

तारधम्मसमहंतंड : REGENESSO  
फॅक्स/FAX NO : 0712-2511582

भारत सरकार  
सांख्यिकी एवम कार्यक्रम कार्यान्वयन मंत्रालय  
राष्ट्रीय सांख्यिकी कार्यालय  
समंक विधायन केंद्र  
सी.जी.ओ. कॉम्प्लेक्स 'बी ब्लॉक'  
6, 7 और 8वा तल, सेमिनरी हिल्स  
नागपुर - 440006.



सत्यमेव जयते

Telephones : 2511774, 2511781,  
दूरभाष 2511896, 2512592

Government of India  
Ministry of Statistics &  
Programme Implementation  
National Statistical Office  
Data Processing Centre  
C.G.O. Complex, 'B' Block,  
6,7 & 8<sup>th</sup> Floor, Seminary Hills  
Nagpur - 440 006

E-mail : [dpc.ngp-nso@gov.in](mailto:dpc.ngp-nso@gov.in)

संख्या - M-11014/03/2018-Genl./ 337  
No.

दिनांक: 12/08/2021  
Dated:

Subject: **Tender for Comprehensive Annual Maintenance Contract of Photocopier Machines at NSO, DPC, Nagpur.**

1. Sealed quotations are invited from the reputed service providers/agencies for the Comprehensive Annual Maintenance Contract for Photocopier Machines in **NSO (DPC), CGO Complex, 6-8<sup>th</sup> Floor, Seminary Hills, Nagpur-440006.** List of the Photocopier Machines to be covered under AMC is as follows:

Type	QUANTITY	Make
CANON – IR 1435IF	1	2018
CANON – IR 2202N	1	2016
TOTAL	2	

2. The interested service providers/ agencies are required to submit the Technical and Financial bid separately. The Quotation/tender in Sealed Cover-I containing “**Technical Quotation**” and Sealed Cover-II containing “**Financial Quotation**” should be placed in a third sealed cover superscripted “**Quotation for Comprehensive Annual Maintenance Contract (AMC) For Photocopier Machines**” should be submitted to the “**Head of Office, NSO(DPC), CGO Complex, B-Block, 6-8<sup>th</sup> Floor, Seminary Hills, Nagpur-440006 on or before 01<sup>st</sup> September 2021 17.00 hours.** No quotation will be accepted after last date of receipt of the Quotation.
3. The service provider/agencies submitting the quotation shall be required to deposit **Earnest Money (EMD) of Rs. 1000/-** along with their bids. EMD shall be accepted in the form of Demand Draft or Bank Guarantee from any

nationalized bank drawn in favor of **Head of Office, NSSO, DPC, Nagpur**. Quotations received without EMD will not be considered. Bid security of the unsuccessful bidders would be returned within 30 days after the award of contract.

4. **The technical quotation/bid will be first opened on 02/09/2021 at 15.00 Hrs** in this office premise. After scrutinizing the technical quotations/bids, this office will shortlist the eligible bidders for opening the 'Financial bid'. Financial Bid of the technically qualified bidders will be opened on the same day in this office premise. If interested, representatives of the service provider/agency may be present at the time of opening technical and financial bids.
5. EMD of the unsuccessful bidder will be returned within 30 days after the award of contract. General terms and conditions for AMC and the proforma for submission of bids are given in the annexure I to V.
6. This office reserves the right to cancel this invitation for quotation/tender at any time without assigning any reason.

  
12/8/21

(Sujeet B. Pujari)  
Dy. Director & HO

**PRE-QUALIFICATION CONDITION:**

1. The Bidder must have an established service base in Nagpur, Maharashtra.
2. **Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees One Thousand Only) in way of Demand Draft, in favor of 'Head of Office, NSSO, DPC, and Nagpur should be submitted. EMD exemptions will be as per Central Govt. Rules.**
3. The Bidder should have minimum three years of experience in Annual Maintenance Contract of Photocopier machines.
4. The bidder should submit copy of registration from appropriate authority.
5. Copy of GST registration to be submitted.
6. Copy of PAN/TAN to be submitted.
7. Proof of at least three successfully carried out AMC services during last 5 years to be submitted.
8. Copy of currently running AMCs with any Govt./PSU Organization to be submitted.
9. The Bidder should not have been black listed by any PSU/banks/Govt. organizations. Self declaration in this regard to be submitted.

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**TERMS AND CONDITIONS:**

1. The successful bidder (Name \_\_\_\_\_) hereafter referred as Vendor shall have to enter into a Comprehensive Annual Maintenance Contract (CAMC) agreement with National Statistical Office, Data Processing Centre, Nagpur hereafter referred as NSO, DPC, Nagpur.
2. The work consists of maintenance and repair of Photocopier machines installed at NSO, DPC, Nagpur in accordance with the technical specifications, terms and conditions mentioned in tender documents.
3. The tender(s) received after the due date shall be summarily rejected, and not taken into consideration.
4. Conditional/Unsolicited tenders shall not be considered.
5. Offers' vaguely described or incomplete offers are liable to be ignored.
6. The Bidder will have to submit their GST registration certificate from the authority concerned.
7. Initially the contract will be for ONE year (from the date of signing of the Agreement by the parties), which may be extended for one more year subject to satisfactory services, on discretions of NSSO, DPC, Nagpur.
8. The tender documents are not transferable.
9. Every tender should be accompanied with an Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees One Thousand Only) in way of Demand Draft, in favor of 'Head of Office, NSO, DPC, Nagpur'. Tenders received without requisite Earnest Money Deposit will be rejected out rightly. EMD exemptions will be as per Central Government Rules.
10. Successful bidder shall be required to furnish Performance Security equal to 10% of the Comprehensive Annual Contract Value in the form of Bank Guarantee from any nationalized bank in favor of **Head of Office, NSSO, DPC, Nagpur** within 7 days from the date of award of contract. On receipt of valid performance security, the Bid security would be returned to the successful bidder. The Performance security would be returned (without interest) within 30 days from the date of completion of the contract.
11. This Office reserves the right to increase or decrease the quantity or deletes some or all of the items, depending on the needs of the office without assigning any reasons.

12. The prices quoted in the Financial Bid should be inclusive of maintenance, repair/replacement charges inclusive of all taxes and includes installation charges, parts, spare parts, labor, tools, transportation charges, etc. The Bidder should quote the prices for providing complete service. After placing the order, the NSO, DPC, Nagpur will not pay any extra amount which is not mentioned in the financial bid.
13. Normal service hour will be from 10.00 AM to 05.00 PM on all working days (Monday to Friday). In exceptional circumstances, service need to be provided outside of these hours or on Saturday/Sunday/Holidays at the discretion of and convenience of the office.
14. Apart from break-down/fault call, there will be preventive maintenance to check effective working of equipment at regular intervals in each quarter.
15. Penalty Charges @ Rs. 200/- per day will be levied and deducted from payment in case of failure to attend the call/complaint with-in one working day of recording the same with the vendor.
16. The equipment will not be moved out of our office premises without prior permission and valid gate pass.
17. In case, any of the equipment i.e. to be taken to the workshop for repairing, standby equipment shall be provided free of any cost to this office. All transportation cost involved for this purpose will be borne by the vendor.
18. NSO(DPC), Nagpur reserves the right to terminate the agreement by giving one month's prior notice in writing and accordingly recalculate CAMC charges on pro rata basis.
19. Payment will be made on quarterly basis at the end of the each quarter on successful completion of the contractual obligation.

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From

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\_\_\_\_\_  
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To

The Dy. Director and Head of Office,  
NSO, DPC,  
6<sup>th</sup> Floor, B Block,  
CGO Complex, Seminary Hills,  
NAGPUR – 440006.

Subject: **Tender for Comprehensive Annual Maintenance Contract for Photocopier Machines at NSO, DPC, Nagpur.**

Ref: 1) Your tender Notice No. Dated

2) EMD-DD No.....Date.....for Rs. \_\_\_\_\_

I/we have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We have also examined the requisite specifications of the equipments and my/our offer is to provide the required service/materials/equipment in accordance with the Terms and Conditions.

The information / documents furnished along with this letter are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

I understand that in case any deviation is found, in the statements submitted , at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

I/We quote the rate inclusive of all taxes, duties, transportation, etc in complete.

Yours faithfully,

(Signature of the authorized person of the Agency with seal)

Place:

Date:

### FORMAT FOR TECHNICAL BID

Particulars	
Name of "The Service Provider"	
Full address of the Service Provider	
Telephone no.	
Fax No.	
Fax No.	
Email:	
Complaint person name and contact no.	

### Check List

		Enclosed	Not enclosed
1	Copy of registration certificate of the Agency issued by the appropriate authority		
3	PAN/TAN		
4	GST Registration Number.		
5	EMD		
6	Proof of at least three successfully carried out AMC services during last 5 years		
7	Proof of currently running AMCs with any Govt./PSU Organization.		
9	An undertaking that the agency has not been blacklisted by any Government Department/autonomous bodies.		

Details of currently running AMCs with any Govt./PSU Organization as per the attached Performa (supporting documents to be attached)

S. No.	Name and address of the Employer	Details of AMC with date of commencement and period of contract	Total Number of Service engineers employed

Note: Enclose extra sheets if required.

Details of the experience in Govt. / PUCI Corporate offices **during the last Five years** as per the attached Performa (supporting documents to be attached)

Sl.No.	Name and address of the Employer	Details of experience/ period of contract with dates of commencement and termination	Total Number of Service engineers employed

Note: Enclose extra sheets if required.

Turnover of the agency **during the last three years** ( copy of audited Balance Sheet and P & L to be attached)

Years	Turnover in Rupees ( in words and figures)

**(Signature of the authorized person of the Agency with seal)**

Place:

Date:



**FORMAT FOR FINANCIAL BID**

<b>TYPE</b>	<b>QUANTITY</b>	<b>Rate per print/copy</b>	<b>GST</b>	<b>TOTAL Amount</b>
CANON – IR 1435IF	1			
CANON – IR 2202N	1			
<b>TOTAL</b>	<b>2</b>			

<b>TYPE</b>	<b>QUANTITY</b>	<b>Consolidated Rate for a Year</b>	<b>GST</b>	<b>TOTAL Amount</b>
CANON – IR 1435IF	1			
CANON – IR 2202N	1			
<b>TOTAL</b>	<b>2</b>			

**(Signature of the authorized person of the Agency with seal)**

Place:

Date: