

F. No.D-17016/01/2016-Adm.II
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 06th July, 2016

TENDER NOTICE

Subject:- Annual Maintenance Contract (AMC) of two Risograph and one Duplo machines in the Ministry of Labour & Employment for the year 2016-17- regarding.

Sealed Tenders (make wise) are invited for Annual Maintenance Contract in respect of two Risograph machine and one Duplo machine of this Ministry for a period of one year w.e.f. 01.08.2016 or from the date of award of contract whichever is later . The details of Risograph/Duplo machines are as under:-

1. Risograph RN-2030
2. Risograph RZ-3700
3. Duplicating Machine DP-U850

The sealed cover containing the tenders super-subscribed as "Tenders for Maintenance of Risograph/Duplicating Machines of the Ministry of Labour & Employment" and complete in all respects should be dropped in the tender box placed at reception area near Gate No.1 of Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 at 3.00 P.M. on 27th July, 2016. The Quotations will be opened on the same day at 4.00 PM in room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi.

2. Earnest money by means of a Bank Guarantee/Demand Draft/Pay Order of Rs. 5000/- (Rupees Five Thousand only) may be enclosed with the quotation. It is also clarified that the quotations received without Earnest Money will be summarily rejected. The Pay Order/DD/ Bank Guarantee may be prepared in the name of Pay & Account Officer (Main Sectt.) Ministry of Labour & Employment, New Delhi and payable at New Delhi.

3. The successful tenderer shall be required to deposit Rs.10,000/- (Rs. Ten Thousand only) as Security Deposit in the form of Bank Guarantee in the name of Pay & Account Officer (Main Sectt.) Ministry of Labour & Employment, New Delhi. Security Deposit shall be returnable after 03(Three) months after successful completion of the contract.

Continued.....2/-

4. The contract shall be on a comprehensive service basis and no extra charges for any general wear & tear /spare parts etc. shall be made by the Ministry. During the contract period, it will be the responsibility of the company to keep the Risograph/Duplicating machines in perfect working order.
5. The repair/service works will have to be carried out at the location of the Risograph/Duplicating machines except in the exceptional circumstances where the machine or any component may be required to be taken out for repair/service in workshop.
6. The payment towards comprehensive Annual Service Maintenance Contract shall be made in four installments each at the end of each quarter on production of satisfactory reports from concerned users.
7. The firms are required to furnish following documents along with 'Tender', failing which their bids will not be considered:-
 - i. Complete address and telephone number of the firm/company;
 - ii. PAN Number;
 - iii. TIN Number / VAT Number;
 - iv. Central Service Tax Number;
 - v. Copy of previous three years of Income Tax Statement;
 - vi. List of present contracts at least three Government Ministry/ Departments;
 - vii. The firm should be in existence for over 05 (Five) years in the trade with the maintenance business (service business turn over) of not less than Rs. 10 Lacs per Annum during the last three years;
 - viii. The firm must quote for all the three mentioned models(machines) and under no circumstances should be outsourced to maintain.
 - ix. The firm should not have been blacklisted by any Government Department and no criminal case should be registered against the agency /firm or its owner/proprietor/partner anywhere in India. An UNDERTAKING to this effect on Rs.100/- Stamp Paper, duly notarized (name of Notary must be clearly visible), must be submitted along with Tender (**Format at Annexure-II**).
8. Unrealistic prices/rates quoted by the bidders shall not be entertained.
9. The firms should have a work permit or registered with local authority including Sales Tax/Tin with 03(Three) years experience in the operational area.
10. The Ministry reserves the right to select or reject any or all quotations without assigning any reasons thereof.
11. The terms and conditions for comprehensive AMC are on Annexure-I.

12. The Contract will be valid initially for a period of one year with effect from the date of award of the Contract. However, the contract may be extended upto further for a period of one year with mutual consent on satisfactory performance during tender period on the same rates and terms & conditions as in the present contract on the basis of satisfactory services. The grant of extension of contract will be sole discretion of the Ministry depending upon the satisfactory services of the firm.

Atul Kumar Singh

(Atul Kumar Singh)

Under Secretary to the Government of India

Tele.No. 2376 6320

Copy to:

1. All Ministries/Departments of the Govt. of India. It is requested that wide publicity of this 'Tender Notice' may please be given and contractors engaged by them for this job, may be informed to submit their quotations, if they are willing and fulfill the conditions.
2. NIC, S.S. Bhawan, with the request to float the 'Tender Notice' on the website of the Ministry for wide publicity.
3. Hindi Section for Hindi version.
4. Notice Board.