

No. 36-2/05/NAEB/B-VI
Government of India/Bharat Sarkar
Ministry of Environment and Forests
National Afforestation and Eco-Development Board (NAEB)
Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi -110003
Dated 13th June, 2011

NOTICE INVITING TENDER

SUBJECT: Tender for the annual maintenance contract (AMC) for the photocopy machines installed in the National Afforestation and Eco-Development Board (NAEB), Ministry of Environment and Forests, New Delhi.

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Sealed quotations are invited for “Annual Comprehensive full service contract for maintenance and smooth running of various models of Photocopy machines” installed in the NAEB. All the machines with the NAEB are in working order.

2. The interested parties may send their quotations in the enclosed proforma (Annexure I). A copy of terms and conditions is also enclosed. Duly filled in quotation alongwith all the requisite documents may please be sent in a sealed cover superscribed “**Quotation for Annual Comprehensive full service contract for maintenance and smooth running of various models of Photocopy machines**” either by post or left in the Tender Box installed at **Ground Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi- 110003 latest by 15:00 hours on 31st July, 2011**. All the quotations so received will be opened on the same day at 15:30 hours in Room No.718, Paryavaran Bhavan, Ministry of Environment and Forests, New Delhi in the presence of the participating bidders, who may like to remain present.

3. The quotations should be accompanied with an earnest money of Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft of any nationalized bank drawn in the favour of ”Pay & Accounts Officer, Ministry of Environment and Forests, New Delhi”. No over-writing is allowed in the quotations.

(Deepak Grover)
Under Secretary to the Govt. of India
Tel No. 24362513

**TERMS & CONDITIONS FOR AWARDED CONTRACT FOR PHOTOCOPY
MACHINES**

1. The contract shall be “Comprehensive Maintenance Service Type” i.e. no extra charges for any spare parts including rubber/plastic parts, etc., will be paid by the NAEB. No extra charges would be paid for providing standby photocopy machines.
2. The contract will be for a period of twelve calendar months. The contract can be terminated at any time without assigning any reasons.
3. The above machines will be serviced periodically so that preventive action is taken for any possibility of malfunctioning/non-functioning of the same.
4. Complaints, if any, regarding functioning/non-functioning of the machines are to be attended expeditiously and in case not later than one clear working day. In the event of defects remaining unattended for more than one clear working day a penalty of Rs. 500/- per day per machine will be imposed on the firm. If the firm is not able to rectify the fault within a period of 3 days from the date of booking the complaint, it would be open to NAEB to have the fault rectified through any other source at the risk and cost of the contractor firm.
5. In the event of defects remaining unattended for more than one clear working day a penalty of Rs. 500/- per day per machine will be imposed on the firm.
6. The comprehensive maintenance contract would, inter alia, include replacement of defective parts, change of ink in the photocopy machine from time to time but would not include photocopy paper.
7. Servicing, replacements, renewal etc. will be carried out on site and only genuine company specific spare part/assemblies will be used for the purpose.
8. The firm will be responsible for smooth and satisfactory working of the photocopy machines in all respects and will obtain certificate from the users that photocopy machines have been working satisfactory during the relevant period.
9. The NAEB reserves the right to increase or decrease the number of photocopy machines offered for comprehensive maintenance contract.
10. The earnest money of the successful bidder shall be retained as performance security and refunded to the contractor after expiry of 90 days from the completion of the contract period.
11. The payment will be made on quarterly basis after completion of time with satisfactory service report from users.
12. In the matters of interpretation of any terms and condition or any dispute arising out of the maintenance contract the decision of NAEB will be final and binding.

13. Before quoting the rate, the physical inspection of machine can be made, if desired by the firm, during normal working hours on any working day. The list of photocopy machines is as under :-

S.No.	Machine Make
1.	Toshiba – E 200
2.	Toshiba – E 352

14. NAEB reserves the right to reject any or all the tenders without assigning any reasons.

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PARTICULARS TO BE FURNISHED BY THE TENDERER FIRM/AGENCY

1. Name of the Agency/Firm:
2. Address of the Agency/Firm:
3. Name of the Proprietor/Managing Partner/Managing Director of the Agency/Firm:
4. Telephone No.:
5. Details of the Ministries/Departments in which the Agency/Firm is providing services

Sl. No.	Name of Ministry/Department (Proof to be attached)

6. PAN/TIN number of the Agency/Firm.
7. EMD Draft number/Date and name of the Bank.
8. Rate of AMC per photocopy machine

This is to certify that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partners anywhere in India.

We have read the terms and conditions of the Tender are agreeable to abide by them.

Dated:

Place:

(Signature of the Proprietor)
Seal of the Firm/Agency