

**F.No. D-21014/02/2012-C&G**  
**Government of India**  
**Office of the Director General of Civil Aviation**  
**Opposite Safdarjung Airport, New Delhi**

New Delhi dated the 11-10-2012

**TENDER NOTICE**

Sub: Comprehensive Annual Maintenance contract for various types of Photocopy Machines installed at DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination Organisation East Block-III, R.K. Puram, New Delhi.

Quotations in sealed cover are invited for Comprehensive Annual Maintenance Contract for following mentioned 33 Photocopy Machines installed in the DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination Organisation, East Block-III, R.K. Puram, New Delhi for the period of one year. **The quotations should reach this office on or before 25.10.2012 (3 PM).** The details of Photocopy Machines are as under :-

**TOSHIBA MAKE**

Toshiba 165	01 Nos.
Toshiba 167	01 Nos.
Toshiba 203	03 Nos.
Toshiba 250	<u>01 Nos.</u>
<b>Total Toshiba Make</b>	<b><u>06 Nos.</u></b>

**MODI XEROX / XEROX MAKE**

Modi Xerox 1025	04 Nos.
Modi Xerox 5216	01 Nos.
Modi Xerox 5020	01 Nos.
<b>Total Modi Xerox make</b>	<b><u>06 Nos.</u></b>

**CANON MAKE**

Canon GP 335	01 Nos.
Canon IR/2018 N	05 Nos.
Canon IR/2022 N	<u>03 Nos.</u>
Canon IR/2420 L	01 Nos.
Canon IR/3245	01 Nos.
Canon IR/5065	01 Nos.
Canon IR/7105	01 Nos.
Canon IR/8105	01 Nos.
Canon IR/2318	01 Nos.
Canon IR2320L	06 Nos.
<b>Total Canon Make</b>	<b><u>21 Nos.</u></b>

2. The rates may be quoted as "Per Copy" basis. The firm will provide all spare parts/toners etc. for these machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc. It shall be responsibility of the firm to maintain all the Photocopy machines in good working order and take prompt action to rectify the machine. The firm shall provide standby Photocopy Machine till the machine is got repaired by the firm in case of any delay. There are some Photocopier Machine which are under warranty. The vendor will be required to make liaison with the

O.E.M. for maintenance of these Photocopier Machines. AMC in respect of these Photocopier will be assigned to the firm at the expiry of the warranty.

**3 The bidders should have at least five years work experience of having similar work in at least three Govt. Offices** and should submit the supporting documents including performance certificates to this effect. **The tenderer is also required to submit a certificate that the O.E.M. will provide all back up support.** He should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and he should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected. **The vendors should have not been blacklisted by any organization/Govt. Department. Undertaking to this effect may be submitted.**

4 Tenders have to be submitted duly filled in and signed by authorized person in ink pen or ball pen. Tenders written in pencil or erased/over-written will not be considered.

5 The bidders shall not be at liberty to offer his her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.

6 The tenders have to be submitted in sealed covers with the following **“CAMC/FSMA of Photocopy machines” super-scribed on the top of the sealed cover** along with credentials and supporting documents.

7 **Tenders are to be submitted along with refundable earnest money of Rs.20,000/- (rupees twenty thousands only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of “PAO, DGCA, Ministry of Civil Aviation”, payable at New Delhi from a nationalized bank.** The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract and the same in respect of the successful contractor will be retained by this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory service certificate from all the users of the Machines.

8 Sealed Tenders will be received up to **25-10-2012 (3.00P.M.) at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003 and opened on 26-10-2012 at 3.00 P.M** in the presence of such tenderers or their authorized representatives as may wish to be present.

9 Tenders not in the sealed cover or not accompanied by earnest money or received after the closing date and time will be rejected.

10 No extra charges will be paid for doing the work outside of office premises. In such cases the transport and labour charges will be borne by the contractor.

11 The rates quoted by the firm will not be enhanced during the period of contract in any case.

12 Monthly servicing of the Machines or as and when asked for in emergent cases be got done by the experienced service engineer.

13 Comprehensive Annual Maintenance Contract for Photocopy machines can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.

14 Payment shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory reports received from the users and as per income tax act and the rules made there under. **Tenderers shall attach a photocopy of their latest valid Income Tax Certificate along with their tender.**

15 The contract can be terminated at any time during the currency of the contract by the competent authority in this office without assigning any reason or giving any notice if the work of the contractor is found to be unsatisfactory or deficient and it would be entrusted to any other party at the risk and expense of the defaulting contractor including forfeiture of the security deposit. In addition, the contractor shall be liable to pay liquidated damages to the Government. In this connection the decision of the competent authority shall be final and binding upon the contractor.

16 Tenderer shall keep their tender valid for acceptance for a period of 30 days from the date of opening. Tenders with shorter validity period will not be considered.

17 For Quoting the rates for CAMC of 33 Photocopy Machines, the bidder shall give the total composite price and the price needs to be individually indicated against each Type/Make of the Photocopier Machines. The unit price quoted by the bidder shall be in sufficient detail to enable the DGCA to arrive at the price offered for each make. Discount, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc into account. **The price approved by the DGCA for award of AMC will be inclusive of all levies and taxes.**

18 The various type of Photocopier Machines as mentioned under Para 1 above, can be checked on any working day at DGCA(HQ), Opposite Safdarjung Airport, New Delhi and Central Examination Organisation, East Block-III, Level-III, R.K. Puram, New Delhi, before submitting the Quotations by the interest parties.

19 Quotations should be submitted in two separate envelopes, i.e. one for technical bid other financial bid. In technical bid the tenderer is required to submit all documents as required under this tender. Envelop should be super scribed as **“Tenders for CAMC of Photocopier Machines”**. A signed copy by the authorized signatory of the firms on each page of this Tender Notice is also required to be submit along with the Technical bids.

20 The quotation should be addressed in the name of Shri B.K. Srivastava, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi – 110003.

**( B.K. Srivastava)**  
Deputy Director of Administration  
for Director General of Civil Aviation  
Telephone No. 011-24635773.

To

NIC Centre, O/O the DGCA, New Delhi with a request to upload the above Tender Notice on the DGCA website please.

Checklist of documents for Technical bids

1. Brief details of the firm with address proof.
2. **A copy of latest valid Income Tax Certificate.**
3. Documents indicating the **five years work experience in at least three Govt. Offices.**
4. **Certificate stating that the O.E.M. will provide all back up support.**
5. **Undertaking that the vendor have not been blacklisted by any organization/Govt. Department.**
6. **Earnest money deposit of Rs.20,000/- (rupees twenty thousands only) in form of a crossed demand draft/Pay order in favour of ‘PAO, DGCA, Ministry of Civil Aviation’, payable at New Delhi from a nationalized bank.**

**List showing location of various Type of Photocopier Machine installed in DGCA (HQ) and CEO, R.K. Puram Office of D.G.C.A for CAMC**

S.No.	Model of Photocopier Machine	Qty.	Where Located	Remarks
1.	Toshiba Studio-165	1Nos.	E-I & Finance	
2.	Toshiba EST-167	1Nos.	FG-TRG	
3.	Toshiba Studio-203	1Nos.	AT-II	
4.	Toshiba Studio-203	1Nos.	E-II	
5.	Toshiba Studio-203	1Nos.	DDG(AKS)	
6.	Toshiba EST-250	1Nos.	CEO(R.K.P)	
7.	Modi Xerox MX-1025	1Nos.	JDG(RPS)	
8.	Modi Xerox MX-1025	1Nos.	AIS Section	
9.	Modi Xerox MX-1025	1Nos.	DDG(CD)	
10.	Modi Xerox MX-1025	1Nos.	AT-I	
11.	Modi Xerox MX-5216	1Nos.	Fuel Test Lab.	
12.	Modi Xerox-5020	1Nos.	DG's Sectt.	
13.	Canon Make GP-335	1Nos.	A.E.D	
14.	Canon Make IR/2018N	1Nos.	CEO(R.K.P)	
15.	Canon Make IR/2018N	1Nos.	Medical Cell	
16.	Canon Make IR/2018N	1Nos.	I & R Section	
17.	Canon Make IR/2018N	1Nos.	DAW (HQ)	
18.	Canon Make IR/2018N	1Nos.	AT-II	
19.	Canon Make IR/2022N	1Nos.	F.I.D	
20.	Canon Make IR/2022N	1Nos.	CEO	
21.	Canon Make IR/2022N	1Nos.	L-II	
22.	Canon Make IR/3245	1Nos.	CEO	
23.	Canon Make IR/5065	1Nos.	CEO	
24.	Canon Make IR23201	1Nos.	Hindi Section	
25.	Canon Make IR2420L	1Nos.	Aero Lic.	
26.	Canon Make IR2320L	1 Nos.	JDG(JSR)	
27.	Canon Make IR2320L	1 Nos.	C&G	
28.	Canon Make IR2320L	1 Nos.	AT-I	
29.	Canon Make IR2320L	1 Nos.	VC	
30.	Canon Make IR2320L	1 Nos.	Air Safety	
31.	Canon Make IR/7105	1Nos.	CEO	
32.	Canon Make IR/8105	1Nos.	CEO	
33.	Canon Make IR/2318L	1Nos.	D.T.L.Section	