

Dated: 10th July, 2014

Tender Notice

Subject: Annual Maintenance contract for different fax machines for the Office of DGFT(Hqr.).

Sealed quotations are invited from reputed/registered firms for the award of Annual Maintenance Contract for different fax machines for the Office of DGFT(Hqr.) located at Udyog Bhawan on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of atleast 5 years in the field with Govt. Departments/Public Sector undertakings are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms also furnish a copy of PAN, EPF & ESIC registration number, Service Tax & VAT registration and Experience and Satisfactory Certificate for last 2 years from at least 5 Govt. Ministries/Department with their quotations.

2. Job will be awarded through Quality-cum-cost Based Selection approach. If the firm is interested, the firm may submit documents satisfying the technical bid requirements in a sealed cover superscribed with "Quotation for Annual Maintenance contract for different fax machines for the Office of DGFT(Hqr.) office for technical bidding". The other sealed envelop containing the quoted rates and documents relating to acceptance of all the terms and conditions, etc. may be submitted super scribed with "Quotation for Annual Maintenance contract for different fax machines for the Office of DGFT(Hqr.) for Financial bidding". Thereafter, both the envelops may be placed in a third sealed cover superscribed with "Annual Maintenance contract for different fax machines for the Office of DGFT(Hqr.) addressed to FTDO, General Section, Room No. 202, Udyog Bhawan, New Delhi-110011 by 3.00 P.M on 24th July, 2014. The technical and financial quotations will be opened on the same date at 3.30 P.M. The technical bid and financial bid will be as per Annexure-I and Annexure-II. The quotation should be accompanied with an EMD of Rs. 5,000/- drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi", without which the quotation will not be considered. The successful bidder will have to deposit a security amount of Rs. 5000/- within 15 days of awarding of contract which shall be refunded within 60 days of completion of the job.

3. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Department.

Harit Kumar Shakya
10.7.14

(Harit Kumar Shakya)
Foreign Trade Development Officer
Tel. No: 23063451
Email address: haritk.shakya@nic.in

1. FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

Terms and conditions of the contract are as under:-

1. The contract will be for one year.
2. The contractor should depute one engineer for servicing these machines.
3. The mechanic/engineer should have minimum 2 year experience about repair/service work of fax machine.
4. If need be the firm's mechanic shall have to attend complaints after office ours and on Saturdays/Sundays/holidays. The firm shall provide its help desk telephone number and mobile number of the mechanic who will normally attend to this department's complaint.
5. All mechanics under AMC will be repaired with genuine spare parts free of cost and no payment for replacement of the parts will be made. Machines must be kept neat and clean by firm during the service contract. AMC shall not include cost of tonner.
6. All the complaints/repairs would be rectified within 24 hors from the time of booking of the complaint failing which a penalty of Rs. 50/- per working hour may be levied.
7. The contract is not transferable.
8. The contractor will obtain the work voucher from the all the users of the machines and the same will be attached with the respective bills.
9. The payment will be made on quarterly basis after expiry of the quarter. No advance payment will be made.
10. The contractor would be submit the pre-receipted bill(in triplicate) along with the work vouchers obtained from he users.
11. The contract can be cancelled any time without assigning any reasons, whatsoever.
12. It is mentioned here that if the firm fails or defaults in fulfilling terms and conditions of contract, the security deposited shall be forfeited.

PROFORMA FOR TECHNICAL BID

To,

The Foreign Trade Development Officer
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Annual Maintenance contract for different fax machines for the Office of DGFT(Hqr.)
Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 9/5/2014-Genl dated 10th July, 2014. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm Agency. : _____
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
5. The details of the PAN, Service tax number and other Statutory Registration.(Copy enclosed) : _____
6. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:
Complete Address:
Address(Work), If any,
Contact Nos.

Annexure-II

PERFORMA FOR FINANCIAL BID

To,

The Foreign Trade Development Officer
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Annual Maintenance contract for different fax machines for the Office of DGFT(Hqr.)
Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No.9/5/2014-Genl dated 10th July, 2014. The information regarding technical details as desired is as per following details:-

Sl. No.	Unit	Fax machine/multifunctional printers	Rate per unit
1	4	Fax machine(Panasonic KXMB 772CX)	
2	2	Fax machine(Cannon L220)	
3	3	Fax machine(Panasonic KXFL 613)	
		TOTAL (Without Tax)	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.