



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

2^{री} मंजिल, प्रतिष्ठा भवन, न्यू मरीन लाईन्स, 2nd Floor, PRATISHTHA BHAVAN, NEW MARINE LINES,
101, महर्षि करवे मार्ग, मुंबई - 400 020. 101, MAHARSHI KARVE ROAD, MUMBAI 400 020.
Telephone: (022)-22039680. FAX: 22086984. E-mail: agaeMaharashtra@cag.gov.in Website: <https://cag.gov.in/ae/mumbai/en>

No.Record-1/AMC /Printing and Cutting Machine/2023-24/

Date: 08/08/2023
09

**Tender notice for
Comprehensive Annual Maintenance Contract for Printing and Cutting Machine**

This office desires to enter into Comprehensive Annual Maintenance Contract (CAMC) for Printing and Cutting Machines. The contract period shall be from **01/11/2023 to 31/10/2024 or from the date of award of contract**. Quotations are invited from reputed vendors along with necessary documents duly filled. Please see Annexure-I, II and III 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 Printing and Cutting Machine for 2023-24**" 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 Accountant General (A&E)-I, 'Pratishtha Bhavan', 101, M.K. Road, New Marine Lines, Mumbai-400020** by **03:00 p.m. on or before 28/08/2023**. 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.


Sr. Accounts Officer/R-I
08/08/23

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. It will be imperative on each bidder to fully acquaint himself/herself of all the local conditions and factors which would have effect on the performance of the work and its cost. The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the works.
4. 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).
5. 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 labourers required for the purpose shall be brought by the contractor.
6. Payment shall be made on monthly basis after rendering satisfactory services at this end. TDS 2% or as applicable will be deducted at the time of making payment.
7. 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.
8. If any item (s) or part thereof is to be removed from the machine then the contractor shall arrange (1) to deploy his labourers (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).
9. 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.
10. 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.
11. 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.

12. 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.
13. Monthly payment shall be made by e-payment to the Contractor, after rendering satisfactory services. The Contractor shall raise invoice at the end of month and E-payment will be made accordingly.

14. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited.

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. **Subletting of Work:**
The firm shall not assign or sublet the work or any part of it to any other person or party.
17. The tenderer/firm must submit the copies of TIN/PAN number etc.
18. **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., 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
MAE 103

(Letter Head)

ANNEXURE-II

(i)	Full Name of the Firm	
(ii)	Firm's Address	
(iii)	Telephone /Mobile No. (O)	
(iv)	PAN/TIN No.	
(v)	GST No.(If Applicable)	
(vi)	Has the firm been blacklisted	
(vii)	Whether the firm has experience of 3 years (attach work order of AMC)	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the Office of the Accountant General (A&E)-I, Maharashtra, Mumbai to forfeit the Earnest Money/Security deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the Tender Notice.

Signature of the Authorized Signatory

Date:-
Place:-

(Office seal of the Bidder)

(Letter Head)

ANNEXURE-III

PRICE Bid
for
AMC of Printing And Cutting Machine 2023-24

Sr.No.	Machine	Amount (In rupees)
1.	Printing And Cutting Machine	

Spare parts covered under AMC (i.e. provided free of cost)	
Spare parts not covered under AMC (i.e. chargeable parts)	

Date:
Place:

(SIGNATURE & OFFICIAL SEAL)
FULL NAME & DESIGNATION