

No.14/2/2018-19/TDSAT/Admn. /2138
Government of India
Telecom Disputes Settlement & Appellate Tribunal
Room No.478, Hotel Samrat, Chanakyapuri, New Delhi
Tel. No.24102563, 26873411 Fax: 24122218

New Delhi dated the 17 May, 2019

TENDER NOTICE

Sub: Inviting tender for Comprehensive Annual Maintenance contract for Canon IR-ADV-4045 installed at office of TDSAT, New Delhi.

1. Tender in sealed cover are invited for Comprehensive Annual Maintenance Contract for following mentioned Photocopy Machine installed in the office of TDSAT at Room No.478, Hotel Samrat, Chanakyapuri, New Delhi. The quotations should reach this office on or before 10.6.2019 upto 1.00 P.M. The details of Photocopy Machines are as under:-
 - (i) Canon IR Adv-4045
2. The rates may be quoted as "Per Copy" basis. The firm will provide all spare parts/toners etc including plastic parts. for the machine 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 machine 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 any delay. The vendor will be required to make liaison with the O.E.M. (Original Equipment Manufacturer) for maintenance of these Photocopier Machines.
3. The contractor should have adequate work experience of having similar work in Govt. Offices and should submit the supporting documents including performance certificates given by the Govt./ other Organizations. The tenderer is also required to submit a certification from the O.E.M. that they are the "Authorised Service Provider" for the machine and the spare parts as well consumable will be made available through the tenderer and the O.E.M. will provide all back up support. He should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and he should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected.

1/6



4. Tender must be duly filled in and signed by authorized person in ink pen or ball pen. Tenders written in pencil or erased/over-written will not be considered.
5. The bidders shall not be at liberty to offer his/ her 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.
6. The tenders have to be submitted in sealed covers with the following "Copier Annual Maintenance Contract (CAMC)/ Full Service Maintenance Agreement (FSMA) of Photocopy machine" super-scribed on the top of the sealed cover along with credentials and supporting documents.
7. Tenders are to be submitted along with refundable earnest money of Rs.5000/- (Rupees Five thousand only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "DDO, TDSAT", 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. The successful contractor has to deposit an amount of Rs.10000/- in the form of FDR as PBG which should be valid beyond 60 days of the expiry of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory service certificate.
9. A copy of PAN No. Service tax registration no. may also be submitted by the vender alongwith the Technical bid.
10. The firm should be authorized service provider of Canon India Pvt. Ltd. A certificate must be enclosed with the tender (Technical bid).
11. Sealed Tenders will be received up to 10th June, 2019 (1.00P.M.) at the Room No.478, Hotel Samrat, Chanakyapuri, New Delhi and opened on 10th June, 2019 at 2.00 P.M. in the presence of such tenderers or their authorized representative as may wish to be present.
12. Tender not in the sealed cover or not accompanied by earnest money or received after the closing date and time will be rejected.
13. The vendors should have not been blacklisted by any organization/Govt. Department.



14. No extra payment will be made for change/replacement of any part.
15. The firm shall take prior permission from the undersigned for taking the machine out of the office premises for repairs and replacement of worn out parts with original one. 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. Alternate arrangement may be provided at the same time.
16. The rate quoted by the firm will not be enhanced during the period of contract in any case.
17. Monthly servicing of the Machine or as and when asked for in emergent cases be got done by the experienced service engineer.
18. Comprehensive Annual Maintenance Contract for Photocopy machine can be considered for renewal for further period subject to satisfactory performance of the firm as well as on the same price and terms & conditions.
19. Payment shall be made on monthly basis against submission of bill along with the satisfactory reports received from the users and as per income tax act and the rules made there under.
20. The contract can be terminated at any time during the currency of the contract by the competent authority in this office 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.
21. Tenderer shall keep their tender valid for acceptance for a period of 30 days from the date of opening.
22. For quoting the rates for CAMC/FSMA of two 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 (Annexure-B). The unit price quoted by the bidder shall be in sufficient detail to enable the TDSAT to arrive at the price offered for each make. Discount, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall



quote clearly net price taking all such factors like Discount, free supply, etc into account. The price approved by the TDSAT for award of AMC will be exclusive of all taxes as applicable from time to time.

23. The Photocopier Machine as mentioned under Para 1 above, can be checked on any working day at TDSAT office, before submitting the Tender by the interested parties.
24. Tender should be submitted in two separate envelops, i.e. one for technical bid (As per Annexure-A) and other for financial bid (As per Annexure-B). In technical bid the tenderer is required to submit all documents as required under this tender. Envelop should be superscribed as "Tenders of CAMC/FSMA of Photocopier Machine". A signed copy by the authorized signatory of the firms on each page of this Tender Notice is also required to be submitted along with the Technical bids. In the other envelope only rate will be mentioned as required.
25. The financial bids of only those bidders will be opened who qualify as per the specifications mentioned in the technical bid.
26. The quotation should be addressed in the name of Administrative Officer, TDSAT Room No.478, Hotel Samrat, Chanakyapuri, New Delhi-21.
27. Annual Turnover for the last two years, which should be above Rs.5 Lakhs under the AMC.
28. A brief details of the address proof may also be given by the Vender.
29. No. of Photocopy machines can be decreased/increased at the time awarding the contract or during the interval of the contract.



(Rajesh Pant)
Desk Officer

Telephone No. 21610454

4/6

Annexure-A

- (i) Checklist and the order in which the documents are to be submitted for the Technical bid.

S.No.	Documents to be attached	Page No.
1.	Documentary Evidence/Certificate of being an OEM/Authorized Service Providers/ Dealers of Canon.	
2.	Bid Security in the form of Bank Draft/Pay Order in favour of 'DDO, TDSAT'.	
3.	A certificate of the company regarding Annual Turn- over of more than 5 lakhs under AMC	
4.	Valid Income Tax Clearance Certificate/ Income Tax Return with PAN of last two years	
5.	Certification of Incorporation/ Firm Registration Certificate as the case may be	
6.	Experience letter from the Govt. Departments.	
7.	Current work order copy of providing similar services to at least one Govt. Department.	
8.	Shop & workshop details	

5/6

Annexure-B

Financial Bid

S.No.	Machine Make & Model	Rate per copy (excluding taxes)
1.	Canon IR-ADV-4045	

6/6