

**F. No. 17-1/2009-GSS/Vol-II**  
**Government of India**  
**National Commission for Minorities**

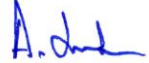
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Ground & 3<sup>rd</sup> Floor, Block-3,  
C G O Complex, Lodhi Road, New Delhi-110003

Dated 24.08.2021

**NOTICE INVITING TENDER**

1. Sealed tenders are being invited from reputed, experienced and financially sound Companies/Firms/Agencies for award of Complete Annual Maintenance Contract for the maintenance of photocopier machines installed in the National Commission for Minorities initially for a period of one (1) year.
2. The interested Companies/Firms/Agencies can submit the tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only) and other requisite documents and deposit the same in the Tender Box kept at the National Commission for Minorities. The last date of receipt of tender is 08/09/2021 at 1500 hours. The same tender will be opened by the Tender Opening Committee of National Commission for Minorities on 09/09/2021 at 1530 hours.



(Arunava Sengupta)

Under Secretary to the Govt. of India

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS

1. The NCM office located at CGO Complex, Block-III, Ground & 3<sup>rd</sup> Floor, Lodhi Road, New Delhi – 110003, requires the services of reputed well established and financially sound companies/Firms/Agency for award of Annual Maintenance Contract for the maintenance of photocopier machines installed in the NCM.
2. The contract will be initially for period of one (1) year. The period of the contract may be further extended provided the requirement of the Commission persists at that time or may be curtailed, terminated earlier owing to deficiency in service or substandard quality of service by the selected Company/Firm/Agency.
3. Servicing includes viz. (a) electrical parts repair, (b) complete cleaning of the main parts of the machine, (c) making all essential adjustments inclusive of repairs and replacement of parts, if any.
4. There shall be 4 preventive servicing in a year strictly on quarterly basis.
5. The Firm that is awarded the contract will ensure that complaints regarding breakdown of photocopier machine are attended on the very same day. In case of any delay, the firm will intimate the Commission for delays with sufficient reason. The firm will also undertake pre-emptive servicing of all the photocopier machines assigned at least once a month.
6. Presently there are 4 photocopiers working in the Commission as detailed in the price bid for which AMC is required. The other machines are newly purchased. This number could increase or decrease in future and rates will be decided on mutual consent basis through local purchase committee. The contract will be for a period of one year and can be extended if the Commission so desires on the same terms and conditions stipulated in this tender document.
7. The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with EMD of Rs. 5,000/- and other requisite documents and deposit the same in the Tender Box kept at the NCM.
8. The various crucial dates relating to "Tender for award of Annual Maintenance Contract in respect of photocopiers installed in the Commission" are cited as under:
  - (a) Date and time for submission are cited as under:  
Quotation : Till 1500 hours on 08/09/2021.
  - (b) Date and time for opening of Bids: At 1530 hours on 09/09/2021 (Firms may depute their representative at the time of opening of the tender if they so wish).
9. The interested agencies are advised to submit their bids in a sealed envelope super scribing "Bids for award of Complete Annual Maintenance Contract of Photocopiers installed in the Commission".
10. The EMD of Rs. 5,000/- refundable (without interest), should be necessarily accompanied with the bid of the agency in the form of Demand Draft/Pay order drawn in favour of DDO, NCM, New Delhi, along with required documents. The priced bid should be kept in a sealed envelope along with these papers in the main envelope. This is to avoid making quoted public rates in case of non-submission of essential documents.
11. The successful bidder will have to deposit a performance security deposit of Rs. 5,000/- (Rupees five thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company /Firm/Agency but hypothecated to the DDO, NCM, New Delhi for a period of 15 months. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
12. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (self-attested), along with the technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further for price bid :

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- (a) Self-attested copy of PAN
  - (b) Self-attested Service Tax Registration letter/Certificate;
  - (c) Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
  - (d) Self-certified copy of GST certificate;
13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Bid Application must be initialed by the person authorized to sign the tender bids.
14. The Commission reserves the right to withdraw/cancel the tender process.
15. The price quoted by the firms participating in the tender process should be realistic and viable. In case two or more firms have quoted same rates, the contract will be awarded to the firm having its office at less distance from the office of NCM.
16. The tendering Company / Firm / Agency should fulfill the following technical requirement:
- (a) The Registered Officer or one of the Branch Offices of the Company/Firm/Agency should be located in Delhi/New Delhi/NCR.
  - (b) The Company/Firm/Agency should be registered with the appropriate registration authority.
  - (c) The company/firm/agency should have its own Bank Account





### TERMS & CONDITIONS

1. The contract is likely to be a period of one year unless it is curtailed or terminated by this Commission owing to deficiency of service, sub-standard quality of service provided, breach of contract, etc.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Commission.
3. The contract may be extended, on the same terms and conditions with some addition/deletion/modification, for a further specific period mutually agreed upon by successful service providing Company/Firm/Agency and Commission.
4. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior consent of this Commission.
5. The tenderer will be bound by the details furnished by him to this Commission, while submitting the tender or at subsequent stage.
6. The consumable supplied should be genuine and manufactured by the original equipment manufacturer. Supply of spurious consumables will invite penal action including termination of the contract and blacklisting/banning of the firm.
7. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Secretary, NCM or officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi. In case the same is not settled at this level the matter will be referred to sole arbitrator to be appointed by NCM.
8. The Bid should be accompanied with an EMD, refundable, of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft /Pay order drawn in favour of DDO, NCM, New Delhi failing which the tender shall be rejected out rightly.
9. The EMD in respect of the unsuccessful agencies shall be returned to them without any interest.
10. The successful tenderer will have to deposit within 5 days, a Performance Security Deposit of Rs. 5,000/- (Rupees five thousand only) in the form of Fixed Deposit Receipt made in the name of agency hypothecated to the DDO, NCM, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
11. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides termination of the contract.
12. The Commission reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

*A. Sengupta*

(Arunava Sengupta)

Under Secretary to the Govt. of India

### APPLICATION-BID

For award of complete annual maintenance contract in respect of the photocopiers installed in the National Commission for Minorities.

1. Name of Tendering Company:-----

Firm/Agency

(Attach certificate of registration)

2. Name of Proprietor / Director: -----  
of Company / Firm / Agency -----

3. Full address of Reg. Office:

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-----  
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Telephone No. -----

Fax No. -----

E-mail address -----

4. Full address of Operating / Branch Office:

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Telephone No. -----

Fax No. -----

E-mail address -----

5. PAN GIR No. : -----  
(Self-attested copy)

6. Service Tax Registration No. : -----  
(Attach self-attested copy)

7. GST Registration No. : -----  
(Attach self-attested copy)

8. Additional Information, if any : -----  
(Attach separate sheet, if required)

9. Details of EMD Rs. 5,000/- (Rupees Five thousand only)

D.D. / P.O. No.&Date : -----

Drawn of Bank : -----

Date:

Place:

Signature of authorized person

Name:

Seal:

A. Jha

**DECLARATION**

1. ----- Son / Daughter / Wife of Shri -----  
----- Proprietor/Director/authorized signatory of the agency/firm, mentioned above, is competent to sign this declaration and execute this document;
2. I have carefully read and understood all the terms and conditions of the tender for award of annual maintenance contract in respect of the photocopiers installed in the NCM, New Delhi and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection off my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place:

Signature of authorized person  
Name:  
Seal:

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**PRICE-BID**

For award of Complete annual maintenance contract in respect of the photocopiers in the installed in the National Commission for Minorities.

1. Name of Tendering Company/Firm/Agency:
2. Distance of office from the office of NCM ( In Km ) :
3. List of Photocopier Machines installed in the Commission for instant AMC:

S. No.	Model No.	Serial No.	Make/ Year of Purchase	Total Nos.	CAMC rate for each machine (paisa)
1	Toshiba e-STUDIO457	CEFE18900	Toshiba/Apr.16	01	
2	7002i Kyocera	R187400013	Kyocera/Jul.18	01	
3	6002i Kyocera	VP8200339	Kyocera/Mar.19	01	
4	Ricoh AfficoMP 2500	M4402400156	Ricoh/Feb.11	01	

Date:

Place:

Signature of authorized person

Name:

Seal:

A. d. h.