

प्रसार भारती/PRASAR BHARTI
भारत का प्रसार/BROADCASTING CORPORATION OF INDIA
आकाशवाणी दिल्ली/ALL INDIA RADIO,DELHI

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Dated:

11 JAN 2019

नेविदा /Tender

नेविदा आमन्त्रण सूचना/Notice inviting Tender(NIT)

विषय-आकाशवाणी दिल्ली केंद्र स्थित फोटोकॉपीयर मशीन हेतु सामग्र्य वार्षिक राखरखाव अनुबन्ध/ सुधार हेतु नेविदा/
SUB:Tender for comprehensive CAMC/Repairs of Photocopier Machines at AIR Delhi Station.

नेविदा आमन्त्रण हेतु सीलबंद में जिस के ऊपर की ओर सलग्नक। अनुसार लिखा हो "आकाशवाणी दिल्ली केंद्र स्थित फोटोकॉपीयर मशीनो के सामग्र्य वार्षिक राखरखाव अनुबन्ध /सुधार हेतु नेविदा" के लिए एच०सी०एल० तोशिबा की ई-स्टूडियो की मशीनो के सेवा सुधार व असली उत्पादों की आपूर्ति हेतु एच०सी०एल० प्राधिकृत फार्म से नेविदा आमंत्रित की जाती है ! Authorised Firms from E-Studios with the text Quotation for Comprehensive CAMC/Repairs of photocopier machines at AIR,Delhi" superscribed on envelop as mentioned in annexure-I.

नेविदा पत्र में दिए गए उपकरणों के वार्षिक राखरखाव अनुबन्ध , योग्यता मानदण्ड,नियम व शर्तों की जानकारी के लिए आकाशवाणी की वेबसाईट <http://allindiaradio.govt.in/Information/Tenders> से नेविदा प्रपत्र उतार जा सकता है The details of hardware to be put under the CAMC,eligibility criteria the quotations, terms and conditions of CAMC can be download from AIR'S Official Website <http://allindiaradio.govt.in/Information/Tenders>.

किसी भी राष्ट्रीयकृत बैंक से रु० 10000/- (रुपये दस हजार मात्र) के ड्राफ्ट को धरोहर राशि के रूप में जो DDO, All India Radio,Delhi, के पक्ष में देय होना चाहिए,को पूर्णरूप से सीलबंद नेविदा के साथ, जिसके अन्दर सलग्नक ॥ अलग सीलबंद लिफाफे में रखे गये हो,को स्पीडपोस्ट, दस्ती या रजिस्टर्ड डाक द्वारा प्रसारण भवन के आ०एवं स० अधिकारी के कक्ष न० 46, प्रथम तल स्थित नेविदा पेटी में भेजी/डाली जा सकती है : ! The properly sealed quotation containing separate sealed envelope with Annexure I & II and the Earnest Money Deposit of Rs 10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of "DDO,All India Radio,Delhi" from any nationalized bank should be sent/submitted in Tender Box placed in Broadcasting House in the chamber of DDO, Room 46, 1st, Floor AIR Delhi by speed post/registered post/by hand.

- निर्दिष्ट नेविदा प्रपत्र को दिनांक 22.01.2019 दोपहर 3-00 बजे तक ही स्वीकर किया जाएगा !
The Tenders will be accepted upto 03.00 P.M. on 22.01.2019 in the manner specified in the tender document
- नेविदा प्रपत्र को दिन दोपहर 3.30 बजे निविदाकर्ताओं या उनकी संस्था/फार्म के प्रथिनितियों की उपस्थिति में खोला जाएगा !
Tender
will be opened on the same day at 3.30 P.M in the presence of tenders, or the representative of the firms.
- नेविदा खोलने का स्थान ! place of opening of tender Bids-
in the chamber of the Senior Aministrative Officer,Room ,No.46, 1st Floor,AIR Delhi,
Broadcasting House, New Delhi-110001.
- अधिसूचित दिन/समय के बाद अपूर्ण नेविदा/समयोपरात प्राप्त नेविदा अस्वीकृत कर दी जाएगी ! incomplete tender/tenders recived beyond the date/time notified above will be rejected.

किसी भी नेविदा को बिना कोई कारण बताए किसी भी समय रद्द करने का अधिकार कार्यालय के पास सुरक्षित रहेगा ! This office reserves the right to reject any without assigning any reason therefore.

(गोपाल कृष्ण आचार्या/Gopal Krishen Acharya)

वरिष्ठ प्रशासनिक अधिकारी/Senior Administrative Officer

कृते महानिदेशक (काओ) for Dy Director General (P)

दूरभाष/Tel:011-23421244

प्रति प्रेषित/Copy to

1.DDG(P)AIR Delhi

2.DDG(E),NBH,AIR,Delhi with the request to uploading the NIT in AIR website

3 Notice Board BH/NBH,AIR Delhi.

विषय: आकाशवाणी दिल्ली केंद्र में संस्थापित स्थित फोटोकॉपीयर मशीनो हेतु सामग्र्य वार्षिक राखरखाव अनुबन्ध हेतु नेविदा/

Sub:-Quotation for Comprehensive service MC/Repairs of photocopier Machines installed at AIR Delhi.

DETAIL OF Xerox Machine				
Sl.	Particular	Qty	Rate per Machine basis*	Taxes if any
1	Toshibe E Studio 207	5 No,		
2	Toshibe E Studio 225	1 No,		
3	Toshibe E Studio 167	1 No,		
4	Canon IR 2535	2 No,		
5	Toshibe E Studio 2006	2 No,		
6	Toshiba E Studio 357SE	1 No.		
7	Toshiba E Studio 2309	2		
	Total Machine 14 Nos.			
*The CAMC charges shall be inclusive of replacement with Genuine consumables, spares, Sealed Cartridges Sealed Toners and parts with warranty which will be checked by office before placing in the machines.				

Signature of Authorised Person

FULL Name.....

Seal.....

निविदाकार का विवरण/Bidder's particular

Sl.	Particulars	Yes/No for supporting Documents &Details of firm
1.	Name Of Bidding firm/company	
2.	The bidder is either a registered firm or a company incorporated under the company Act ,1956. Complete profile of the firm/company along with details of the available infrastructure to be annexed and a copy of partnership deed/Memorandum of Association/Article/Constitution of the establishment to be annexed.	
3.	The bidder has a minimum of Five years experience in the field for service of photocopier maintenance to reputed clients such as public sector and also to Govt.Department for at least Three years for handling at least 5-8 machines (supporting documents to be annexed)	
4.	The Authorisation Certificate from HCL Toshiba (for Service & maintenance with genuine parts is desirable)	
5.	The bidder has to enclose Earnest Money (EMD) amounting Rs.10,000/- (Rupees ten thousand only) in the form of bank draft drawn in favour of "DDO,SD,AIR,New Delhi".	
6.	The bidder shall provide a certificate to the effect that their concern has not been blacklisted/Terminated by any Govt. Department/Govt.undertaking/Autonomous BODY DURING THE LAST 3 YEARS.	
	PAN/TIN/VAT No	
8	Service Tax Number	
9	Name & address of the person to whom all references shall be made regarding this tender	
10	Telephone Number(if any)	
	Fax No(if any)	
	E-mail(if any)	
	Mobile Number(if any)	
	Bidders signature	
11	Bidders Name	
12	Seal of the Tendering Firm/Company	

DECLARATION

- I, _____ son/daughter/wife of shri _____ who is authorized/ competent to sign this declaration and execute this tender document on behalf of the agency/firm mentioned.
- We are not involved in any major litigation that may have an impact on affection or compromising the delivery of service as required under this tender.
- We are not black-listed by any Central/State Govt/PSU in india.
- We accept ,the Terms and conditions and hereby offer the rates for providing manpower as stated.
- The information/documents furnished along with the above application are true and authentic to the best of our knowledge and belief.We are well aware of the fact the furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

Yours faithfully,

(Signature of Authorized person)

Place:

Name:

Date:

Designation

Business Address

Seal

नियम शर्त/TERMS AND CONDITIONS

1. Scope of work

The Scope of work covers comprehensive annual maintenance of Photocopiers of different makes and models are installed in various location at BH & NBH premises in O/o DDG(P),AIR,Delhi. To provide regular onsite preventive maintenance To replace old and defective parts with ne and genuine parts, whenever required

2. Service assurance

The firm prepare separate log books for each of the machine to be taken under the AMC. Preventive maintenance will be carried out on monthly basis. The firm will take satisfactory report of the user of photocopier machine on monthly basis. This monthly satisfactory report should be submitted along with the bills. The schedule of Preventive maintenance shall be as follows:

- a)Cleaning of all equipment using vacuum air, brush and soft muslin clothes etc.
- b)Cheaking of power supply source for proper grounding and safety of equipment.
- c)Ensuring that the covers,screws,swithes etc.are firmly fastened in respect of each photocopier.

GENERAL TERMS AND CONDITIONS

1. The CAMC will be comprehensive includes preventive maintenance/monthly regular services of the photocopier Machines and/ or replacement of any items/ spare parts of genuine quality for keeping the Photocopier Machines active and free from any defects/disturbance.
2. Firm is responsible for providing Services Maintenance with Genuine products with satisfactory work. The CAMC charges shall include of genuine consumables items i.e. Sealed Cartridges,Sealed Toners & Parts with warranty,which will be checked by office before placing in the machines. If there is found some lack of genuine products CAMC will be terminated immediately or office have rights to deduct the amount from the bill.
3. The firm should be in the business of maintenance of photocopiers since least for the last Three years (requisite documents to support this claim will have to be produced for verification.
4. The firm should have annual turnover worth Rs.Five lakh or more. (certificate of CA regarding annual turnover and AMC turn over during last three years is to be enclosed)
5. The firm must have expertise and experience in maintenance of Photocopier and must have executed AMC with at least three Ministries/Departments/PSUs of Central or State Governments.
6. A statisfatory performance certificate regarding AMC from at least two Govt. Departments/PSUs shall have to be furnished.
7. services for the last 5 years.
8. The firm must be willing to provide onsite support for Photocopiers of different make and models.
9. The undertaking/declaration for not to black-listed by a Deptt./office is must be attached.
10. The firm must be registered with Service Tax Department and should submit a copy of Service Tax Registration certificate.
11. The firm must submit valid Income Tax Returns for last Two years and copy of PAN card.
12. Quotations should be accompanied by an earnest money of Rs.10000/-(Rs. Ten Thousand only) in form of bank draft in favor of Commissioner, Central Excise,

13. To assess the quantum of work, firm may visit site on any working day between 1100 hrs to 1800 hrs before submitting the tender.
 14. In case of successful bidder(s) found in breach of any conditions(s) of the tender / agreement at any stage, the legal action as per laws/ rules shall be initiated against the agency and security money deposited shall be forfeited.
 15. The entire machine must be serviced onsite at AIR Delhi's premises. The agency will provide adequate standby machines/ systems if the problem is not solved within 24 hours.
 16. All the complaint should be attending within 4 hours, failing which penalty for not attending the complaint will be Rs. 200/-per day .
 17. The CAMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract. Any plea raised by successful bidder about his dissatisfaction with regards orderliness of the machines will not be enterained.
 18. The payment will be made to the agency on quarterly basis after satisfactory completion of service.
 19. The firm shall submit a Demand Draft as a performance guarantee/Security Deposit equivalent to 10% of the total value of the contract, from a nationalized bank in favour of The DDO, All India Radio, Delhi payable in New Delhi which shall be valid for two months beyond the date of completion of the contract, immediately on the award of contract. This will be forfeited in case of non-fulfilling of the terms and conditions of contract. No Interest will be payable on the said amount. Performance guarantee will be refunded afer the completion of all contractual obligations and on providing satisfactory service.
 20. Competent Authority, DDG(P) ,AIR, Delhi reservs the right to reject or accept any or all quotations without assigning any reason.
 21. IT MAY BE NOTED THAT ANY BID WHICH IS SUBMITTED IN FORMAT OTHER THAN AS STATED ABOVE SHALL NOT BE CONSIDERD.
 22. In case, the services are not found to be satisfactory, the DDG(P), AIR, Delhi reserves the right to terminate the contract at any stage without any notice.
 23. Rate shall be quoted by the firm on the scope of work along with signature of the contractor.
 24. All types of taxes as applicable shall be deducted from the bill of the contractor as per rules amended time to time.
 25. The office reserves the right to extend maintenance contract on its discretion for a period of one year on the same rates, terms and conditions
 26. The contractor shall be wholly responsible for breakdown or any mischief done by their staff, and any loss of BH/NBH, AIR shall be recovered from the immediate bill of the contractor , balance if any from securities or otherwise to be paid by contractor.
- The Contractors shall be wholly responsible for charcter and antecedents of the manpower provided at this station. The station shall not wholly responsible any bodily injury, caused to the complaint reeived against their employee(s) for female harassment. In such case the contract will be terminated without given any notice and performance security will be forfeited.


(Gopal Krishen Acharya)
Administrative Officer
For Dy. Director General (P)

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC)

विषय: आकाशवाणी दिल्ली केन्द्र में संस्थापित फोटोकॉपयर मशीन हेतु सामग्री वार्षिक रखरखाव अनुबन्ध हेतु
नेविदा

SUB:Quotation for comprehensive CAMC/Repairs of Photocopier Machines Installed at AIR Delhi Station

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(BID DETAILS)		
01.	Date of inviting tenders	22.01.2019
02	Last date and time for receipt of quotations	(1500 Hrs. on 18.01.2019)
03	Date and time opening of the quotations	Opening of Tender Bid 1530 Hrs . on 22.01.2019
04	Place of opening of Bids	Senior Administrative officer R.no 46, 1 st Floor Broadcasting House, New Delhi-110001
05	Address for Communication	O/o The DDG(P),BH, All India Radio Delhi,Parliament Street,New Delhi -110001
06	EMD	Earnest Money Deposit of Rs.10,000/-in the form of Bank Draft in favour of DDO, All India Radio, Delhi from any nationalize bank in Delhi must accompany with each tender.No tender shall be accepted without earnest money, which will be accepted without earnest money, which will be refund to the unsuccessful bidders after finalization of tender.Earnest money deposited will bear no interest.
07	Contact of Bidders	Shri G,K Acharya S.A.O, Room no 46,1 st floor, BH Sansad marg, All India Radio, New Delhi- 110001.they may be contacted on any working day between 10.30 AM to 4.00PM for any further queries

Note: Bids will be opened in presence of the bidder's representative who chooses to attend.