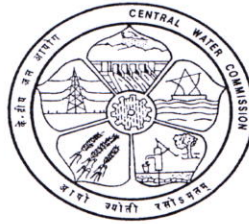




**GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION
P.C.P. DIRECTORATE**



Tender Document

Tender for “Comprehensive Annual Maintenance Contract of Fax Machines without Consumable” installed at CWC (HQ) Sewa Bhawan, West Block- I, West Block-II and New Library Building, R.K. Puram New Delhi.

LAST DATE FOR SUBMISSION OF TENDER : 19th May 2020, at 15.00 Hrs.

DATE OF OPENING OF TENDER : 19th May , 2020 at 15.30 Hrs.

OFFICER INVITING THE TENDER

**Deputy Director (M)
PCP Directorate,
Central Water Commission,
2nd Floor(S) Sewa Bhavan
R.K.Puram, New Delhi – 110066.**

(May, 2020)

No. D-14016/AMC (Fax Machine) /2020/AD-II(S)/374-379

Government of India
Central Water Commission
PCP Directorate

2nd Floor(S), Sewa Bhawan,
R.K.Puram, New Delhi -110066.
Dated 06.05.2020

Sub.: Notice Inviting Tender (NIT) for “Comprehensive Annual Maintenance Contract of Fax Machines without Consumable” installed at CWC (HQ) Sewa Bhawan, West Block- I, West Block-II and New Library Building, R.K. Puram New Delhi

NIT is invited on behalf of the President of India in a single envelop system by the Deputy Director (M), PCP, CWC from eligible contractors / firms for Comprehensive Annual Maintenance Contract of Fax Machines without Consumable installed at CWC (HQ) Sewa Bhawan, West Block-I, West Block-II and New Library Building, R.K. Puram New Delhi as per the details given below:-

Name of Work	Estimated Cost (Rs)	Earnest Money Deposit (Rs)	Period of Contract	Last date of submission of Tender	Date of opening of Tender
“Comprehensive Annual Maintenance Contract without consumables” including spare parts such as Mother Board, NCU card, Power Supply, High Voltage card, Relay, Pickup unit, Sensor, Line card etc. whereas consumables such as Toner Cartridges, Fax Roll Drum, Fuser unit/Heater, Plastic parts are not covered for the fax machines for a period of one year.	196000	3920/-	One Year	19.05.2020 up to 15.00 Hrs	19.05.2020 at 15.30 Hrs.

1. A complete set of tender document may also be obtained from the office of the Deputy Director(M) PCP Directorate, 213(S), Sewa Bhawan, R.K. Puram, New Delhi-66 on any working day between 10 AM to 5 PM
2. Only one tender can be submitted. A bid security/EMD of Rs. 3920/- (Rupees three thousand nine hundred twenty only) shall be deposited in the form of an Account Payee DD/Banker's cheque from a scheduled Bank in favour of PAO, CWC, New Delhi in a separate envelope. The tenders not accompanied by the EMD shall be rejected.

Cancelled
06/05/2020

3. The tender should be sent in a properly sealed envelope addressed to Deputy Director (M), PCP, Dte, Central Water Commission, Room No. 213(S), Sewa Bhawan, R.K.Puram, New Delhi-110066 and super-scribed "Comprehensive Annual Maintenance Contract of Fax Machines without Consumable at WB-I, WB-II, New Library building R.K. Puram New Delhi and must be dropped in the tender box kept in the office of the Deputy Director, PCP Directorate, 213(S), Sewa Bhawan, R.K. Puram, New Delhi-66 **latest by 1500 hrs on 19.05.2020** which will be opened at **15.30 Hrs on same day**. The bidders or their representatives may attend the opening, if they wish so at their own cost.
4. The firm should have past experience of successfully executed similar work in any Government organization / agency / Government undertaking (one similar work of 80 percent of estimated value or two similar works each of 60 percent of estimated value or three similar works of 40 percent of estimated value. Similar work means CAMC of Fax Machine without consumable of similar cost.
5. The firm shall have valid registration of Goods and Service Tax (GST) as applicable with the State/Central Government. The bidders shall submit PAN/TIN Number along with Tender.
6. Interested firms may visit the site of work or may contact Room No 213(S), Sewa Bhawan, R.K. Puram, New Delhi-110066 before quoting the rates.
7. Entrance to Sewa Bhawan is based on the pass issued by Ministry of Home Affairs whose office is located at Reception of Sewa Bhawan. The tenderers who wish to submit the tender has to reach Sewa Bhawan well in time for obtaining necessary pass for entering Sewa Bhawan. For getting the pass, the tenderer can contact Deputy Director, or AD-II for which, intercom numbers are 3219 and 3220, respectively.
8. The other General terms and conditions envisaged in Annexure –III of NIT will also be applicable.
9. The interested firm should submit this tender document signed at every page along with the undertaking with all the other relevant documents duly signed with name and address.
10. The schedule of Tender along with Annexure- I, II & III (Terms and conditions etc. can be seen at page 4 to 10 of this tender documents.

(A.P. Kandiyal)

Deputy Director (M)

Tele: 011-29583219

Copy to:

1. PAO, CWC
2. Accounts Officer, CWC may depute his representative at the time of opening of the tender.
3. Drawing and Disbursing Officer-II, CWC, New Delhi.
4. Notice Board, CWC, Sewa Bhawan, WB-I, WB- II and Library Building, R.K. Puram, ND.
5. Website of www.cwc.gov.in
6. Website of www.eprocurement.gov.in

SCHEDULE OF TENDER

Tender to be addressed to	Deputy Director (M),PCP,Directorate, Central Water Commission, Room No. 213(S), Sewa Bhawan, R. K. Puram, New Delhi-110066.
Last date & time for receipt of tender	19.05.2020 at 15.00 Hrs.
Date & time for opening of Tender	19.05.2020 15:30 Hrs.
Venue for opening of tender	Office of the Deputy Director (M), PCP, Directorate, Central water commission, Room No. 213(S), Sewa Bhawan, R.K.Puram, New Delhi-110066.
Description of work	Tender for "Comprehensive Annual Maintenance Contract of Fax Machines without Consumable" installed at CWC (HQ) Sewa Bhawan, West Block- I, West Block-II and New Library Building, R.K. Puram New Delhi.

Earnest money deposited vides Bank Draft/Pay Order No. _____ Dated:
For Rs. _____ Drawn on _____

Capacity in which the tender is signed
By the tenderer

Condition of contract contained in the invitation to the tender and instruction Accepted/not accepted (If not accepted detailed deviation statement may be attached)

Signature of the Tenderer

Date

Rubber Seal

SCHEDULE-1
GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION
PCP Directorate
Detail of Work and Rates to be quoted

“Comprehensive Annual Maintenance Contract without consumables” including spare parts such as Mother Board, NCU card, Power Supply, High Voltage card, Relay, Pickup unit, Sensor, Line card etc. whereas consumables such as Toner Cartridges, Fax Roll, Drum, Fuser unit/ Heater, Plastic parts are not covered for the fax machines for a period of one years.						Total Fax Machines 78 Nos.
Sl. No	Description of work/Particulars of Fax Machine s	Qty	Unit	Rate per unit / year in (Rs.)		Amount (Rs)
				In figure	in words	
1	Fax Machine Brother - 2820	10	Nos.			
2.	Fax Machine Brother -7340	15	Nos.			
3.	Fax Machine Brother -7360	26	Nos.			
4.	Fax M/C Brother - 2840	19	Nos.			
5.	Fax Machine Brother - 7420	01	No.			
6.	Fax Machine Brother - 2701	02	Nos.			
7.	Fax Machine Brother 827/878	02	Nos			
8.	Fax Machine Canon MF-4450	01	No			
9.	Fax Machine Canon L- 170	01	No.			
10.	Fax Machine Canon - 4570	01	No.			
	Total	78				
	GST @					
	Grand Total					

Total Amount Rs. _____

In words Rupees _____

Signature of the Tenderer

Date

Rubber Seal

Annexure-II

UNDERTAKING

I/we hereby undertake that M/s _____ have not been blacklisted by the Govt. department/organization anytime in the past.

Signature of the Tenderer

Date

Rubber Seal

Address & Ph. No.

GENERAL TERMS & CONDITIONS

1. SCOPE OF WORK:

“Comprehensive Annual Maintenance Contract without consumables” including spare parts covered are Mother Board, NCU card, Power Supply, High Voltage card, Relay, Pickup unit, Sensor, Line card etc. whereas consumables such as Toner Cartridges, Fax Roll, Drum, Fuser unit/Heater, Plastic parts are not covered for the fax machines for a period of one year installed at CWC (HQ), Sewa Bhawan, West Block-I, West Block-II and New Library Building, R K Puram New Delhi-110066.

2. QUALIFYING REQUIREMENTS

- 2.1 The firm should have past experience of successfully executed similar work in any Government organization / agency / Government undertaking (one similar work of 80 percent of estimated value or two similar works each of 60 percent of estimated value or three similar works of 40 percent of estimated value. Similar work means of CAMC of Fax Machine without consumable of similar cost.
- 2.2 The firm shall have valid registration of Goods and Service Tax (GST) as applicable with the State/Central Government. The bidders shall submit PAN/TIN No along with Tender.
- 2.3 An undertaking that the contractor has not been blacklisted anywhere in the past.
- 2.4 The offer should be valid for a minimum period of 90 days from the date of opening the tender.

3. TENDER DOCUMENT

- 3.1 Only one tender shall be submitted. An EMD of Rs. 3920/- (Rupees three thousand nine hundred twenty only) shall be deposited in the form of an Account Payee DD/Banker's cheque from a scheduled Bank in favour of PAO, CWC, payable at New Delhi in a separate envelope, the tenders not accompanied by the EMD shall be rejected. The tender should be sent in a properly sealed cover addressed to Deputy Director (M), PCP Directorate, Central Water Commission, Room No. 213(S), Sewa Bhawan, R.K.Puram New Delhi-110066 and super scribed **Comprehensive Annual Maintenance contract** of Fax Machine without consumable installed at Sewa Bhawan, West Block-I, West Block- II and New Library Building, Central Water Commission, R.K Puram, New Delhi and should be dropped in the tender Box only, placed at Room No. 213(S), PCP Directorate, Central Water Commission, Sewa Bhawan, R.K.Puram, New Delhi-110066. The tender will be received up to 3.00 PM on 19.05.2020 and will be opened on the same day at 3:30 PM. The tenders not completed in all respect are liable to be rejected. Cutting and overwriting should be signed.
- 3.2 While submitting the tender for this work the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the inquiry for this work.
- 3.3 Bidder will indicate the complete address of their firm/office and residence along

- with telephone numbers.
- 3.4 The rates should be quoted both in figures and words and each page of tender document is to be signed by the tenderer. For any ambiguity rates in words may be taken as final.
- 4. RATES**
- 4.1 Rates for the works should be quoted in the prescribed Performa at **Annexure-I**. The rates not given in the Performa are liable to be rejected.
- 5. TERMS OF PAYMENT**
- 5.1 No advance payment shall be made. On submission of pre-receipted bill in triplicate, Payment will be made through e-payment system. However, the payment would be made quarterly basis after the satisfactory completion of work.
- 6. TAXES**
- 6.1 Taxes at source (TDS) will be deducted from the bill of the Contractor as applicable other Tax. Service Tax/GST inclusive/exclusion should be clearly mentioned in the bid.
- 6.2 No claim on account of sales tax or any other tax (except GST) for the material used for Executing the work awarded under this contract will be entertained by the authorities and all such taxes should be paid by the contractor himself.
- 7. ENCLOSURES**
- 7.1 The copy of the following documents should be enclosed along with bid.
- i. Performance documents as per clause 3 above
 - ii. PAN/TIN No
 - iii. Copy of the Service Tax/GST Registration Certificate (applicable) issued by Service Tax/GST department of Govt. of Delhi.
 - iv. Scheduled of bid as per Annexure-1
 - v. A bid security/EMD of Rs. 3920/- (Rupees three thousand nine hundred twenty only) shall be deposited in the form of Demand Draft/Banker cheque from schedule Bank drawn in favour of PAO, CWC, New Delhi-110066 in a separate envelope.
 - vi. The person signing the tender document on behalf of the contractor/firm shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms, whatever the case may be in all the matters pertaining to the contract, including the arbitration Clause.
- 8. VALIDITY**
- 8.1 The offer should be valid for a minimum period of 90 days from the date of opening of the tender.
- 9. EVALUATION OF TENDER**
- 9.1 The Department will evaluate and compare the tenders determined to be substantially responsive i.e. which
- a Are properly signed
 - b Confirm the terms and conditions mentioned at clause 1 to 13.
 - c The tender would be evaluated as single item.
- 10 EARNEST MONEY DEPOSIT (EMD)**

- 10.1 The tender should be accompanied by earnest money amounting to Rs. 3920/- (Rupees three thousand nine hundred twenty only) in the form of an Account Payee DD from a scheduled Bank in favor of **PAO, CWC payable at New Delhi** in a separate envelope, EMD should be valid for **90 days** from the date of opening of tender. EMD given by all the tenderer except the lowest shall be Refunded. The Department shall, without prejudice to any other right or remedy, be at liberty to forfeit earnest money if any tendered withdraws his tender before that date or makes any modification in the terms and conditions of the tender which are not acceptable to the department. The department may also forfeit the earnest money if the tenderer fails to commence the work/supply as specified in the NIT.

11 PERFORMANCE GUARANTEE/SECURITY DEPOSIT

- 11.1 Successful tenderer whose tender is accepted by the department will be required to submit a Security Deposit as performance guarantee in the form of a FDR/Bank guarantee in favor of DDO-II equivalent to 5% (Five percent) of the contract value (one year price) which will be refunded after 60 days of satisfactory completion of work. This Security Deposit shall be submitted by the successful tenderer within 7 days from the of issue of letter of award and on submission of this Security Deposit, the earnest money earlier deposited by him would be returned.

12 AWARD OF TENDER

- 12.1 The Department will award the contract to the tenderer whose rate has been determined to be substantially responsive and who has offered the lowest evaluated Tender Price.
- 12.2 Notwithstanding the above, the Department reserves the right to seek previous supply orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to the award of contract.
- 12.3 The tender whose rate is accepted will be notified about the award of contract by the department prior to expiry of the tender validity period. The terms of the accepted offer shall be incorporated in the contract.

13 GENERAL TERMS AND CONDITIONS

- 13.1 If the tender be withdrawn/amended or any further conditions are imposed by the tenderer the earnest money deposited by the tenderer shall be forfeited and he will be debarred for taking part in tendering process in CWC in future without prejudice to any other right or remedies, the department may be entitled for such breach on the part of the bidder.
- 13.2 The person signing the tender document on behalf of the contractor/firm shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms, whatever the case may be in all the matters pertaining to the contract, including the arbitration Clause.
- 13.3 Acceptance of the tender by the department shall be communicated to the successful bidder by a formal letter of acceptance of the tender.

- 13.4 The contractor shall use genuine spares/material for the work. Material shall be got approved from the Engineer- in- Charge .Every care should be taken in this regard.
- 13.5 The contractor shall ensure that no damage is caused to the equipment/Govt. building/Office in the performance of his services. Any loss suffered therein will be made good by the Contractor and CWC may recover from contractors /performance guarantee/EMD/security deposit of same or other works in CWC.
- 13.6 The contractor shall observe all security provisions as applicable to the Govt. Building. Any violation shall be his responsibility.
- 13.7 The contractor shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.
- 13.8 The acceptance or rejection of a tender will rest with the CWC and it is not bound to accept the lowest tender. CWC also reserves the right to reject any or all the tenders without assigning any reason thereof.
- 13.9 In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the C.E (HRM), CWC whose decision shall be final and binding. The proceedings of the arbitration shall be carried out in New Delhi only.
- 13.10 In case of poor performance or unsatisfactory completion of work. Officer in charge CWC has right to deduct a sum of amount as a penalty (not more than 5% of work order) from the performance guarantee/security deposit/unpaid bill/FDR/Bank guarantee etc. The Complaints will have to be resolved on the same day and failing which a Penalty of Rs.200/- per day will be imposed
- 13.11 All 78 Fax Machine will be handed over as is where basis and no extra payment will be made.
- 13.12 The contract will remain in existence for the period of one year. During the entire period of the contract, no request for any increase in the rates on any account would be entertained.
- 13.13 Service will be made by the contractor as and when required by the user of Fax Machine during the office hours. A person shall be deputed to look out and solve the problems of Fax Machine installed at place mentioned in the contract during the office hours daily. Whenever consumables required by the user of Fax Machine the same may be installed by the contractor which shall be supplied by the department.
- 13.14 The contract shall be terminated by the either party by giving one month notice.
- 13.15 The contractor shall ensure that all the units included in the service contract are to be attended and the minor repair should be carried out on the same day For the major repair relating to the change of spares, the maximum time permissible will be three days.
- 13.16 The contract may be extended for the further period of one year on satisfactory performance on the same rate and terms & condition on submitting request letter in writing by the firm to the Department.
