



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



TENDER REFERENCE No : Record-I/AMC/Photocopier machines/2015-16 dated 26.11.2015

DATE OF ISSUE OF TENDER DOCUMENT :30.11.2015

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 15.12.2015 upto 3.00 p .m.

TIME AND DATE OF OPENING OF THE TENDERS: 16.12.2015 at 3.30 p.m.

PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

Sub: Annual Maintenance Contract of Photocopier machines

GENERAL TERMS AND CONDITIONS (GTC)

1. Sealed quotations are hereby invited from the vendors/agencies/organizations and/or from those preferably who have an experience in Government or Semi.-Government, etc. for the work of: Comprehensive Annual Maintenance Contract (A MC) for Photocopier machines.
2. Time period of the contract: One year (as mentioned in **Annexure-I**)
3. Bids must be received by Record-I section of O/o the Director General of Audit, Central, Kolkata as per schedule time and date specified above. In the event of the specified date for the submission of bids being declared a holiday for DGA, Central, Kolkata, the quotations will be received up to the appointed time on the next working day.
4. The Maintenance Contract (MC) will be comprehensive includes preventive maintenance / monthly regular services of the Photocopier Machines and / or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machines active and free from any defects / disturbance.
5. The AMC charges shall include of consumables items i.e. Cartridges, Toners except Papers.
6. The vendor may inspect the system/machine on any working days from 11.00 AM to 4.00 PM before submitting the quotation.
7. In case of successful bidder(s) found in breach of any terms and conditions / agreement at any stage, the vendor would be terminated without any notice.
8. All the machine must be serviced onsite at the office premises (including its Resident Audit Offices as stated in **Annexure-I**).The agency will provide adequate standby machines / systems if the problem is not solved within 24 hours.
9. All the complaint should attend within 24 hours, failing which penalty for not attending the complaint will be made.
10. The AMC rates mentioned in this contract will be valid for a period as mentioned in Annexure-I.
11. Sales tax or any other tax or duties on material and on services in respect of this contract will be payable by the Vendor and nothing extra will be paid by O/o the Director General of Audit, Central, Kolkata for increase in such taxes or duties even if imposed or levied either before or after the quotations are opened.
12. Quotation, which do not fulfill all or any of the conditions or are incomplete in any respect, are liable to summarily rejected.

13. The contractor should confirm any ambiguity and discrepancy related to the work before submitting the quotation in writing.
14. Canvassing/Recommendation in connection with the quotation are prohibited and the quotation submitted by the vendor/contractor who resort to canvassing are liable for rejection.
15. Quotation submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
16. The bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and shall write in both figures and words. If any difference is found between the rates quoted by the bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed.
 - 16.1 When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder, shall be taken as correct.
 - 16.2 When the bidder has not worked out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be taken as correct.
 - 16.3 When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the bidder shall be taken as correct and not the amount.
17. Before making quotation, the bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the O/o the Director General of Audit, Central, Kolkata in any circumstances.
18. The contract may be extended for further period at the same rate of contract, subject to requirement.

Payment Terms:

19. The payment to the firm shall be made on quarterly basis, at the end of each quarter subject to satisfactory performance.
20. If performance is not found satisfactory, payment for that quarter will be forfeited and if unsatisfactory performance is continued then contract is liable to be terminated.
21. Director General of Audit, Central, Kolkata reserves the right to accept or reject any tender in full or in part without assigning any reason.
22. One-month notice will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.
23. TDS @ 2% plus Education Cess @ 3% on TDS will be deducted from each amount of bill submitted by the vendor/contractor.

Corrupt or Fraudulent Practices:

24. Bidders & Suppliers shall observe the highest standard of ethics during the execution of the contract.
25. Director General of Audit, Central, Kolkata will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
26. Director General of Audit, Central, Kolkata will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

Submission of Records/Documents:

27. Statement of quoted value of contract.
28. Self Attested copies of registration certificate of Service Tax.
29. Self Attested copies of PAN Card.
30. Tender format (Annexure-III)
31. Income Tax Certificate

Sd/-

Sr. A.O (Record)
O/o the DGA, Central, Kolkata

Annexure-I

SI. NO	MODEL	MACHINE SERIAL NO.	MADE BY	INSTALLED AT	A.M.C. PERIOD	REMARKS
1.	AR-5320	6302573Y	SHARP	CERA 8 K.S.Roy Road, Gr. Floor	01.01.2016 to 31.12.2016	Working Condition
2.	AR-5320	73049221		CRAD, Customs House	01.01.2016 to 31.12.2016	Working Condition
3.	AR-5316	73056506		OAD 8 K.S.Roy Road, Gr. Floor	01.01.2016 to 31.12.2016	Working Condition
4.	AR-5316E	73056796		ITRA, AYKAR BHAVAN, Poorva	01.01.2016 to 31.12.2016	Working Condition
5.	AR-5631	95036204		Record-I 8 K.S.Roy Road, 1 st Floor	01.01.2016 to 31.12.2016	Working Condition
6.	AR-5620N	2302824Y		Admn. 8 K.S.Roy Road, 1 st Floor	01.01.2016 to 31.12.2016	Working Condition
7.	AR-5620N	23052465		Pension, 8 K.S.Roy Road, 1 st Floor	01.01.2016 to 31.12.2016	Working Condition
8.	AR-5620N	23052275		Entt., 8 K.S.Roy Road, 1 st Floor	01.01.2016 to 31.12.2016	Working Condition
9.	AR-5620N	23030324		ITRA, 8 K.S.Roy Road, 2 nd Floor	01.01.2016 to 31.12.2016	Working Condition
10.	AR-5620N	1300897X		OAD, 8 K.S.Roy Road, 1 st Floor	01.01.2016 to 31.12.2016	Working Condition
11.	AR-5620N	1300893X		CERA, 8 K.S.Roy Road, Gr. Floor	01.01.2016 to 31.12.2016	Working Condition
12.	KM-211	04125243	KONICA MINOLTA	ITRA PARTY, AYKAR BHAVAN, Chowringhee	16.01.2016 to 31.12.2016	Working Condition
13.	AR-5316	5507898Y	SHARP	OAD	May be added w.e.f 01.01.2016 to 31.12.2016 if it is repaired and in running condition.	Not Working at Present

Annexure-II

Tender Format

To
The Director General of Audit,
Govt. Of India Press Building (East Wing),
8, Kiran Sankar Roy Road,
Kolkata-700 001.

Madam,

With reference to your tender Notice No. _____

dated _____ I am to submit my tender for Annual Maintenance Contract of Photocopier machines installed in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Encl:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Working experience in reputed office.
5. Income Tax Certificate
6. Xerox copy of PAN card

Signature-----

Name of Tenderer-----

M/s-----