

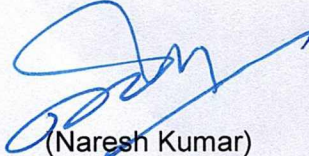
No.19011/2/2020-Genl
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan
Block No.14, CGO Complex,
Lodhi Road, New Delhi-110003
Dated 16th December, 2020

Subject: Quotation for Annual maintenance Contract (AMC) for 2 numbers of Digital copy Printer Machine Model DX-3443.

Sealed quotation are invited from reputed firms/agencies for annual maintenance contract for 2 numbers of Digital Gestatner photocopier machines in Block No.14, CGO Complex for a period of one year , as per terms and conditions enclosed, extendable by two more years, one year at a time subject to satisfactory services and mutual consent.

2. The rate should be quoted for maintenance contract shall consist of preventive and corrective maintenance of the Copy Printer and will include all spares except Thermal Head, Main PCB, Image Scanner, Drum and its accessories.
3. The technical bid has to be filled in Annexure I. The financial bid has to be quoted in Annexure-II. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and superscripted "Quotation for Annual Maintenance Contract of 2 No. of Digital copy Printer Machine Model DX-3443.
4. The bid should be accompanied by Earnest money in the form of a Demand Draft of Rs. 2000/- (Rupees two thousand only) drawn on any nationalized bank in favour of "DDO, DPE" and payable at New Delhi.
5. Successful tenderer will have to deposit a performance security of Rs. 2000/- (Rupees two thousand only) in the form of Fixed Deposit Receipt (FDR) within a week of award of work. It will be retained by this Department until the end of period of contract. However, security money will be forfeited, if the firm fails to perform according to any of the terms and conditions of the contract or if the work is found to be unsatisfactory.
6. The payment of the AMC charges will be made in half yearly instalments after completion of satisfactory service.
7. If you are interested in doing the job, as per the term and conditions, you may send your sealed quotation, duly super-scribed " Quotation for Annual Maintenance Contract of Digital copy Printer Machine Model DX-3443 addressed to the Under Secretary(Admn) and should be deposited in the tender box/Room No. 409-A, Department of Public Enterprises, Block No. 14, CGO Complex, New Delhi or alternatively send by post so as to reach this Department not later than 3:00 pm on 28.12.2020. Quotations received after this stipulated date/time shall not be entertained.
8. The technical bid will be opened by the committee constituted for the purpose on the same day at 3:00 pm in Room No. 409-A, Department of Public Enterprises, Block No. 14, CGO Complex, New Delhi in the presence of the tenders of their representative who may like to be present.


(Naresh Kumar)
Under Secretary(Admn)
Tel: 011-24366820

Annexure-I

Technical Bid

1. Name and Address of Bidding Firm :
2. Name and Designation of the person signing the bid:
3. Capacity in which bid is signed by the bidder :
(proprietor/ partner/ director)
4. Telephone Number(Mobile/Landline) :
5. Earnest Money Deposit Details :
6. GST Registration Certificate No. :
7. PAN Number & latest ISO certificate :
(Copy enclosed)
8. Terms & conditions mentioned in the invitation :
of bid are Acceptable/Not Acceptable
9. Experience 2 years in Govt./PSU :
(Please attach valid proof)

Annexure-II

Financial Bid

Sl. No.	Item Description	Cost Per Machine for comprehensive maintenance (Including GST charges in Rupees) per year (both in figure and words)
1.	Digital copy Printer Machine Model DX-3443	

TERMS AND CONDITIONS

- i) The rate should be quoted for maintenance contract shall consist of preventive and corrective maintenance of the Copy Printer and will include all spares except Thermal Head, Main PCB, Image Scanner, Drum and its accessories;
- ii) The repair work will be carried out within the premises of this Department;
- iii) The contract can be terminated any time without assigning any reason thereof. If the work of the firm is found to be unsatisfactory, it would be entrusted to other party at the risk and cost of the firm. In this connection, the decision of the competent authority shall be final and binding upon the firm;
- iv) The payment of the AMC charges will be made in two half yearly instalments after completion of satisfactory service;
- v) Experienced technicians/ engineers will have to be deputed for the day today maintenance of the machine. The services of the technicians will be provided round the clock on all working days and if required, on holidays also, depending upon the work requirement; and
- vi) The continuance of the contract will be subject to the performance of the firm and the right to terminate the contract rests with the Department at any time without giving any reason whatsoever and the decision of the Department in this regard would be final and binding on the party;
- vii) If the services of AMC are found satisfactory, the contract of AMC can be extended for a further period of 2 years on year to year basis, on the same terms and condition.
- viii) The AMC services for Digital photocopier are not available on GEM.