

No. Admn-D019/2/2017-ADMIN

Government of India

Ministry of Coal

Room No. 104-C Wing, Shastri Bhawan,
New Delhi, the 19th December, 2017

Ministry of Coal has invited Sealed Tenders for Full Service Maintenance Agreement (FSMA) of Photocopier Machines of Ministry of Coal, Shastri Bhawan, Rajendra Prasad Marg, New Delhi- 110 001. **For more details please visit the Website:<http://eprocure.gov.in>.**



(M.V. Balasubramanian)

Section Officer (Admn.)

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To:-

NIC for uploading the details on Ministry of Coal Website.

Notice Inviting Tenders

Sub : Full Service Maintenance Agreement (FSMA) of Photocopier Machines
of Ministry of Coal.

Sealed Tenders are invited for the award of Full Service Maintenance Agreement (FSMA) of Photocopier Machines of Ministry of Coal initially for a period of one year on the terms and conditions enumerated in the following paragraphs.

1. Information in **Annexure 'A'** and rates should be quoted in typed form on company's letter-headed duly signed and having company's stamp/seal in prescribed **Annexure-B 'A' & 'B'** (copy enclosed) including details of Taxes, if any, in a sealed envelope clearly "Quotation for FSMA of Photocopiers" and should be addressed to "**The Section Officer (Admn), Ministry of Coal, Shastri Bhawan, New Delhi - 110001**". The sealed quotations may be dropped in the Tender Box mounted on the wall at garage no.21, Shastri Bhawan, New Delhi. The quotations should reach this Ministry by **1:00 PM on or before 16.01.2018 positively**. The quotations received after due date and are not dropped in the tender box will not be entertained at all. The tender will be opened on the same day at **3:30 PM**. In case no tax details are indicated it will be presumed that the amount quoted includes all taxes.
2. 'A "Bank Draft for **Rs.25,000/- (Rupees Twenty Five Thousand only)**" payable to "**PAO, Ministry of Coal**", towards **Earnest Money Deposit (EMD)** should also be enclosed with the quotation which will be returned after finalization of the process. EMD in any other form i.e. Cash etc., shall not be accepted. Any quotation received without earnest money as stated above, will be summarily rejected and not entertained at all.
3. Only authorized firms having adequate experience, **preferably 5 years**, in the relevant field i.e. having FSMA contract in the Government Ministries/ Departments/Government or Semi-Government Organizations, including Public Sector Undertakings/ Corporate Sector and having the requisite Competence/ capability to provide excellent services are eligible to participate in this tender process. The firms desirous of taking part should be registered and have an experience of more than 5 years in the similar fields.



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4. The following may be noted before submitting the tenders :

(a) The EMD shall stand forfeited if a bidder withdraws or amends the bid / tender or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender (s) by any of the tenders.

(b) The Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without / specifying any reason therefore.

6. A list containing models of photocopier machines installed in this Ministry and which are under proposal is enclosed herewith.

The tenderers may note that these machines are located in Shastri Bhawan, Lok Nayak Bhawan, New Delhi and residences of Ministers. However, the machines may be relocated depending on the requirement of this Ministry but no extra charges are payable on this account and some more machines and models may be added as per requirement of this Ministry on same rates.

7. The FSMA shall essentially consist of the following Terms & Conditions:

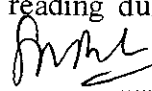
(i) The FSMA will remain valid for a period of one year from the date of award of contract and right to any extension beyond the contract period will be solely vest with this Ministry including terms and conditions.

(ii) The FSMA will include all spares and consumables (except operator, power and photocopy paper). The rates should be submitted on **per copy basis** which includes the cost of all the repairs, servicing, maintenance, preventive check-ups, all spare parts and all the consumable items including toner. The detail of taxes, if any, is also required to be indicated separately and in case no tax detail is submitted, it will be presumed that the quoted rates include all the taxes.


(iii) The firm shall maintain the equipment as per manufactures guidelines and shall use standard components for replacement. The firm will maintain the original configuration/ specification/characteristics/features intact which shall not be changed until and unless written approval order of the authorized official in the Ministry.

(iv) Immediately on award of the contract the contractor would give a report taking over all equipment in working condition. It shall be the responsibility of the firm to keep all the photocopiers satisfactorily throughout the contract period and also to hand over the systems to the Ministry in working condition on the expiry of the contract. In case any damage in the machines of the Ministry is found, compensation which would be determined by the Ministry will have to be paid by the firm. The starting meter readings of all the machines are required to be submitted along with the above report. The firm will prepare separate logbooks for each of the machines to be taken under the AMC. The firm will be required to carry out preventive maintenance on quarterly basis.

(v) Payment will be made on monthly basis for which the firm will be required to submit typed bills/invoice supported with meter reading duly certified/verified by the office of the concerned users.


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- (vi) The firm shall not engage any sub-contractor or transfer the contract to any other person in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organizations or otherwise.
- (vii) The firm should not have been blacklisted by any Government Ministry/Department or Semi-Government Department in the past.
- (viii) The Ministry reserves the right to cancel the contract at any time during the currency of contract, if the services of the firm are not found satisfactory or in case of violation of terms and conditions of the FSMA
- (ix) The quoted rates will remain in force for the entire period of the contract. No demand for upward revision of rates on any account shall be entertained during the contract period. However, there will also be a **fall clause requirement in force and a certificate to this effect that the firm is not charging less amount for the same purpose from any other Ministry/Department/Organization is required to be submitted on quarterly basis.** In case it is found that the rates charged from this Ministry are higher than others during any other period of the contract, the payment will be made on the basis of the less amount charged from other organizations for the same purpose.
- (X) The firm should provide the Mobile numbers of service engineers and service centers. All the faults should be taken up immediately upon reporting by the users over telephone etc. The repairs would be carried out on-site itself. However, in case the equipment is taken to the workshop, the firm would provide a stand-by machine for the same and ensure that the work of the office does not suffer on this account. No transportation charges etc. would be paid for this purpose. The services should be provided during office hours on all working days and in case of urgency and whenever felt necessary by the Ministry, the service should be provided beyond office hours and on holidays too. It will be overall responsibility of the firm for maintenance of all the equipment and ensure that these remain in perfect working conditions.
- (xi) **Registration Certificate of the firm (Public Limited as Private Ltd.), Registration of Service Tax Deptt., copy of PAN and GST Registration number and list of minimum 10 technician/mechanic on the pay roll of the firm and experience should be given.**
- (xii) The firms intending to participate in the tender process with their offer of tenders are expected and also advised to read and fully understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms and conditions shall be permissible once the tender is accepted by this Ministry. The unsuccessful tenders shall send, if necessary, letter of authorization etc. to facilitate refund of the Earnest Money Deposit
- (xiii) A specific mention must also be made in the tender to the effect that the terms and conditions mentioned above are acceptable to the firm in full.


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8. It may again be noted that the decision of this Ministry would be final and binding in all respect and this Ministry reserves the right to accept or reject any or all quotations in full or in part without assigning any reason whatsoever.

Yours faithfully,



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BIDDER'S DETAILS

1. Name & Address of contractors:
2. Owners name:
3. Income Tax (PAN) No.:
4. Telephone No.:
5. Residential Address:
6. Banker's name:
7. Experience (in years):
8. List of major clients:

Enclose copy of contract along with details:

9. Performance reports if any:
10. References:
11. Any other information in assessing tenders capabilities for award of contract:
12. Authorization letter from : (i)
(ii)

BIDDERS SIGNATURE/OFFICIAL SEAL/STAMP


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Annexure-B

List of Photocopier Machines for Maintenance installed in this Ministry

S.N.	Name of Officer/Office	Model No.	Rate on per copy basis
1.	MOS (Coal)	Multi xpress- C9251 (Samsung)*	
2.	Secy (Coal)	AR-RP6N(Sharp)	
3.	Add.Secy(Coal)	AR-RP10 (Sharp)	
4.	JS (RKS)	MX-M282N(Sharp)	
5.	JS(VP)	Kyocera-4501i	
6.	JS (RPG)	MX-M260N (Sharp)	
7.	Adviser(P)	MX-M260N (Sharp)	
8.	CPAM/CCNT/CC&SD (CRC-I&II)	MX-M-452N(Sharp)	
9.	Dir.(CLD)	MX-M453N(Sharp)	
10.	Dir.(Admn.)	MX-M452N(Sharp)	
11.	Administration	Kyocera-4501i	
12.	Administration	Multi X Press-812 B (Samsung)	
13.	Parliament House	Kyocera 2201	
14.	CBA-I (CA-I)	MX-452N(Sharp)	
15.	PCA (CA-II)	MX-M452N(Sharp)	
16.	CBA-II (CA-III)	MX-M452U (Sharp)	
17.	Vigilance	MX-M452N(Sharp)	
18.	Raj Bhasa	MX-M452N(Sharp)	
19.	BA (ASO)	Kyocera-4501i	
20.	CLD (CPD)	MX-M453N(Sharp)	
21.	Legal Cell	MX-M452N(Sharp)	
22.	Eco. Adviser (LNB)	Sharp	
23.	CMPF (PRIW-III) LNB	Sharp	
24.	LA&IR (PRIW-I) LNB	ARM-260 (Sharp)	
25.	Cash	Kyocera-4501i	
26.	Co-ordination	Kyocera-4501i	

* Samsung Multi Xpress- C9251 is a colour photocopier machine. Bidders may quote the rate for black & white printing page and colour printing page separately.



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