



DELHI POLLUTION CONTROL COMMITTEE

DEPARTMENT OF ENVIRONMENT, GOVT. OF NCT OF DELHI
4TH - 6TH FLOOR, ISBT BUILDING KASHMERE GATE, DELHI - 110 006.

F.No.DPCC/5(5)4/CT/07/ 2522

Date:- 2/6/14

Sub: Quotation for Comprehensive Annual Maintenance Contract for Photocopier Machines (Except Toner) installed in DPCC.

As directed it is informed that sealed quotations are invited for **Comprehensive Annual Maintenance Contract for Photocopier Machines** installed in this office. Details of Photocopier Machines are given below:-

Sl. No.	Description of Photocopier Machines for Comprehensive Annual Maintenance Contract (Except Toner)	Quantity	Annual consolidate rate quoted (In Rs.) excluding Taxes
1	Sharp AR-5631N	01 Nos	
2	Toshiba E-Studio 212	01 Nos	
3	Toshiba E-Studio 255	01 Nos	
		TOTAL	

A. DETAILS OF TENDER

- a) Last date for submitting Quotation :- 23-06-2014 at 13.00 PM
b) Opening of Quotation :- 23-06-2014 at 14.00 PM

**B. Two Bid System
Eligibility Criteria/ Technical Bid**

Following Essential Documents should be submitted with the technical bid failing which the tender shall be rejected.

1. Earnest Money of Rs. 2,500/- (Two Thousand Five Hundred only) in form of Demand Draft in favour Delhi Pollution Control Committee.
2. Self Attested copies of registration certificate of Service Tax Number.
3. Self attested Copy of PAN Certificate shall also be attached with Technical bid.

Above said three document shall be kept in a sealed envelope which shall be superscribed as **“Technical Quotations for AMC of Photocopier Machines”**.

Sealed financial quotation comprising price for AMC of Photocopier Machines shall be superscribed as **“Financial Quotations for AMC of Photocopier Machines”**. **Price should be quoted only in the prescribed format as given above** failing which quotation will be rejected.

Both the envelopes containing Technical Quotation and Financial Quotation shall be put in outer envelope. The outer envelope shall be superscribed as Quotation for AMC of Photocopier Machines and should be addressed to Member Secretary, Delhi Pollution Control Committee, 4th Floor, ISBT Building, Kashmere Gate, Delhi-110006 and shall invariably be dropped in the sealed tender box at the enquiry counter, 6th Floor, ISBT Building, Kashmere Gate, Delhi-110006 before or on 23.06.2014 at 01.00 PM.

The quotations not adhering with the above procedure shall be rejected.

C. Terms & Conditions:-

1. The consolidated rate should be **quoted excluding of Service Tax, VAT (if any) & other charges** [taxes (if any), misc. Charges etc.)].
2. The AMC will be comprehensive including preventive maintenance / monthly regular services of the all the Photocopier machines and / or replacement of all types of spare parts of only Sharp / Toshiba make for keeping the Photocopier Machines active and free from any defects / disturbance.
3. All types of consumable items such as Drum, Developer, Blade-D etc. **except Toner** will cover under AMC. Toner will be provided by the Department.
4. Interested vendors are advised to examine / check the all the Photocopier Machines between 10.00 AM to 4.00 PM on any working day before submitting the quotation. Any plea raised by successful bidder about dissatisfaction with regards orderliness of the machines will not be entertained.
5. In case of successful bidder(s) found in breach of any conditions(s) of the tender / agreement at any stage, the legal action as per laws / rules shall be initiated against the agency and security money deposited shall be forfeited. .
6. All the machine must be serviced onsite at DPCC premises. The agency will provide adequate standby machines if the problem is not solved within 24 hours.
7. All the complaint should be attending within 24 hours, failing which penalty for not attending the complaint will be Rs. 200/- per day.
8. The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract which may be extended for further two years subject to satisfactory service.
9. The payment will be made to the agency on quarterly basis after satisfactory completion of service.
10. Successful bidder(s) will have to execute an agreement on Rs. 100/- non-judicial stamp paper with department.
11. Successful bidder(s) will have to furnish performance security / guarantee equal to 10% of total agreed work value in form of fixed deposit for a period of one year.
12. Competent Authority, DPCC reserves all right to reject or accept any or all quotations without assigning any reason.


This issues with the prior approval of the Competent Authority vide UO No. MS/4986 dated 20.05.2014.

 02/06/2014

ADMINISTRATIVE OFFICER

Copy to:-

1. SEE (IT):- with request to upload the DPCC website.
2. Notice Board of DPCC.


By Ananta Jom

3535/Sec(IT)
13/6/2014