

D-19016/1/06-NMRF
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING

**A-50, Institutional Area,
Phase-II, Sector-62,
NOIDA-201307**

21st June,2011

To,

Tender Notice

Subject:- Quotations for rates for Full Service Maintenance Agreement of Photocopiers at NCMRWF, Noida.

The National Centre For Medium Range Weather Forecasting invites quotations from desirous registered companies/firms for the Full Service Maintenance Agreement for maintenance of SHARP Photocopier machines, in a sealed cover addressed by name to the undersigned for a period of one year extendable for further year subject to satisfactory service. You are requested to send your quotations in a sealed cover "Quotation for maintenance/service of SHARP Photocopier Machines" which should reach on or before 18th July, 2011 by 2.30 p.m. The cover containing quotations should be properly sealed. The sealed cover should be put in another cover and the tender dropped in box at NCMRWF, A-50, Institutional Area, Phase-II, Sector-62, NOIDA-201307. Both the inner and outer covers should be superscribed in bold letters indicating **"Quotations for FSMA of photocopier machines."** The validity of quotation should be 60 days. The quotations will be opened on the same day at 3.00 p.m. in the presence of bidders or their representative if they want to be present, in the conference room of NCMRWF.

2. TERMS AND CONDITIONS FOR THE FSMA OF PHOTOCOPIER MACHINES are as under

The tender must be accompanied by earnest money for an amount of Rs. 2000/-. The earnest money can be deposited by a Bank Draft in favour of MoES, (Ministry of Earth Sciences, Lodhi Road, New Delhi). The bank draft should be attached with the quotation letter failing which the quotation shall not be entertained. The earnest money shall not bear any interest. The earnest money of the unsuccessful tenderer will be returned after the finalisation of the FSMA contract. In case the offer is withdrawn by any tenderer, the earnest money so deposited will be forfeited.

3. The tenderer are advised not to erase or mutilate any rate quoted by them. The quotations, if found erased, overwritten or mutilated are liable to be rejected. The rate

should be indicated both in words and figures. The quotations received after the expiry or last date and time of receipt will not be accepted.

4. Only registered firms of the items quoted and having Income tax/Works Tax registration nos. need to apply. A copy of Income Tax Return filed along with PAN. No. & service Tax No. should be attached with the tender form.

5. The firm shall have to execute an agreement on Non-judicial Stamp paper on terms and conditions to be mutually agreed upon.

6. The firm will have to depute a well qualified (at least 3 years of experience) Engineer, who should have knowledge of the repair work of SHARP photocopiers at (National Centre for Medium Range Weather Forecasting, NCMRWF, NOIDA) on all working days (Monday to Friday) for prompt services without additional charges.

7. All the FSMA photocopier machines will be repaired with genuine spare parts free of cost, if not, the recovery of the cost of the parts will be made and the amount of earnest money will be forfeited. The equipment must be kept neat and clean by firm during the service contract.

8. 1% wastage will be deducted on net billable copies. No advance payment will be made in any case.

9. The rate quoted by the tenderer shall be valid for a period of one year from the date of award of the tender.

10. The FSMA agreement can be terminated by this Department by serving 30 days notice in writing, the firm shall be entitled to terminate by serving not less than 60 days advance notice in writing.

11. All the complaints/repairs would be rectified within 24 hours from the time of booking of the complaint or replacement of the firm's machine (without any additional charges) failing which a penalty of Rs. 20/- per working hour for down time of FSMA of SHARP photocopier machine will be levied.

12. The service Tax will be paid as per rules and as amended from time to time.

13. The Department will not be bound to accept the lowest quotation of any firm for the job. The decision of the Department will be final in this regard. The Department reserves the right to reject the tender at its discretion without assigning any reason whatsoever.

14. The tender is not transferable.

15. The Earnest Money of successful bidder shall be refunded only after the expiry of the FSMA contract and it will accrue no interest.

16. It is mentioned here that if any tenderer fails to fulfill the FSMA contract during the currency of period, the Earnest Money Deposited shall be forfeited.

17 The firms have to arrange the toner of every photocopier machine in advance free of cost so that the work of NCMRWF does not suffer.

18. The tender document are also available on NCMRWF's website i.e www.ncmrwf.gov.in

(TR Gill)
Deputy Secretary to the Govt. of India

FORM 1
PROFORMA

To
The Deputy Secretary (Admn.),
National Centre for Medium Range Weather forecasting
A-50, Sector 62, Institutional Area, Phase II
Noida - 201307

Subject: Quotation for FSMA of Photocopier Machines

Sir

The undersigned have read and examined in detail the tender document in respect of FSMA of Photocopier Machines and do hereby express out interest to provide such services.

Correspondence Details:

Our correspondence details are:

1.	Name of the company	
2.	Address of the Company	
3.	Name of the Contract person to whom all references shall be made regarding this tender	
4.	Designation and address of the person to whom all references shall be made regarding this tender	
5.	PAN and Service Tax details	
6.	Telephone with STD Code	
7.	E-Mail of the contact person	
8.	Fax No. (with STD Code)	

Documents forming part of the bid:

We have enclosed the following:

- I. Form 2: Minimum Eligibility
- II. Form 3: Prior Experience
- III. Form 4: Declaration letter
- IV. Form 5: Financial Bid (to be put under separate sealed cover)
- V. Letter of authorization in the name of the contact person representing the company
- VI. Earnest Money Deposit

Thanking you,

Yours faithfully,

(Signature of the Authorized person)
Name:

Date:

FORM – 2

MINIMUM ELIGIBILITY

The details in respect of the company are as given under:

Sl.No.	Particulars	
1.	Name of the company/firm	
2.	Year of Registration/ Incorporation (Proof to be attached)	
3.	Number of Employees as on March, 31,2011	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5.	Sales Tax/Income Tax/VAT Registration No. (Proof to be attached)	
6.	Whether EMD enclosed	

Yours faithfully,

Date:
Place:
Business Address:

(Signature of the Authorized person)
Name:
Designation:
Seal:

FORM – 3

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Agency to whom similar work was provided by the Company during the last two years)

Name of the Government organizations/PSU's etc. along with their address and details of contact person from whom similar order was received and carried out (Proof to be attached)	
Whether the firm has requisite infrastructure at Delhi/NCR to do the job in urgent manner & sufficient manpower to do the job timely	

Yours faithfully,

Date:
Place:
Business Address:

(Signature of the Authorized person)
Name:
Designation:
Seal:

FORM – 4

DECLARATION

Declaration letter on official letter .head stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking in India

Yours faithfully,

(Signature of the Authorized person)

Date:
Place:
Business Address:

Name:
Designation:
Seal:

FORM – 5

PROFORMA FOR FINANCIAL BID

1. Name of the Company, address, etc.
2. Details of rate quoted:

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration).

Note: No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified

5. The details & Rate of photocopier machines under FSMA may be mentioned as under:-

SI No.	Details of Model No. of photocopier machines & with toner (in paisa in figures & words	Quote the Rate per copy with spare parts
1.	2.	3.

SHARP PHOTO COPIER MACHINE

1. Model: AR-M236, M. No.: 45040957
2. Model: AR-M.160, M. No.: 45042610
3. Model: AR-M 160, M. No.: 450101017
4. Model: AR-M236, M. No.: 4504093

DETAILS OF BANK DRAFT FOR EARNEST MONEY:-

Draft No. _____ Dated _____ drawn
on (Name of Bank

& Address

I/We agree for FSMA contract for repair of Sharp photocopier machines on terms & conditions as stipulated in the Tender Notice of the National Centre For Medium Range Weather Forecasting

(_____)
Signature of the Tenderer (s)
Name of the Tender (s) with seal

DETAILS OF BANK DRAFT FOR EARNEST MONEY:-

Draft No. _____ Dated _____ drawn
on (Name of Bank

& Address

I/We agree for FSMA contract for repair of Sharp photocopier machines on terms & conditions as stipulated in the Tender Notice of the National Centre For Medium Range Weather Forecasting.

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Signature of the Tenderer (s)

Name of the Tender (s) with seal
