

**TENDER NOTICE**

Subject: Comprehensive Annual Maintenance Contract for Konica Minolta Photocopiers.

Sealed quotations with **separate Technical and Financial bids** filled in the specified proforma are invited from '**OEM**' and financially sound **authorized Distributors / Dealers of KONICA MINOLTA Business Solutions India Pvt. Ltd India Pvt. Ltd. only** for the comprehensive Service maintenance Agreement (CSMC) for the comprehensive maintenance of **02 No.** Konica Minoltas Photocopy machines installed in Department of Fertilizers, New Delhi. The details of the machines are as under:-

S. No.	The Equipment	Quantity
1.	Konica Minolta Photocopier Model No. Bizhub-363	01
2.	Konica Minolta Photocopier Model No. Bizhub-C280	01

'OEM' and its authorized **distributors / dealers** may submit their quotations in a sealed Envelope superscribed "**Bid for the CSMC of Konica Minolta Photocopiers**" addressed to the Under Secretary (Admn.), Department of Fertilizers, Room No. 205-D, Shastri Bhawan, New Delhi. The sealed envelope containing the Technical Bid (Annexure-A) and Financial Bid (Annexure -B), is to be deposited only in the Tender Box placed in the Facilitation-cum-Right to Information Desk located in Garage No.12, Shastri Bhawan, New Delhi **latest by 12.00 noon on 6.6.14.** **The Technical Bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covered are to be put in a bigger cover which should also be sealed and duly superscribed as mentioned above.** The **Declaration certificate** in the prescribed proforma at **Annexure-C, should be enclosed with the Technical bid. The Terms and conditions and Eligibility Criteria may be seen in the Annexure-D and E respectively.** Bids received after due date / time and other than in Tender Box, will summarily be rejected. **The Technical bid will first be opened on the same day i.e. on 6.6.2014 at 3.00 PM in the cabin of the undersigned located in Room No. 205-D.** The authorized representatives of the bidders who wish to attend the 'Technical Bid' opening may contact the undersigned to facilitate their entry. After scrutiny of technical bidding specifications by the Tender Committee, the Department will shortlist those who are found suitable on technical considerations. The date and time of opening of "**Financial bids' will be informed telephonically to the firms who are found technically qualified**". It may also be mentioned that those bids received without separate sealed cover (containing the Two envelopes of Technical and Financial Bids) and information / rates sought not quoted in specified proforma, will not be accepted. **Any Technical bid received without EMD of Rs. 5,000/- in the form of 'Demand Draft' will not be considered.** Bid securities of the unsuccessful bidders will be returned without interest at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the AMC. No advance payment in any case would be made. To ensure due performance of the work contract, Performance Security amounting to five to ten per cent of the value of the Annual contract, as decided by this Department, will have to be deposited by the successful bidder before commencement of the AMC in the form of an Account payee Demand Draft or Bank Guarantee from a Commercial bank. The Performance Security should remain valid for a period of sixty days beyond the date of completion of contractual obligations of the company. Bid security of the successful bidder will be refunded on receipt of Performance Security. Department of Fertilizer reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of Department of Fertilizer in this regard shall be final and binding on all. It may be noted that it will not be obligatory on the part of this Department to make a selection of a firm / company for award of the Annual contract solely on the basis of the lowest rates quoted by a Bidder.

Yours faithfully,

(B.S. Hedao)

Under Secretary to the Govt. of India  
Tel. 23389364.

To Encls: as above.

1. NIC – with request to upload the tender document on the web site as well as on the CPP Portal.

## TECHNICAL BID

1.	Name of the Bidding Firm/Company	
2.	Full Address	
3.	Telephone Number and Fax	
4.	Details of Earnest Money Deposit: Rs. 5,000(Rs. Five thousand) only	
(a)	D.D. No. and Date:	
(b)	Drawn on Bank:	
5.	Give details of Konica Minolta Photocopiers maintained / being maintained in Government of India Ministries / Department / Undertakings / Private companies in the following format:	
6.	Details of Ministry / Department where such system supplied / installed along with name, designation, address, Telephone & Fax number of the concerned officer and details of value of system installed along with copy of work order etc.  (copies of work orders along with telephone numbers of the concerned officer from the Ministries / Departments / PSUs may be enclosed)	1.
		2.
		3.
7.	Details of turnover (year-wise) along with copies of IT returns to be enclosed.	
8.	PAN No: (copy to be enclosed)	
9.	VAT /Pin No. Registration No. (copy to be enclosed)	
10.	Service Tax No. (copy to be enclosed)	

Declaration

I hereby certify that the information furnished above is correct to the best of my knowledge. I/ We understand that in case of any deviation is found in the above statement at any stage, the company will be black listed.

Date:

(Signature of Owner / Managing Partner/ Director)

Place:

Full Name:

Company seal

Financial Bid Form

S. No.	The Equipment	Quantity	Rate (per copy ) (Rs.)(Excluding tax
1.	Konica Minolta Photocopier Model No. Bizhub-363	01	
2.	Konica Minolta Photocopier Model No. Bizhub-C280	01	

(If the space provided in the above format is insufficient, the the Financial Bid can be prepared on the company letterhead, using the same format.

Signature of Owner/Managing Partner/Director

Name:

Company Seal

Date:

DECLARATION

1. I, \_\_\_\_\_ son / daughter of  
  
Sh. \_\_\_\_\_ Proprietor /  
  
Partner/Director / Authorized signatory of \_\_\_\_\_  
  
\_\_\_\_\_ am competent to sign this declaration  
  
and execute this Tender document.
2. I have carefully read and understood all the terms and conditions of  
the Tender and are fully acceptable to me.
3. I hereby certify that our company has not been black listed by any Government Ministry  
/ Department /PSU.
2. The information / documents furnished along with the above document 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 of  
Tender at any stage besides liable to prosecution under appropriate law.

Date: Signature of owner / Managing Partner/Director

Full Name:

Place:

Company Seal

N.B: The above declaration, duly signed in token of their acceptance, should be enclosed  
with the Technical bid.

TERMS AND CONDITONS

1. The company shall have to attend all complaints just on receipt of information from the concerned users directly and all such calls need to be attended to on the same day promptly. The services shall be provided on regular basis and in case of a sudden break down on a closed holiday, the company shall have to provide its services, without fail.
2. All components required to be replaced due to normal wear and tear for proper functioning of the system, shall have to be arranged and provided by the company promptly free of cost.
3. The repairing of the machines, if needed, shall have to be done at the office premises and no relaxation would be given to take out any equipment outside the premises for repairing etc.
4. The representative shall carry an identity card whenever he visits the Department for preventive maintenance / repairs etc.
5. No advance payment in any case would be made. AMC charges shall be payable on monthly basis on satisfactory rendering of service.
6. In case of the company backing out in mid term without any explicit consent of this Department, the security deposit of the company would be forfeited.
7. Department of Fertilizers reserves the right to accept or reject any or all tenders without assigning any reason.

ELIGIBILITY CRITERIA

1. The bidder should have a registered or branch office in Delhi / NCR.
2. The bidder should have sufficient experience in the relevant field of maintenance of Konica Minolta Photocopiers in the Government Ministries / Departments / PSUs / Private companies. Copies of such works being undertaken now or previously should be enclosed with the Technical bid.
3. The firm / company should be financially sound. Copies of IT return should be enclosed with the Technical Bid.
4. The copy of the **Authorization Certificate issued by the OEM.** should be enclosed with the Technical bid.
5. The Declaration Certificate that the company has not been black listed, in the prescribed format should be enclosed with the Technical bid.
6. The Tender bid should be accompanied by a Earnest Money Deposit of **Rs. 5,000/-** in the form of DD from commercial bank drawn in favour of Pay & Accounts Officer, Department of Fertilizers, New Delhi.
7. The bid should be submitted in two bid format viz., separate bids – Technical and Financial as per proforma given in the Tender document and should be put in a Third sealed envelope supercribed with **Bid for the CSMC of Konica Minolta Photocopiers.**