

Room No. 45

16

**LEGISLATIVE ASSEMBLY SECRETARIAT  
NATIONAL CAPITAL TERRITORY OF DELHI**

**OLD SECTT., DELHI**

**F.No.16(17)/2019/LAS/CTB/5396**

**Dated : 03/6/19**

To,

IT Department,  
Delhi Vidhan Sabha,  
Old Secretariat-110054,

Sir,

**Subject: Regarding invitation of quotations for Comprehensive AMC of Photocopiers Machines installed in Delhi Vidhan Sabha.**

The Delhi Legislative Assembly Secretariat intends to award the Comprehensive Annual Maintenance Contract of Photocopiers machines, details of the same are enclosed as Annexure "A". The Comprehensive photocopier machines mentioned in Annexure A are located at various branches of Delhi Vidhan Sabha. Therefore, you are requested to provide/submit the rates in form of sealed quotation for Comprehensive Annual Maintenance Contract. The approved rates of L-1 Bidder shall be valid with this Sectt. for the period of Two years operative from the acceptance of the rates by the Assembly Secretariat.

The rates of quoted items in sealed quotations in favour of "Head of the Office/Dy. Secretary, Delhi Legislative Assembly Secretariat" should reach to the undersigned on or before **24/06/2019 at 3.00 P.M.** positively and the quotations will be opened on the same date i.e. **24/06/2019 at 3.30 P.M.** by the Purchase Committee in presence of bidder (s) if any.

All papers to be submitted and Terms & Conditions in token of having accepted them should be signed by the Proprietor/Partner/Director/Autorise Signatory of the firms.

Yours faithfully,

**Encl: Terms & Conditions**

  
**(Mukesh C Sharma)  
Deputy Secretary (CT)**

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**Minimum Eligibility Criteria and Documents to be submitted**

Firm should have minimum 3 years experience of maintenance of Photocopier Machines in Government Department/PSUs (valid proof-copies of AMC contract/Award letter has to be attained).

Firm should have sufficient manpower to carry out repairs/attend to service related matters.

Firm should not have blacklisted by any Department of the Government of India and Govt. of Delhi.

The prospective bidders shall furnish the following documents alongwith the quotations;

- a. Self attested copy of PAN & GST No.
- b. An undertaking to this effect that the Agency has not been blacklisted by any of the Department/Organizations of the Govt. of India/Govt. of NCT of Delhi and no criminal case is pending against the said firm;
- c. Terms and Conditions duly accepted/signed with the stamp of the prospective bidder.

**TERMS & CONDITIONS**

1. Sealed quotations are invited from the reputed Firms/Institutions who are having GST number. The sealed quotation should be in the prescribed proforma duly filled in and addressed to the Head of the Office/Deputy Secretary, Delhi Legislative Assembly Secretariat".
2. Quotation should be marked on envelop "QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER MACHINES"
3. The quotation must accompany with DD of Rs. 2000/- drawn in favor of "DDO, Delhi Legislative Assembly" as EMD. The EMD of the all the bidders shall be returned. Quotations without EMD shall not be entertained.
4. The firm whose quotation is accepted being the L-I Bidder shall deposit Performance Security for an amount Rs 5000/- of contract value in forms of an Account Payee DD or Fixed Deposit receipt from a Commercial Bank, or Bank Guarantee from a Commercial Bank in favour of DDO, Delhi Vidhan

3

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Sabha within 15 days from the date of issue of award of work by this Secretariat. No interest will be payable on this amount. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.

5. The contract/rates shall be valid upto the period of Two Years from the date of issuance of work order by this Secretariat. The term of contract may be extended further on mutual consent. The Secretariat shall reserve the right to curtail or to extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
6. The column shall be clearly filled in ink legibly or typed and the tenderer shall take care that the rate may be written in such a way that Interpolation is not possible.
7. Rate should be quoted both in figure and words and no cutting/overwriting in the rates is allowed. Rates quoted should be inclusive of all taxes.
8. No advance payment will be made and the payment will be made only after completion of works
9. Since the repair works are to be carried out on very emergent basis, the engineer should reach to the office on same day. The firm should ensure that spare part (s) consumed are replaced promptly within 24 hours and the spare parts are of same make quality as installed in the existing machine with warranty/guarantee period of one year.
10. Photocopier Machines may be inspected by the bidders on any working day during working hours. Firm will visit twice in a month. Bill should be submitted by the firm on the quarterly or half year basis after satisfactory service of machines. Service reports should be signed by branch Incharge and should be attached along with AMC bill.
11. The Secretariat shall reserve the right to terminate the contract at any time without assigning any reason.
12. Payment will be released within one month from the submission of bills after the production/submission of bill alongwith satisfactory report of user Department.
13. In case of urgency of the said works, if the firm fails to carry out the works, the contract will be terminated.
14. If the quality of services does not found upto the mark, penalty as decided by the Competent Authority will be imposed in addition to termination of the contract

**Arbitration**

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312

15. In the event of any question, dispute or difference arising between the parties relating to the interpretation and applications of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.

16. The venue for arbitration will be New Delhi.

**UNDERTAKING**

I/We hereby undertake that I/We have gone through the above said terms and conditions of the tender and will abide by the same

SIGNATURE OF THE  
AUTHORIZED SIGNATARY SEAL OF THE FIRM

2

21

**Annexure-A****(On letter head of the firm)****Rates for Comprehensive AMC of Photocopiers Machines**

Name of the Firm				
Description	Modal/year	Qty	Comprehensive AMC Rate Inclusive all Taxes in Rs. (Digit)	Comprehensive AMC Rate Inclusive of all Taxes in Rs. (Words)
Ricoh MP 2014 AD	2017	4		

Details of DD furnished towards Bid Security\_\_\_\_\_

Signature of the authorized signatory with seal

