

F.No. D-21014/2/2010-C&G
Government of India
Office of the Director General of Civil Aviation
Opposite Safdarjung Airport, New Delhi

New Delhi dated the 23rd November 2010

Sub: Calling of Quotations for FSMA of 2 Nos. Konica Minolta Di7255 Digital copier Machines installed at CEO R.K. Puram Office of the DGCA.

Quotations in sealed cover are invited for Full Service Maintenance Agreement/ Contract for 2 Nos. Heavy Duty Konica Minolta Di7255 Digital copier Machines installed at Central Examination Organisation, East Block-III, Level-III, R.K. Puram, New Delhi office of D.G.C.A. for the period of one year. **The quotations should reach this office on or before 6.12.2010.**

Terms and conditions of the contract :

1. Whenever any unserviceable condition of machine reported, the engineer should report to the CEO, R.K. Puram office of the DGCA within 04-06 hours.
2. Supply of toner should be the part of FSMA
3. FSMA should be as per print charges.
4. The maintenance of finisher attached to this machine should be part of FSMA.
5. The company should have authorized agency for maintenance of Konica Minolta Printing machine.
6. The company should be able to rectify or replace the items as and when required within the stipulated time.
7. The engineers should be fully confident about the operation and maintenance of this machine.

8. During the Examination process, the engineers should be required to stay full day at the office.
9. The firm shall provide standby Photocopy Machine till the machine is got repaired by the firm in case of any delay.
10. The contractor should have adequate, at least five years work experience of maintaining Konica Minolta Di7255 Photocopier with Finisher, preferable in 4-5 Govt. Offices experience of handing big companies and should submit the supporting documents including performance certificates given by the Govt./ other Organizations. The tenderer is also required to submit a certification from the **O.E.M. i.e. principal company not from partner or dealer** that they are the “Authorised Service Provider” for the machine and the spare parts as well consumable will be made available through the tenderer and 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.
11. 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.
12. 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.
13. The tenders have to be submitted in sealed covers with the following “FSMA of Konica Minolta Di7255 Digital copier machines” super-scribed on the top of the sealed cover along with credentials and supporting documents.
14. 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 the users of the Machines.

15. Sealed Tenders will be received up to 6-12-2010 (3.00P.M.) at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003. The tenders will be opened in the presence of such tenderers or their authorized representatives as may wish to be present. The date of opening of the tenders will be communicated through telephone/letter.
16. Tenders not in the sealed cover or not accompanied by earnest money or received after the closing date and time will be rejected.
17. The vendors should have not been blacklisted by any organization/Govt. Department.
18. No extra payment will be made for change/replacement of any part of the Machines.
19. The firm shall take prior permission from the undersigned/ Section Officer, General Section for taking the machines out of the office premises for repairs and replacement of worn out parts with original one. 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.
20. The rates quoted by the firm will not be enhanced during the period of contract in any case.
21. Monthly servicing of the Machines or as and when asked for in emergent cases be got done by the experienced service engineer.
22. FSMA Contract for these machines can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.
23. 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.
24. 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.

25. 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.
26. Before submitting the quotations, the machines can be checked on any working day at Central Examination Organisation, East Block-III, Level-III, R.K. Puram, New Delhi office of D.G.C.A. For this purpose, Shri M.K. Bajpai, Senior Airworthiness Officer, Central Examination Organization, Office of the Director General of Civil Aviation, East Block-III, Level-III, R.K. Puram, New Delhi -110 066 (Phone No. 011-26193706) may be contacted before visiting the R.K. Puram office for checking of the machines.
27. 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 "FSMA of Konica Minolta Di7255 Digital copier machines".
28. The quotation should be addressed in the name of Shri M.C. Pandey, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi – 110003.

(M.C. Pandey)
Deputy Director of Administration
for Director General of Civil Aviation
Telephone : 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.