

भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT



प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

2 री मंजिल, प्रतिष्ठा भवन, न्यु मरीन लाईन्स,
101 महर्षि कर्वे मार्ग, मुंबई - 400 020
दूरध्वनी : (022) 22039680 फॅक्स : 22086984
E-mail : agaeMaharashtra1@cag.gov.in
Web.: <http://agmaha.cag.gov.in>

2nd Floor, Pratishtha Bhavan,
101 Maharshi Karve Road,
Mumbai - 400 020
Tel.: (022) 22039680 Fax : 22086984
E-mail : agaeMaharashtra1@cag.gov.in
Web.: <http://agmaha.cag.gov.in>

No. Record-1/AMC/Duplicating Machine/2022-23 /19

Date: 04/08/2022

Tender Notice for

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR DUPLICATING MACHINE

This office desires to enter into Comprehensive Annual Maintenance Contract (CAMC) for digital duplicating machine model no. RISO CV3230. The contract period shall be from **01/10/2022 to 30/09/2023**. Quotations are invited from reputed vendors along with necessary documents duly filled. Please see Annexure-I for terms and conditions of the contract to be filled by the tenderer(s) giving their details.

The sealed cover containing the tenders, complete in all respect and super scribed "**Quotation for A.M.C. for Duplicating Machine for 2022-23**" with the Name and address of the Bidder, should be dropped in **Tender Box** kept in **Room No.202, Record-I Section, O/o the Pr. Accountant General (A&E)-I, 'Pratishtha Bhavan', 101, M.K. Road, New Marine Lines, Mumbai-400020** by **03:00 p.m. on or before 24/08/2022**. No Bid shall be accepted after the aforesaid date and time. However, the competent authority of this office reserves right to extend the date / time for receipt of bids. In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day. A copy of this Tender enquiry is also available in this office website <http://agmaha.cag.gov.in>.

Sr. Accounts Officer/R-I

Annexure-I

Terms & conditions:

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/bidders will result in rejection of their tenders.
2. The AMC shall be purely comprehensive in nature, which includes all components, except consumable items such as Muster Roll & Ink etc.
3. The tender should be accompanied by an **Earnest Money Deposit (EMD)** of Rs. 1,000/- (Rupees Three thousand only) in the form of crossed Demand Draft/Pay Order from any nationalised/scheduled bank drawn in favour of DDO, **Sr.A.O., Pr.A.G.(A&E)-I, Mumbai**. In the absence of EMD the tender shall be rejected summarily.
4. Micro & small enterprises registered with NSIC or Udyog Aadhaar Memorandum are exempted from submission of EMD as per General Financial Rule no. 170 *subject to submission of valid certificate*.
5. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract within one month; no interest shall be paid on EMD amount.
6. However, detailed list of parts and nature consumable/non-consumable) thereof to be included or excluded under the proposed AMC shall clearly be mentioned by the bidder/ tenderer in their respective quotation (s).
7. All the entire major hardware item (5) and other important installations shall be Checked/serviced thoroughly at least once in a month and a report thereon shall be submitted to this office. Materials labours required for the purpose shall be brought by the contractor.
8. Payment shall be made at the end of half yearly proportionately after rendering satisfactory services at this end, TDS 2% or as applicable will be deducted at the time of making payment.
9. All the complaints made by the users' concerned of this office throughout the contract period, shall be attended immediately. If any complaint is not attended within the stipulated time period, appropriate penalty, which shall be decided by the competent authority of this office, per complaint beyond the stipulated time shall be imposed till the completion of work/call closure.
10. If any item (s) or part thereof is to be removed from the machine then the contractor shall arrange (1) to deploy his labour (s) to shift the item out of this office premises (after getting prior approval of the competent authority) (ii) to replace faulty parts or to provide suitable standby item (s) immediately along with consumable and non-consumable relevant spare parts (if any).

11. If any defect(s) is (are) noticed or any complaint pending during the contract period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the competent authority of this office to enforce penalty claim from the contractor.
12. If for any reason, the contractor is not able to attend the complaints/problem, the job shall be got done from some other firm or from the open market at the risk and cost of the contractor and the expenditure incurred thereon shall be recovered from the contractor. This may also entail the termination of the contract.
13. The vendor shall not sub-contract the whole or part of the works, except where otherwise provided in the contract, without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents' servants or workmen.
14. The contractor shall at all times during the currency of contract conform to and comply with the regulations and bye laws of the Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc., for welfare and protection of workers or for the safety of the public and other insurance provisions.
15. The contractor shall indemnify this office against any liability for compensation due to injury to his own workmen or to other persons inside the office premises while executing any of the work (s) under the contract and for any damage to the property.
16. The tenderer/firm must submit the copies of TIN/PAN number etc.
17. **The successful tenderer shall submit Performance security of Rs. 2000/- (Rupees Two thousands only) in the form of Fixed Deposit Receipt (FDR) /Bank Guarantee in favour of 'Sr.A.O., Pr.A.G. (A&E-I), Mumbai. The performance security should be furnished within one month of awarding the contract with validity beyond 60 days of the expiry of the contract.**



Sr. Accounts Officer/R-1