

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) HARYANA,
SEC 33-B, CHANDIGARH - 160020**

H.K./2022-23/AMC/48

Dated: 07 -06-2022

LIMITED TENDER ENQUIRY

ANNUAL MAINTENANCE CONTRACT (AMC) OF PHOTOSTAT MACHINE

Sealed quotations are invited from parties/firms for Annual Maintenance Contract in respect of Photostat Machines (as per the Annexure-C enclosed) in the office of the PRINCIPAL ACCOUNTANT GENERAL (AUDIT) Haryana, Chandigarh, for a period from 01.07.2022 to 31.03.2023. The technical and financial terms and conditions of the AMC for Photostat Machines shall be as follows.

Annexure-A:- Declaration regarding acceptance of terms and conditions for AMC of Photostat Machines.

Annexure-B:- Proforma for Technical Bid

Annexure-C:- Proforma for Financial Bid

Annexure D:- Terms and conditions for AMC of Photostat Machines.

Date of Publication: - 07.06.2022

Last date for submission of Bids: - 17.06.2022 by 11:00 hr

Opening of technical bids: - 17.06.2022 at 15:00 hr

Opening of financial bids: - 21.06.2022

The sealed bids will open in Sr. AO (Welfare) room at 4th Floor of O/o P.A.G. (AUDIT) Haryana, Plot No. 4-5, Sector-33 B, Chandigarh-160020.

For any clarification please contact:

Sh. Harbhajan Singh,

Sr.AO (H.K.)

Mobile No. 09417121716

**-sd/-
Member of Local purchase committee
O/o PAG (Audit) Haryana**

ANNEXURE-A

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS
CONTAINED**

IN THE TENDER DOCUMENT

To,

**The Sr. Deputy Accountant General (Administration),
O/o Principal Accountant General (AUDIT) Haryana
Plot no 4-5, Sector-33 B,
Chandigarh-160020**

Sir/Madam,

I have carefully gone through the Terms and Conditions (Annexure D) contained in the Limited Tender Enquiry Notice dated 07-06-2022 regarding on site Annual Maintenance Contract (AMC) of Photostat Machine's in the Principal Accountant General (Audit) Haryana, Chandigarh.

I declare that all the Terms and Conditions of this Tender Notice are acceptable to my Company. My Company does not have any terms and conditions of its own in respect of quotation being submitted for AMC. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

I also understand that the office of the Principal Accountant General (Audit) Haryana, Chandigarh does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason(s) whatsoever.

Yours Very Truly,

Signature of authorized signatory with Date:

Name:

Designation:

Name of firm/proprietary firm/Company:

Address:

Office Seal

Annexure-B Proforma for Technical Bid

(To be filled by the authorized signatory of the firm & this is to be put in sealed envelope super scribed with Technical Bid for AMC of Photostat Machine)

Sr. No.	Particular	Detail	Page No.
1	Name of the Organization/Firm		
2	Name(s) of the Proprietors/ Partners / director		
3	Registered Address, Telephone (Landline/Mobile) & Fax No		
4	Other Address of any branches with their telephone No. and Faxes		
5	Whether firm is registered under GST Act. (If yes then copy of GST Registration)		
6	Permanent Account Number of the firm (Copy of Pan Card to be attached)		
7	EMD amounting to Rs.10,000/- in the favor of “Senior Audit Officer (Admin), O/o the Principal Accountant General (Audit) Haryana, Chandigarh”		
8	Copies of three AMC bills for last one years in support of his claim that he is providing services to Central/ /Ministries / PSUs etc. situated in the Tricity (Chandigarh, Mohali & Panchkula)		
9	Copy of one year satisfactory performance certificate from Central/State Government department/ organizations /Ministries / PSUs etc. situated in the Tricity (Chandigarh, Mohali & Panchkula)		

Note: All the copies enclosed must be self-attested.

Name of firm/proprietary firm/ Company:

Address:

Office Seal

**Signature of authorized signatory
with Date:**

Name:

Designation:

ANNEXURE C: Performa for Financial bid

(To be filled by the authorized signatory of the firm & this is to be put in sealed envelope super scribed with Financial Bid for AMC of Photostat Machines)

Sr. No.	Machine No.	Date of Purchase	Current Reading as on 01-06-2022	Rate Quoted per page
1.	Canon IR-2202 N	15-07-2016	3,75,742	
2.	Canon IR-ADV 3320 C	15-07-2016	1,87,358(B/W) 3314 (Colour)	
3.	Xerox 3337991520, WC 5325	28-09-2016	5,09,137	
4.	Xerox 3322517911 WC 5325	28-09-2016	4,48,739	
5.	Xerox 3337989909 WC 5325	28-09-2016	3,92,201	
6.	Xerox 3337987809 WC 5325	28-09-2016	2,72,047	

Note:-

- a) **The L-1 will be finalized on lowest composite rates instead of rate of individual item quoted by all firms.**
- b) **The Composite rate shall be inclusive of GST or any other leviable taxes.**

**Name of firm/proprietary firm/
Company:**
Address:
Office Seal

**Signature of authorized
signatory with Date:**
Name:
Designation:

Annexure-D

Terms and conditions for AMC of Photostat Machines

1. This agreement will be effective for a period from i.e. 01-07-2022 to 31-03-2023.
2. The agency will provide Annual Maintenance for 06 (02 Canon & 4 Xerox) pre used Photostat Machines which are 06 years old and keep them in good working order as follows.
 - ✓ **01 Canon Machine model no. IR-2202**
 - ✓ **01 Canon Machine model no. IR-ADV-3320 (Colour)**
 - ✓ **04 Xerox Model no. WC 5325**
3. The rate quoted for Annual Maintenance Charge (AMC) would include maintenance charges and the rates would be per page per machine basis. The monthly printing would be minimum 3000 per month per machine approximately.
4. The payment would be paid on monthly basis.
5. AMC shall cover all parts i.e. including all plastic parts for smooth & continuous functioning of the photocopies machines. However, notional cost of the repair/service and that of parts replaced in may be communicated to this office for recording purpose.
6. Sub-letting/sub-contracting of work by the firm/contractor is prohibited.
7. All the repair and servicing of the machine should be done in the office premises. Parts to be installed in place of defective parts should be of same brand and specifications. In case of non-availability of parts (requiring replacement) choice of parts of a company shall be the discussion of this office.
8. Complaints for non-functioning of photocopies to be attend to within 48 hours. If not, a penalty @ Rs.200 per day can be imposed. Agency shall provide the said services on request in some special cases on holidays also.
9. This Agreement which comes into force on the date of its execution and with the meter reading of the equipment recorded as shall unless terminated earlier in accordance with terms hereof including by giving 45 days notice in writing served by either party upon the other, continue in force till such time the meter reading installed in the equipment. The meter reading as shown in the meter installed in the Equipment shall be conclusive proof of such number of copies made/generated by the Office. The above mentioned number of copies/years against the machine is subject to the stipulations prescribed of this Agreement and

use of the Equipment in accordance with the user guidelines as contained in the Equipment literature supplied to the Office at the time of installation. Notwithstanding anything herein contained, where this Agreement is executed on the date of purchase of the Equipment or during the warranty period, it shall come into force on the day immediately following the date of expiry of the warranty period.

10. If during the subsistence of this Agreement, Agency is of the opinion that, the Equipment requires workshop repair, it may after due inspection of the Equipment, submit to the Office its recommendation expected time required for carrying out such repairs etc. If the above mentioned recommendations of Agency are acceptable to the Office it shall give its consent in writing, where upon, Agency shall arrange to get the Equipment repaired on the agreed terms & conditions. In this case the stand by machine would be provided by the agency if expected time for repair is more than 3 working hours. The Office has a right to reject the recommendations of agency.
11. To ensure due performance of the contract, performance security (or Performance Bank Guarantee (PBG) or Security Deposit (SD)) is to be deposited by the successful bidder awarded the contract. Performance Security will be for an amount of 7 per cent of the value of the contract as specified in the bid documents. Performance Security can be furnished in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued/confirmed from any of the commercial bank in India.
12. If the agency is in the breach of any or all terms hereof including obligation to be punctual the office has right to get repaired the machines from any outside agency the cost would be deducted from monthly bill, and such breach remains unremedied for 15 days from the date of such breach or office is of the opinion that the agency has attempted to delay the services may be terminated. If such an event occurs the PBG shall stand forfeited.
13. It is the responsibility of the agency to ensure compliance to all laws/statutes including labour laws shall be with the vendor to the manpower engaged in the work.
14. The Service Charges payable hereto by the office to Agency including all taxes.
15. The department shall have the right of rejecting all or any of the tenders and allot the work between two or more parties and also will not be bound to accept the lowest or any tender. The decision of O/o the

Principal Accountant General (Audit) Haryana, Chandigarh in this regard shall be final and binding on all Bidders and must be enclosed with the tender form.

16. This is the entire Agreement between the Parties and supersedes all previous negotiations, representations by either of the Party. No alteration or amendment is valid unless signed by both the Parties.
17. At the end of contract period, the machines shall be handed over to (Sr.AO H.K.) and certificate to the making condition of machine to be provided by official (Sr.AO H.K.)
18. Inspection of the Photostat Machine should be done by the agency on every fortnight basis recorded in register maintained by H.K.

**Name of firm/proprietary firm/
Company:**
Address:
Office Seal

**Signature of authorized
signatory with Date:**
Name:
Designation: