

F.No.19011/ 5 /2016-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Deptt. of Chemicals and Petrochemicals

Shastri Bhavan, New Delhi.
Dated the 09/11, 2017

To

As per list

Subject: Award of contract for maintenance and supply of toner in the Fax Machines in the Department of Chemicals and Petrochemicals.

Sir,

Department of Chemicals & Petrochemicals intends to award annual contract for maintenance and supply of cartridge in 20 Fax Machines installed in various rooms of Shastri Bhawan, Janpath Bhawan, New Delhi. The Department is looking for reputed firms having adequate familiarity/experience in the field.

2. The tender form(Annexure-1) must be sent in sealed cover prominently marked as "ANNUAL CONTRACT FOR FAX MACHINE". Sealed tenders are to be dropped in the tender box kept in the Reception of Department of Chemicals and Petrochemicals, Gate No.3, Shastri Bhawan, New Delhi by 3:00 Noon of 31-1-17. The tenders will be opened on 31-1-2017 at 3-30 P.M. in Room No. 434-C wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representative who may wish to be present at that time.

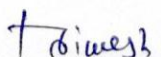
Terms and conditions of the tender & resultant contract shall be as under:-

- (a) Tenders from only those firms will be entertained which are registered for the services desired in the tender and have Service Tax Number, VAT No., PAN No. **The quotation must be submitted in the proforma given at Annexure-I**
- (b) The scope of works of their contract include complete maintenance and repair of the fax machine. The Department will bear cost of consumables likes ink/toner cartridges only in addition to the AMC charges..
- (c) The successful bidder would have to deposit an amount of Rs. 10000/- as security deposit in the form of Bank Guarantee drawn in favour of Pay & Accounts Officer(Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- (d) The advance payment will not be made in any condition.
- (e) The firm should have at least of 5 years experiance in related works. It should produce a certificate from Government Departments or Public Sector Undertakings/reputed private institutions/firms to the effect that the Firm has given satisfactory service/performance, alongwith the bids, without which bid is liable to be rejected.
- (f) The firm must be an authorized service provider of fax machines.
- (g) During the period of contract, the firm will have to depute a qualified person to visit General Section of the Department everyday to rectify the problem of Fax Machines.

T. G. Rao

- (h) The Department reserves the right to summarily terminate the contract at any time without assigning any reason.
- (i) The tender should be accompanied with the Earnest Money Deposit of 5,000/- in the form of DD/ Pay order from any of the Nationalized Bank in favour of Pay & Accounts Officer(Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- (j) The contract will be valid for one year.
- (k) The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wage laws in force in NCT of Delhi and the Department of Chemicals and Petrochemicals shall not be a party to any dispute between the contractor and workers.
- (l) The contractor shall have more than one engineer readily deployable for any Fax Machine related work, available on call, to attend to the work of this Department, on all working days.
- (m) The prospective bidders are free to seek any clarifications/see the kind of requirements, the Department is looking for. Section officer(Admn.), Room No. 434-C, Shastri Bhawan, New Delhi-110001.(Telephone No. 23383575) may be contacted with prior appointment on any working day before tender opening.
- (n) The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found responsive and eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one firm for award of contract to ensure uninterrupted service during the currency of the contract.
- (o) The contract may be extended further in case of services given by company is found satisfactory, at the sole discretion of the Department.
- (p) All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi.

Yours faithfully,


(T.P.N Singh)

Under Secretary to the Govt. of India
Telephone No. 23386013(o)

Copy to NIC, for immediate display on the website of the Deptt.

Annexure-1

| Sl. No. | Fax Machine Model No. | Rate of AMC charge of Fax Machine |
|---------|-----------------------|-----------------------------------|
| 1 | Panasonic 131 | |
| 2 | Canon 295 | |
| 3 | Samsung 4000 | |
| 4 | Samsung 565/4521/651 | |
| 5 | Panasonic 315 | |
| 6 | Canon 240 | |
| 7 | Panasonic 230 | |
| 8 | Canon 820 | |
| 9 | Panasonic 130 | |
| 10 | LX-920 | |

| Sl. No. | Fax Machine Model No. | Rate of Ink and toner Cartridge |
|---------|-----------------------|---------------------------------|
| 1 | Panasonic 131 | |
| 2 | Canon 295 | |
| 3 | Samsung 4000 | |
| 4 | Samsung 565/4521/651 | |
| 5 | Panasonic 315 | |
| 6 | Canon 240 | |
| 7 | Panasonic 230 | |
| 8 | Canon 820 | |
| 9 | Panasonic 130 | |
| 10 | LX-920 | |