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**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI**

F.No.16(17)/2019/LAS/CTB/7601

Dated : 09/09/2019

To,

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

**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. You are hereby requested to upload the attached Terms & Conditions and Annexure 'A' of the above said AMC.

Yours faithfully,

Encl: Terms & Conditions and Annexure 'A'

Yours
(MUKESH C. SHARMA)
Deputy Secretary (CT)

**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI-54.**

F.No.16(17)/2019/LAS/CTB/3651-62

Dated : 09/05/2019

- (1) HCL Infosystems Ltd., f-3, ground floor, sector-9, Noida, UP-201301.
- (2) GDR Enterprises, C-62, Jeevan Park, Uttam Nagar, Delhi-110059.
- (3) D.G. Enterprises, A-105, II floor, Janta Colony, Shivaji Vihar, Delhi-27.
- (4) Team Electronics & Communication, I-17, Kirti Nagar, Delhi-110015.
- (5) M/s VSM India Pvt. Ltd., 207, Ranjeet sadan, K-128 Mohammad pur New Delhi.
- (6) M/s Copier Maintenance Corporation, H. No. -27-A, CR-6, GF-1, Lalita Park, Laxmi Nagar, New Delhi-110092.
- (7) AVBS Digital Solutions, 2151/3C, 2nd floor, New Patel Nagar, New Delhi-110008.
- (8) HTP Infotech, 301, Street No. 12, B-Block, Mahalaxmi Enclave Karawal Nagar Delhi 110094
- (9) Copier care centre GF-10. D-248, Balaji Complex , Vikas Marg Delhi-110092.
- (10) Advance Technologies, 305, 3rd Floor 4697/21a Nepal carrier Building, Daryaganj, New Delhi-110002.
- (11) Notice Board.
- (12) IT Department with the request to upload the quotation on the Department Website.

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 Comprehensive Annual Maintenance Contract of Photocopier machines. The photocopier machines mentioned in Annexure A are installed in the various branches of Delhi Vidhan Sabha. 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 quotations in favour of "Head of the Office/Dy. Secretary, Delhi Legislative Assembly Secretariat" should reach to the undersigned on or before **03-10-2019 at 3.00 P.M.** positively. Quotations will be opened on the same date i.e. **03-10-2019 at 3.30 P.M.** by the Purchase Committee in presence of bidder (s) if any.

All papers i.e. Terms & Conditions, Annexure "A" etc. should be signed by the Proprietor/partner/Director/Authorized Signatory of the firms.

Yours faithfully,

Encl: Terms & Conditions

Mukesh C. Sharma
(MUKESH C. SHARMA)
Deputy Secretary (CT)

**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI**

Minimum Eligibility Criteria and Documents to be submitted

Firm should have minimum 2 years experience of maintenance of Photocopier Machines in Government Department/PSUs (valid proof-copies of AMC contract/Award letter has to be attached).

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/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 the effect that the agency has not been blacklisted by any Department/Organizations of the Govt. of India/Govt. of NCT of Delhi and no criminal case is pending against the said firm;
- c. Duly signed and stamped Terms & Conditions.

TERMS & CONDITIONS

1. Sealed quotations are invited from the reputed Firms/Institutions who do have GST number. The sealed quotation should be on the duly filled prescribed proforma addressing to the Head of the Office/Deputy Secretary, Delhi Legislative Assembly Secretariat".
2. "QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER MACHINES" should be endorsed on the face of envelope
3. The quotation must accompany with DD of Rs. 2000/- drawn in favor of "DDO, Delhi Legislative Assembly" as EMD. 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/- in forms of an Account Payee DD or Fixed Deposit in favour of DDO, Delhi Legislative Assembly within 15 days from the date of issue of award letter. 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 for 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.



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 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 alongwith the satisfactory report/services report from the where photocopier machine is installed should be submitted by the firm on quarterly or half 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

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.

by -
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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

A handwritten signature in black ink, appearing to be 'Sury', is located on the right side of the page.

(On letter head of the firm)

Annexure-A

Rates for Comprehensive AMC of Photocopiers Machines

Name of the Firm				
Description	Model/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

