with the O.E.M. for maintenance of these Photocopier Machines. FSMA in respect of these Photocopiers will be assigned to the firm at the expiry of the warranty.

3. The bidders should have at least five years work experience in Govt. Offices and have undertaken FSMA/FSMA work costing not less than Rs. 15 lakhs in single Ministry/Department. Only Authorised Service Providers of any of the OEM viz: Sharp, Kyocera, Canon is eligible to apply for FSMA. The Tenderer is required to submit a certificate to this effect. Spare parts and consumables will be made available from the O.E.M. They should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and they should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected. The Tenderers should have not been blacklisted, terminated and debarred by any organization/Govt. Department. Undertaking to this effect may be submitted.

4. The bidders shall not be at liberty to offer their terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.

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5. Tenders are to be submitted along with refundable earnest money of Rs. 20,000/- (Rupees twenty thousand only). The earnest money will have to be in the form of a crossed demand draft/Pay order in favour of "PAO, Ministry of Culture", payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract and the same in respect of the successful contractor will be retained by this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded only after expiry of entire contract period on production of satisfactory service certificate from all the users of the machines.
6. No extra charges will be paid for doing the work outside of office premises. In such cases the transport and labour charges will be borne by the Contractor.
7. The rates quoted by the firm will not be enhanced during the period of contract in any case.
8. Monthly servicing of the machines or as and when asked for in emergent cases be got done by the experienced service engineer.
9. Comprehensive Annual Maintenance Contract for photocopy machines can be considered for renewal for further period subject to satisfactory performance of the firm.
10. The FSMA payment shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory reports received from the users.
11. The Contract can be terminated at any time during the currency of the contract by the competent authority in the Ministry without assigning any reason or giving any notice if the work of the Contractor is found to be unsatisfactory or deficient and it would be entrusted to any other party at the risk and expense of the defaulting contractor including forfeiture of the security deposit. In addition, the contractor shall be liable to pay liquidated damages to the Government. In this connection the decision of the competent authority shall be final and binding upon the contractor. The contract shall be subject to the Indian laws and jurisdiction of the Courts located in Delhi.
12. For quoting the rates for FSMA of photocopy machines, the bidder shall give the total composite price and the price needs to be individually indicated against each Type/Make of the Photocopier Machines. If the Tenderer is offering any discount, he/she should mention it clearly and quote the net rate in the Financial Bid

Contd. . . .

13. The various type of photocopier machines as mentioned under Para 1 above, can be checked on any working day at the Offices of Ministry of Culture located in Shastri Bhavan, NAI Annexe, and 2nd Floor, Puratatva Bhawan, INA, New Delhi before submitting the Quotations by the interested parties. If any of the machines require repair before entering into the Contract, it should be clearly mentioned and the cost of repair may be quoted separately.

14. Quotations should be submitted in two parts, i.e. one for technical bid and the other for financial bid. In technical bid the tenderer is required to submit scanned copy of all documents as required under this tender. All pages of the tender are required to be signed by the authorized signatory of the firm.

15. The tenders will be opened on 20th April, 2018 in the presence of tenderers or their authorized representatives. The Tender Committee will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

16. Tenders not accompanied by earnest money/copies of documents will be rejected.

(Signature)
(Manoj Dehury)

Under Secretary to Government of India
Tel No. 011-23384261

To

NIC Centre, Ministry of Culture, New Delhi with a request to upload the above Tender Notice on the website of Ministry please.

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LIST OF MACHINES AVAILABLE FOR FSMA

LIST OF PHOTOCOPIER MACHINES

Sl. No.	Machine Make	Installed at	Date of purchase
1	Sharp, 5516	Dir(CDN) 320, C-Wing, Shastri Bhavan	25.02.2010
2	Sharp, 5631	Cash Sec., 330-B, C-Wing, Shastri Bhavan	25.02.2010
3	TASK alfa-4501i	Estt. Sec., 330-A, C-Wing, Shastri Bhavan	25.02.2010
4	Sharp, 453N	CR Sec. Ground Floor, C-Wing, Shastri Bhavan	25.02.2010
5	Sharp, 453N	GIA, NAI Annexe	25.02.2010
6	Sharp, 5516	A&A Sec., CSL (Out of order)	25.02.2010
7	Sharp, 453N	S&F Sec., 2 nd Floor, INA	25.02.2010
8	Sharp, 453N	IFD Sec., 202, D-Wing, Shastri Bhavan	25.02.2010
9	Sharp, 453N	Dir (OL), CSL	25.02.2010
10	Sharp, 452N	US(ICR)	25.02.2010
11	Sharp, 2700N	O/o Secretary (C)	25.02.2010
12	Sharp, 5516	US AR/IT	25.02.2010
13	Sharp, 453N	ZCC Sec., 2 nd Floor, INA	25.10.2010
14	Canon 2545	JS(PR), 332, C-Wing, Shastri Bhavan	18.11.2010
15	TASK alfa- 3011i	PS to AS, 335, C-Wing, Shastri Bhavan	29.11.2012
16	Canon 3245	FOI Cell, CSL	23.03.2011
17	Canon 3245	Dir (DP), 321 C-Wing, Shastri Bhavan	26.03.2012
18	Canon	Office of HCM	26.03.2012
19	Canon	Office of Secy (C)	14.09.2015
20	Ricoh-4500	2 nd Floor, INA, ZCC	13.10.2015
21	TASK alfa-4501i	Library Section, CSL	02.10.2012
22	TASK alfa-4501i	CDN, 333-C-Wing	18.03.2014
23	TASK alfa-4501i	Vig Section, 505 D Wing	18.03.2014
24	TASK alfa-4501i	Museum-I, 332 C-Wing	07.07.2014
25	TASK alfa-4501i	ASI Section, NAI annexe	09.01.2014
26	TASK alfa-4501i	Hindi Section, 104, C-Wing	07.07.2014
27	TASK alfa-4501i	P- Arts, Puratatva Bhawan, INA	14.10.2014
28	TASK alfa-4501i	BTI, Puratatva Bhawan, INA	14.10.2014
29	TASK alfa-4501i	P&B Section, NAI Annexe	14.10.2014
30	TASK alfa-4501i	JS(SS), 334, C-Wing	19.02.2015
31	Canon 2004 N	210, D Wing	19.02.2015
32	TASK alfa-4501i	Director(F), 323, C-wing	19.02.2015
33	TASK alfa-3501i	Akademi, CSL	23.12.2014
34	TASK alfa-4500i	ICR, 335, C-Wing	07.07.2014
35	TASK alfa-4500i	DD(OL), CSL	21.01.2013
36	TASKalfa 5501i	HCM Office	06.03.2013
37	TASK alfa 3011i	AS Office	23.03.2016
38	TASK FS-8520	JS(A), 218, C-Wing	30.06.2017
39	TASK alfa-3010i	GA Section, C-Wing	03.10.2016
40	Canon 2004 N	S&F Section	02.11.2016
			06.06.2017

(Manoj Dehury)

Under Secretary to Government of India

PROFORMA FOR TECHNICAL BID

(Award of FSMA of photocopier machines in the Ministry of Culture)

Qualifying Bid Documents

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

Tender No. . 16-4/2017-GA

Sl. No.	Details	
1	Name of Company/Firm	
2	Address with Tele No., email	
3	Contact person's name, phone number and mobile number	
4	Essential Details (Self Attested copies to be enclosed)	
	I Proof of execution of Photocopy work during last three years with various Government Departments/PSUs etc. The experience certificate should be issued by officers of the level of Section Officer and above.	
	II Experience of having successfully undertaken at least one similar work of FSMA of photocopier machines, valued not less than 10.00 lakhs in a single year, during any one the last three years	
	III Annual turnover certificate certified by Chartered Accountant for an amount of Rs. 15 lakhs (Rupees fifteen lakhs only) or more during last three years	
	IV Copies of PAN Card, ITR of last three years, Service Tax and VAT registration certificates;	
	v Details of firm/company in case of Partnership Firm.	
5.	Details of EMD of Rs. 20,000/-	
6.	Address of the service provider, email id, Telephone/Mobile & Fax Numbers	

Declaration

I hereby certified that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future.

(Name & Signature of authorised signatory with stamp)

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176

PROFORMA FOR FINANCIAL BID
(Award of FSMA of photocopier machines in the Ministry of Culture)

Annexure-II

Financial Bid Documents

Tender No. 16-4/2017-GA

Sl. No.	Description		Per copy charges for maintaining the machines including plastic parts in proper order throughout the contract period in Rs. (excl. GST)		
			A-4 size	B-4 size (F/S)	A-3 size
1	Sharp	Black			
		Colour			
2	Canon	Black			
		Colour			
3	Ricoh	Black			
		Color			
4	Kyocera	Black			
		Colour			

*Machines on warranty period, will be available for FSMA only on expiry of warranty.

(Name & Signature of authorized signatory with stamp)

General Terms and Conditions

The firms should have at least 03 years' experience in maintenance of Photocopiers. They also should have successfully executed Full service Maintenance Contract [FSMA] in Central Government Ministries/Departments/Organizations under Ministries. Copies of orders of FSMA for the last three years may be enclosed.

2. The firms must have ongoing FSMA for Photocopiers in Ministries/Departments of Government of India. The firm should provide a satisfactory service certificate in this regard.
3. The Firm should provide two Resident Engineers, who should be well qualified with a minimum of three (3) years' experience. The Resident Engineers should be available five days (Monday to Friday) a week from 9:00 AM to 5:30 PM. Their service may be required on odd hours and also on holidays as the situation demands. The Resident Engineers should have an exposure and experience in all latest photocopying machines.
4. The defected parts of machines should be replaced with original OEM spare parts.
5. The firm must ensure and assure that the firm who enters into the FSMA contract with the Ministry will not outsource it further. Any deviation from this would lead to blacklisting.
6. The FSMA will be given initially for a period of one year after finalization of the contract. The rates quoted will remain in force for the entire period of contract. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the Ministry to extend the terms of the agreement for a further period of one to two years on satisfactory performance of the firm.
7. The firm shall provide services during office hours in the offices of Ministry at Shastri Bhavan, NAI Annexe and Puratatva Bhavan, INA, etc. without any additional cost.
8. New equipment purchased will be included in FSMA as soon as warranty expires.
9. The firm would use only OEM spare parts. A certificate is to be given by the firm in each case/repair that OEM products parts are used.
10. It is mandatory that the firm should maintain inventory of spares in the Ministry under the custody of Resident Engineers.

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11. Log-report of the firm will indicate the nature of complaint, date and time of booking the complaint, time when the machine is repaired and total down time. This record will be signed by the firm's service engineer, and user. The firm will also prepare a separate log book for each of the machines to be taken under the FSMA and preventive maintenance, cleaning of the machine will be carried out on quarterly basis. A preventive maintenance report from the user would be submitted to administration section failing which an appropriate, penalty would be imposed. The quarterly payment of bills will strictly be made on the basis of satisfactory report from the user. The service engineers would take up any reported fault within two hours. As far as possible, the repairs would be carried out on-site itself. However, in case the equipment is taken to workshop the firm would provide a stand-by for the same with same configuration or higher. The department will not make any payment towards cartage and the expenditure for to and fro transportation of the machines should be borne by the firm. The equipment taken out of building for repair should be returned within two working days of taking out of building failing which the penalty clause would automatically get activated. The firm will also provide maintenance and repair services on holidays in case of emergency.

12. If any Photocopier is not repaired within 24 hours, the firm will provide standby device in excellent condition. If, however, the firm fails to repair or provide a stand by device before picking up the defective item a penalty of Rs. 500/- (rupees five hundred only) shall be payable by the firm per day for delay. In case the required part is not available, the same should be replaced with a part of higher calibration that is compatible with the equipment. The handing over of the damaged or faulty part of the equipment to the firm will be sole discretion of the Ministry. If the preventive maintenance is not carried out within the beginning the month of each quarter from the date of award of FSMA, 5% of FSMA amount will be deducted on weekly basis.

13. The Contract will be valid for a period of 12 months. In case the services of the Contractor are not found satisfactory or contractor fails to comply with any terms and conditions of this contract, the Ministry may terminate the Contract.

14. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.

Signature of the authorized signatory
of the Tenderer with seal of the Firm

IMPORTANT DATES

ePublished Date	:	06.04.2018
Document Download Start	:	06.04.2018
Bid Submission Start Date	:	06.04.2018
Document Download End Date	:	19.04.2018
Bid Submission End Date	:	19.04.2018
Bid Opening	:	20.04.2018

File No. 16-4/2017-GA
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated the 17th April, 2018

CORRIGENDUM

Sub: Comprehensive Annual Maintenance contract for various types of Photocopy Machines installed in the Offices under Ministry of Culture – reg.

In supersession of Tender Notice of even number and dated 6th April, 2018, the under signed is directed to say that the indenting firms may kindly notice the following changes in the e-tender document published in the CPP Portal:-

	In place of	Please read as
Para 1 of Terms & Conditions	03 years' experience in maintenance of Photocopiers	05 years' experience in maintenance of Photocopiers
Sl. No. 4 (i) of Technical Bid	Proof of execution of Photocopy work during last three years with various Government Departments/PSUs etc.	Proof of execution of maintenance work of Photocopy machines during last three years with various Government Departments/PSUs etc.
Sl. No. 4 (ii) of Technical Bid	Experience of having successfully undertaken at least one similar work of FSMA of photocopier machines, valued not less than 10.00 lakhs in a single year, during any one of the last three years	Experience of having successfully undertaken at least one similar work of FSMA of photocopier machines, valued not less than 15.00 lakhs in a single year, during any one of the last three years
List of Machines	Ricoh-4500	This machine is not available for FSMA. It is included in the list inadvertently

All prospective Bidders are requested to go through above changes. All other tender conditions remain unchanged. If any bidder has already submitted their bid, then they should resubmit the bid taking into account above changes.

91 7/12/18
(Manoj Dehury)

Under Secretary to Government of India