

तार का पता : "मिनीस्टील"
Telegraphic Address : "MINISTEEL"



सं 0

No.

2014/S/202 (1)
भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-11010 दिनांक 29/4/2008
New Delhi-110107

सेवा में,
संलग्न सूची के अनुसार

विषय : इस्पात मंत्रालय में फोटो कॉपीयर (Godrej & Boyce, HCL, RICOH and Sharp) के रखरखाव के लिये मुहरबंद निविदाएं मगवाने के संबंध में।

महोदय,

अद्योहरस्ताक्षरी को उपरोक्त अनुबंध के लिए मुहरबंद निविदाये आमंत्रित करने का निदेश हुआ है। अगर आपकी फर्म इस कार्य के निष्पादन की इच्छुक है तो अपनी निविदा मुहरबंद लिफाफे में दिनांक 12.05.2008 प्रातः 11.00 बजे तक (निविदाएं) उद्योग भवन के गेट नं. 1 में रखें टेंडर बाक्स में डाल दें। लिफाफे के बाहर स्पष्ट शब्दों में *इस्पात मंत्रालय में फोटो कॉपीयर के रखरखाव के लिये अनुबंध* लिखा होना चाहिए। निविदाएं आवेदक फर्मों के इच्छुक प्राधिकृत प्रतिनिधियों की उपस्थिति में 12.05.2008 को ही सुबह कमरा नं. 74 में 11.30 बजे खुलेगी।

2. अनुबंध में दी गई दरें एक वर्ष के लिए मान्य होगी।

3. अनुबन्ध के साथ रूपये 5000/- राशि का बैंक ड्राफ्ट/बैंकर चैक आदि जमानत राशि के रूप में संलग्न होना चाहिए। बिना जमानत के प्राप्त निविदा पर विचार नहीं किया जाएगा। इसके अतिरिक्त सेवा कर प्रमाण-पत्र तथा PAN Number की एक-एक प्रति भी संलग्न करें।

4. इस्पात मंत्रालय में सक्षम प्राधिकारी के पास बिना कोई कारण बताए किसी भी निविदा को स्वीकार अथवा अस्वीकार करने का अधिकार सुरक्षित है। एक फोटोकॉपीयर इंजीनियर 9.00 बजे से 5.30 बजे तक सभी कार्यालय दिवसों में उद्योग भवन में उपस्थित रहना चाहिए।

भवदीय,
(दर्शन कुमार सीलंकी)
अनुभाग अधिकारी
दूरभाष : 23062537

प्रतिलिपि:- राष्ट्रीय सूचना-विज्ञान केन्द्र, उद्योग भवन (मंत्रालय की website पर डालने के लिए)

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

No. 21014/3/2018-Ad(a)
Government of India
Ministry of Steel
(Genl. Adm. Section)

NOTICE INVITING TENDER

- 1) Sealed bids are invited from reputed Firms/Companies for the Full Service Maintenance Contract (FSMA) of photocopiers installed in the Ministry of Steel in Udyog Bhavan, New Delhi. (FOR A PERIOD OF ONE YEAR)
2. The FSMA will include all spares and consumables (except manpower, power and photocopy paper). The rates should be submitted on per copy basis-both for Digital and Analogue Photocopier machines separately. It will be the responsibility of the company/ firm to provide genuine OEM spare parts/ toner of the machines and to keep them in proper working order.
3. The total number of machines is about 25 and the machines are of four different makes- HCL, RICOH, SHARP and MVA. The number of the machines would vary from time to time.
4. The firm/company must be registered as a firm or, as a company with the Registrar of Companies. The firm submitting quotation must be financially sound and should have achieved a minimum turnover of Rs. 5 lakhs per year during the last three financial years through execution of Maintenance Contracts. The firm/company should have previous experience in maintenance of such equipment with at least 2 Government Department/Public Sector Undertaking in Delhi, of maintaining not less than 25 photocopiers per year in each Department/PSU. Necessary papers must accompany therein.
5. The firm/company should preferably be ISO certified.
6. The firm/company applying for this tender would produce certificates for the previous financial year from the concerned authorities relating to the payment of Service Tax, Income Tax, Works Contract Tax and any other tax applicable.

7. The period of AMC would be extended by one day, for each two hours of delay in attending to the fault without any additional payment.

8. Immediately on award of the contract, the contractor would give a report taking over all equipment (giving their configuration) 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 Department in working condition on the expiry of the contract. In case any damage on the systems of the Department is found, compensation which would be determined by the undersigned, will have to be paid by the firm.

9. In case of contractor backing out mid term without any explicit consent of this department, he will be liable to recovery at higher rates, vis-à-vis, those contracted with it, which may have to be incurred by this Department on maintenance of machines for the balance period of contract through alternative means.

10. If any photocopier is not repaired within twenty four hours, the firm will provide a stand by copier. If, however, the firm fails to carry out repairs/provide a stand-by copier within 2 days, to the satisfaction of the user, a penalty of Rs.200/- (Rupees two hundred only) per day or part thereof will be charged for delay beyond the two days till such time the copier is repaired.

11. The above act of backing out would automatically debar the firm from any future dealings with this Department and the EMD amount would also be forfeited.

12. An amount of Rs. 5000/- (FIVE THOUSAND ONLY) in the form of a Demand Draft/Fixed Deposit on any scheduled bank in Delhi drawn in favour of P.A.O., Ministry of Steel, New Delhi must accompany the quotation letter, as earnest money. Quotation received without earnest money will not be considered. The earnest money deposited by successful tenders shall be retained as the security deposit for the fulfillment of performance of the terms and conditions of the contract. The security deposit will be refundable after successful completion of the contract, after adjustment of dues if any, against the contractors. Earnest money received from other unsuccessful tenders will be returned without interest.