

F.No.21014-1/2018-Admn.II
Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Animal Husbandry, Dairying & Fisheries)

Krishi Bhawan, New Delhi
Dated the 24 May, 2018

E-Tender Notice

Subject:- Awarding of ONSITE Comprehensive Annual Maintenance Contract (CAMC) in respect of FAX Machines installed in the offices of Department of Animal Husbandry, Dairying & Fisheries located in Krishi Bhawan, DMS premises, West Patel Nagar and at the residences of Senior Officers in Delhi/New Delhi.

The e-tenders have been invited under **Single Bid Systems (Annexure-I)** from the reputed and professionally competent firms and having adequate experience for awarding of ONSITE Comprehensive Annual Maintenance Contract (CAMC) in respect of FAX machines installed in the offices of Department of Animal Husbandry, Dairying & Fisheries located in Krishi Bhawan, DMS premises, West Patel Nagar and at the residences of Senior Officers etc. in Delhi/New Delhi for a period of one year.

2. The interested firms are advised to submit their bids **“on-line”** by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> are pre-requisite for e-tendering.

3. The critical date for the subject tender is as under:-

(i) Tender No.	21014-1/2018-Admn.II
(ii) Name of Organization	Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries
(iii) Start date and time for view/ Downloading the tender document	24 th May, 2018 at 1700 hrs.
(iv) Start date and time for submission of bid	25 th May, 2018 at 1100 hrs.
(v) Last date and time for downloading tender document	14 th June, 2018 at 1100 hrs.
(vi) Last date and time for online submission of bid & submission of EMD & Tender Fee in original	14 th June, 2018 at 1100 hrs.
(vii) Date & time for opening of Technical bid	15 th June, 2018 at 1130 hrs.

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(viii) Address for communication

Under Secretary(Admn.II)
Ministry of Agriculture & Farmers
Welfare, Department of Animal
Husbandry, Dairying & Fisheries,
Room No. 532-A, Krishi Bhawan,
New Delhi-110001.
☎ # 011-23070149

4. The interested firms are required to deposit **Demand Draft/Pay Order of Rs. 5,000/- (Rupees Five thousand Only)** as **Earnest Money Deposit (EMD)** in favour of **'P&AO(Sectt.I), D/o AHD&F, New Delhi'**, valid for a period of 90 days, super-scribing the envelop **"CAMC of Fax Machines of DADF"**. Offer not accompanied by EMD of the requisite amount or without proper validity will summarily be rejected.
5. The scanned copy of the **demand draft/pay order of Rs. 5000/- (Rupees Five thousand Only)** as **Earnest Money Deposit (EMD)** must be uploaded with the Bid and original of the same has to be dropped in the Tender Box placed in **Room No. 531, 5th Floor, Krishi Bhawan, New Delhi** latest by the last date of bid submission super-scribing the envelop **"CAMC of Fax Machines of DADF"** i.e. by 11.00 hrs. on 14th June, 2018. The tenders received without the prescribed EMD will not be entertained and summarily rejected. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
6. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted along with the bid.
7. The firms are required to upload copies of the following documents along with their Bids, failing which their Bids shall be summarily/out-rightly rejected and will not be further considered:
- Scanned copy of Earnest Money Deposit (EMD)
 - Scanned copy of Registration Certificate of firm (Partnership/ Public Limited or Limited), in case of Sole Proprietorship, no need of registration certificate.
 - Scanned copy of PAN Card and GST Certificate
 - Scanned copy of experience documents of similar contracts in Central Govt. Deptts./Organizations/Public Sector Undertakings
 - Scanned copy of valid Income Tax Returns for the last three years
 - Scanned copy of signed & stamped tender document (each and every page) as a token of acceptance of terms & conditions of tender notice
8. The bidder shall quote their bids only as per the format enclosed at **Annexure-I**.
9. The terms and conditions for the maintenance of the FAX Machines are as under:-

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- i) The AMC covers comprehensive maintenance of FAX machines of the Department installed at different locations in Delhi/New Delhi and no extra charges for any general wear & tear/spare parts etc. shall be made by the Department. Prospective bidders must quote only the comprehensive rates. Bids asking for separate rates for any parts/service of any or all the Fax machines, shall be summarily rejected. There should not be any erasing or overwriting on the quoted rates. The quoted rates shall be kept open for acceptance by the Department within 45 days of the tender opening.
- ii) The AMC mandatorily requires deployment of one expert engineer by the firm in the Department with an experience of not less than 3 years who will attend the complaints on all working days within 48 hours.
- iii) The firm shall also be responsible for regular cleaning and replacing parts if required in respect of ancillary, attachments etc. items not covered under AMC. Each Fax machine has to be inspected every month during the currency of the contract. The engineer will submit verification report of each fax machine to the Section Officer(Admn.II) duly signed by the users by 15th of every month.
- iv) The firm shall be responsible for preventive and corrective maintenance of fax machines. Any lapse in the maintenance of fax machines by deployed person shall be the responsibility of the contracted firm and would be rectified entirely at the cost of the firm.
- v) Contractor shall carry out repair/maintenance of Fax machines themselves directly and under no circumstances the work shall be assigned to any sub-contractor. Violation of this condition would attract termination of the contract and forfeiture of the firm's security deposit.
- vi) The firm shall maintain the equipment as per manufacturer's guidelines and shall use genuine parts for replacement. Before replacing any part, the firm has to submit invoice duly signed by the user to the Under Secretary(Admn.II) and after getting the written order, the part will be replaced. The part so replaced should be deposited in the Admn.II Section.
- vii) Proportionate deduction will be made in respect of period for which fax machine was non-functional for, whatever reason.
- viii) The repair work to the extent possible, is to be carried out in the premises of this Department in Krishi Bhawan and DMS Complex.
- ix) Only the work that cannot be done within the office premises shall be allowed to be done outside the building with the written permission of this Department. No extra charges will be paid for such works. In such cases, the transport and labour charges will be borne by the contractor himself. After repairing the fax machine in the workshop, this should be installed back in the office of the user within five days and satisfactory report of its functioning from the user along with the bill, if any, should be submitted.
- x) The contractor shall maintain job cards for all Fax Machines invariably indicating date and time of complaint received and attended, nature of fault, parts replaced, if any, and the signature of users. The job card or photocopy thereof, will be submitted along with the bill for making payment.
- xi) In case the contractor fails to rectify the fault within 48 hours, 2% of total amount of contract will be deducted in the form of penalty. Decision of the Department shall be final and binding.

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xii) The contract will remain in force for one year from the date of award of contract. The contractor will however, if required, continue to undertake work of the Fax Machines on the same rate, till the new contract is finalized unless otherwise directed, for which payment on proportionate basis shall be paid to the firm for the period of service rendered beyond the contracted period.

xiii) The contract can be terminated by the Department at any time without assigning any reason. If the work of the contractor is found to be unsatisfactory, it would be got done from open market, in each such individual case at the risk and expenses of the defaulting contractor. In this connection, decision of the Department shall be final and binding upon the contractor.

xiv) The successful bidder will have to furnish a Security Deposit of 10% of the total cost of the annual contract in the form of Fixed Deposit Receipt/Bank Guarantee from any Nationalised/Public Sector Banks drawn in favour of *'Pay & Accounts Officer (Sectt.I), Department of Animal Husbandry, Dairying & Fisheries, New Delhi'*.

xv) Security deposit will be returned only after the expiry of the contract period successfully and to the satisfaction of the competent authority. The Department reserves the right to forfeit the security money, in case of non-cooperation, dis-obeyance of instructions, non-attending of the complaints within time or due to any damage of equipment on the part of the bidder/employees of the bidder etc.

xvi) The Department reserves the right to reject the quotation in whole or any part thereof and decision of Head of the Department in the matter will be final and binding on the contractor. **However, the bidders would have the right to question the bidding conditions, bidding process and/or rejection of its bid.**

xvii) The payment will be made in four equal installments after successful completion of each quarter. The final installment will be paid on successful completion of the contract.

xviii) The firm blacklisted at any point of time by any Ministry/Department of Government of India, need not apply. In case, the fact is concealed and it comes to the notice of the Government during the period of contract, the contract will be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract, its bid will be rejected outright.

xix) All disputes shall be subject to the jurisdiction of the Courts in Govt. of NCT of Delhi.

xx) The firm must be financially sound and possess requisite technical expertise of working in the Government Ministries/Departments for at least three years. The contractor has to furnish the PAN and VAT details of his firm along with a copy of the PAN Card and VAT registration.

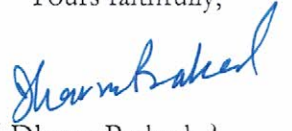
xxi) The firm will submit duly signed and sealed on each and every page of the tender document issued by this Department with their bid as a general undertaking that all the terms and conditions of this bid document are acceptable to the firm.

(xxii) The quotations/bids received without Earnest Money shall be rejected summarily. The EMD if received in a single Demand Draft/ Pay Order shall be a ground for summarily rejection of the quotation/bid of the firm.



xxiii) The prospective bidders are free to seek any information/clarifications from Section Officer(Admn.II), Room No. 531, Krishi Bhawan, New Delhi-110001 (☎ # 23385116) with prior appointments on any working day before tender opening.

Yours faithfully,



{ Dharm Prakash }

Under Secretary to the Government of India

☎ # 23385116

Encl.: As above.

Copy to:-

1. NIC, DADF with the request for uploading the same on the Department's website.
2. CPP Portal.

ANNEXURE-I

List of Fax Machines of the Department of Animal Husbandry, Dairying & Fisheries for Annual Maintenance Contract (AMC) for a period of one year

Sl. No.	Make & Model	Quantity	Amount (₹) (Per Machine Annually) (In figures & words)
1.	Canon – L-170	- 3 Machine	
2.	Samsung – SF-565PR	- 9 Machines	
3.	Samsung – SF-565P	- 2 Machines	
4.	Samsung – SCX-4521F	- 3 Machines	
5.	Samsung – SCX-4521FS/XIP	- 7 Machines	
6.	Brother-2840	-2 Machines	
	TOTAL =	26 Machines	

Sham Baker

Signature:.....

Name:.....

Designation:.....

Company:.....

Address:.....

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