

No. 01/06/2020-DCH/Genl.
भारत सरकार/Government of India
वस्त्र मंत्रालय/Ministry of Textiles
विकास आयुक्त हथकरघा का कार्यालय
Office of the Development Commissioner for Handlooms

उद्योग भवन, नई दिल्ली/Udyog Bhawan, New Delhi

दिनांक/Dated: 28th August, 2020

Subject: Inviting quotations for awarding Annual Maintenance Contract for repairs/maintenance of Photocopier Machines (Make: Konica Minolta) installed in the office of Development Commissioner for Handlooms, Udyog Bhawan, New Delhi for a period of one year.

Dear Sir,

In continuation of this office letter of even number dated 10.08.2020, I am directed to extend the date for inviting sealed quotations towards Annual Maintenance Contract(AMC) for repairs/maintenance of Photocopier Machines (Make- Konica Minolta) installed in the office of Development Commissioner for Handlooms, Udyog Bhawan, New Delhi for a period of one year subject to the following terms and conditions:

(A) Technical

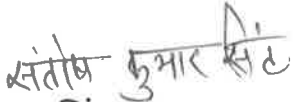
1. The firm should have been in existence for not less than two years in the trade with the maintenance business (service business turn over) of more than Rs. 20 lakh per annum during the last two years.
2. The firm must have previous experience of maintaining hardware and network systems in Government organization/PSUs and provide certificates from the Original Equipment Manufacturer(OEM) that his/her company is authorized and competent to undertake AMC. Performance Certificate from existing Govt. client (Central Govt. organizations) must be attached with the quotations.
3. The firm must have expertise and experience in preventing site maintenance and repair of photocopier machines and hardware parts and accessories.
4. The firm must be registered with the Registrar of Companies and with the Delhi Sales Tax Department/GST for Work Contract Tax. The income tax clearance certificate for last two years must be attached.
5. If the interested firm meets the above technical requirements, they may apply for AMC.

(B) Financial

1. The rates may be quoted on machine and model number in the **proforma placed at Annexure**, in a sealed cover.
2. The other terms and conditions governing the AMC shall be as follows:
 - (i) The earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) through a Demand Draft on any schedules bank in New Delhi drawn in the name of "PAO, Textiles, Ministry of Textiles, New Delhi" must accompany the "Technical Bidding" quotation letter. Quotation received without earnest money will not be considered. Earnest money received from the tendered will be returned without interest immediately after the process of selection of tender/quotation is over.
 - (ii) The service engineer would take up any reported fault within one day. The work will primarily be carried out in the premises of this office. Only such work, which is not possible to execute in the premises of this office would allowed to be done at the company workshop with prior written permission of this office. A gate pass will be issued by the competent officer. No transportation charges will be paid to the contractor for the transportation of the equipments/items etc.
 - (iii) The contract will be valid for a period of one year and the period of AMC will be informed after finalization of the contract. The rates quoted will be remain in force of the full period of the contract. No demand for the revision of rates on any account shall be entertained during the contract period. It will be open to the office of D.C. Handlooms, Ministry of Textiles to extend the term of the agreement on the same terms and conditions for a further one year, if necessary.
 - (iv) The awardee has to provide services in Udyog Bhawan, New Delhi.
 - (v) It may also be noted that in case the agency backs out in midway without any explicit consent of this Department, it will be liable for recovery at higher rates, via-a-vis those contracted with, which may have to be incurred by this Department on maintenance of machines for the balance period of contract by alternative means.
 - (vi) The above act of backing out would automatically debar the firm from any further dealing with this Ministry and the EMD amount would also be forfeited.

- (vii) In case the work of the company is found unsatisfactory at any stage or he dishonored the contract in any manner, the office shall be liberty to cancel the contract without assigning any reason.
- (viii) No advance payment will be made to the company. The payment will be made on monthly basis after submission of bills on quarterly basis.
- (ix) The successful tender/firm will be required to furnish Bank Guarantee in favour of PAO, Textiles, Ministry of Textiles, New Delhi for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) which will be released to the company on completion of the contract. The other requisite documents mentioned above should also accompany the quotation letters. The prize of bid/quotation will be considered only after fulfillment of technical bid as stated above.
- (x) Interested firms may submit their documents satisfying the technical bid requirement in a sealed cover, superscripted with – “ Quotation for AMC for repair/maintenance of Photocopier Machines” addressed and sent to “**The Assistant Director(Genl. Section), O/o Development Commissioner (Handlooms), Ministry of Textiles, Udyog Bhawan, New Delhi- 110011**” latest by 12:00 PM on 10th September, 2020. The quotations will be opened on the same day at 4:00 PM in Room No. 57, Udyog Bhawan, New Delhi. The bidder or his authorized representative who wish to attend may be present at the said date and time of opening of quotations.
- (xi) Quotations received without sealed cover or without quoting in the specific proforma will not be accepted. The undersigned also reserves the right to reject any quotation without assigning any reason.

Encl: Annexure


(संतोष कुमार सिंह/ Santosh Kumar Singh)

अपर विकास आयुक्त/Addl. Development Commissioner

Tel. 23062402

Copy to :

1. NIC, O/o D.C. Handlooms, with a request to publish this text on the Website of office of D.C. Handlooms.
2. ADC(SKS), O/o D.C. Handlooms