

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

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No. Record-1/AMC/Photocopier Machine/2022-23/Tr-170

Date: 12/08/2022

Tender Notice for

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR PHOTOCOPIER MACHINE

This office desires to enter into Comprehensive Annual Maintenance Contract (CAMC) for three Photocopier Machines model no. **Kyocera TA 3010i, 3212i and FS 6025**. 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, 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 Photocopier Machines 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 02/09/2022**. 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
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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 tender should be accompanied by an **Earnest Money Deposit (EMD)** of ₹3,000/- (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., A.G.(A&E)-I, Mumbai. In the absence of EMD the tender shall be rejected summarily.
3. 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*.
4. 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.
5. The **successful bidder** shall be refunded EMD amount after submission of **5% of contract amount** as **Performance Security**. The validity of Performance Security should be 60 days beyond the contract period.
6. The AMC shall be purely comprehensive in nature, which includes all components, except consumable items such as Muster Roll & Ink etc.
7. 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.
8. 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).
9. 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.
10. 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.
11. 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.

12. 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).
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. The tenderer/firm must submit the copies of TIN/PAN number etc.


Sr. Accounts Officer/R-1
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(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.	
(vi)	EMD Amount : Rs..... (to be drawn in favour of <u>Sr.A.O., Pr.A.G.(A&E)-I, Mumbai</u>	Banker Cheque/DD/Bank Draft No..... dated..... Rs..... Bank Name & Branch
(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 and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the Office of the Principal 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 Authorised Signatory

Date:-
Place:-

(Office seal of the Bidder)

(Letter Head)

ANNEXURE-III

PRICE Bid
for
CAMC of Photocopier Machine 2022-23

Sr.No.	Machine	Rate per copy (In rupees)
1.	Kyocera A3 TA 3212i	
2.	Kyocera A3 TA 3010i	
3.	FS 6025	

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

Date:

Place:

(SIGNATURE & OFFICIAL SEAL)
FULL NAME & DESIGNATION