

प्रसार भारती  
भारत का लोक सेवा प्रसारक  
प्रसारण भवन, आकाशवाणी दिल्ली  
नई दिल्ली.110001



Radmil  
27/8  
Munier GU

PRASAR BHARATI  
India's Public Service Broadcaster  
Broadcasting House, All India Radio, Delhi  
New Delhi 110001

NO.DEL-5(8)/2018-19/G

दिनांक/ Dated:23/08/2019

**निविदा आमंत्रण सूचना / Notice Inviting Tender (NIT)**

27 AUG 2019

विषय : आकाशवाणी दिल्ली केन्द्र में फोटोकॉपीयर मशीनों के वार्षिक रखरखाव अनुबंध हेतु निविदा!

Sub : **Quotation for CAMC of photocopier machines installed in All India Radio (BH & NBH)**

निविदा आमंत्रण हेतु सीलबंद लिफाफे में, जिस के ऊपर की ओर संलग्न-1 अनुसार लिखा हो "आकाशवाणी दिल्ली केन्द्र में फोटोकॉपीयर मशीनों के वार्षिक रखरखाव अनुबंध हेतु निविदा" के लिये पंजीकृत संस्थाओं से निविदायें आमंत्रित की जाती हैं !

Registered firms are hereby invited to furnish their sealed quotations with the text "**Quotation for CAMC of photocopier machines installed in All India Radio, Delhi (BH & NBH)**" super scribed on envelop as mentioned in **Annexure-1**.

निविदा पत्र में दिए गए सामान, योग्यता मापदंड, नियम व शर्तों की जानकारी के लिए आकाशवाणी की वेबसाइट <http://allindiaradio.gov.in/Information/Tenders> से निविदा प्रपत्र उतारा जा सकता है !

The detail of items, eligibility criteria for furnishing the quotations, terms and conditions can be downloaded from AIR's official website <http://allindiaradio.gov.in/Information/Tenders>.

पूर्ण रूप से सीलबंद निविदा स्पीडपोस्ट, दस्ती या रजिस्टर्ड डाक द्वारा वरिष्ठ प्रशासनिक अधिकारी को कमरा नं० 46, प्रथम तल, प्रसारण भवन, संसद मार्ग, नई दिल्ली स्थित निविदा पेटी में भेजी/डाली जा सकती है!

The properly sealed quotation should be sent/submitted in Tender Box situated in the chamber of **Sr. Administrative Officer, at Room No.46, 1st floor, Broadcasting House, Parliament Street, New Delhi** by speed Post/Registered Post/by hand.

1.निर्दिष्ट निविदा प्रपत्र को दिनांक 09.09.2019 दोपहर (01.00 बजे) 1300 बजे तक ही स्वीकार किया जायेगा !

The tenders will be accepted up to (01.00 P.M.) 1300 Hrs on 09.09.2019 in the manner as specified in the tender document

2.निविदा प्रपत्र को उसी दिन (यानि) दिनांक 09.09.2019 दोपहर (03.00 बजे) 1500 बजे निविदाकर्ता या उनकी संस्था/फर्म के प्रतिनिधियों की उपस्थिति में खोला जायेगा!

Tender will be opened on the same day i.e 09.09.2019 at (03.00 P.M.) 1500 Hrs. in the presence of such tenderers or the representative of the firms.

3.निविदा बोली खोलने का स्थान: **वरिष्ठ प्रशासनिक अधिकारी, कमरा नं०46, प्रथम तल, प्रसारण भवन, संसद मार्ग, नई दिल्ली-110 001.**

Place of opening of Tender Bid : **Sr. A. O., Room No.46, Broadcasting House, Parliament Street, New Delhi-110 001.**

4 अधिसूचित दिन/समय के बाद, अपूर्ण निविदा/समयोपरांत प्राप्त निविदा अस्वीकृत कर दी जायेंगी!

Incomplete tenders/tenders received beyond the date/time notified above will be rejected.

किसी भी निविदा को बिना कोई कारण बताये किसी भी समय रद्द करने का अधिकार कार्यालय के पास सुरक्षित रहेगा !

This office reserves the right to reject any quotation without assigning any reason therefore.

(जी. के. आचार्य/G.K. Acharya)

वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer  
कृते उप-महानिदेशक (का०)/for Dy, Director General (P)

प्रति प्रेषित/Copy to

1. DDG(P), AIR Delhi
2. DDG(E), NBH, AIR, Delhi with the request to uploading the NIT in AIR website
3. Notice Board BH/NBH, AIR Delhi

**संगलनक-1 / ANNEXURE-1**

NO.DEL-5(8)/2018-19/G

दिनांक/ Dated:23/08/2019

**निविदा आमंत्रण सूचना / Notice Inviting Tender (NIT)**

**विषय :** आकाशवाणी दिल्ली केन्द्र में फोटोकॉपीयर 7 शीनो के वार्षिक रखरखाव अनुबंध हेतु निविदा!

**Sub :** Quotation for CAMC of photocopier machines installed in All India Radio (BH & NBH)

Sl. No.	Particular	Qty.	Rate per page	Taxes @ %
1	Toshiba E Studio 207	5 nos.		
2	Toshiba E Studio 225	1 no.		
3	Toshiba E Studio 167	1no.		
4	Toshiba E Studio 2006	2 nos.		
5	Toshiba E Studio 357 SE	1 no.		
6	Toshiba E Studio 2309	2 no.		
7	Cannon IR 2535	2 no.		
	<b>Total Xerox machines</b>	<b>14 nos.</b>		

The charges/rates will be inclusive of replacement with Genuine consumables, spares, sealed cartridges/tonners and other parts with warranty which will be checked by office before replacement.

Signature of Authorised Person

Full Name.....

Seal of firm

(जी. के. आचार्य /G.K. Acharya )

वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer

उप-महानिदेशक (का०)/for Dy. Director General (P)


**संगलनक-II / ANNEXURE-II**

NO.DEL-5(8)/2018-19/G

दिनांक/ Dated:23/08/2019

निविदाकार का विवरण / bidder's Particular

Sl. No.	Particullars	Yes/No for supporting Documents & Details of firm
1	Name of bidding firm/company	
2	GST No.	
3	Details of available infrastructure	
4	Complete profile of firm/ company , copy of partnership deed. Memorandum of association	
5	The bidder has a minimum of five years experience in the field of service of photocopier maintenance to reputed clients such as Govt. Department/Public Sector Undertaking ( supporting documents to be attached )	
6	Details of Earnest Money Deposit (EMD) amounting Rs. 10,000/- (Rupees ten thousand only) in the form of bank draft drawn in favour of <b>"DDO, SD AIR, Delhi."</b>	
	The bidder shall provide a certificate to the effect that their concern has not been blacklisted or terminated any time before completion of contract period by any Govt. Department/Govt. undertaking/ Autonomous Body, during last 3 years.	
	Name and address of the person to whom all references shall be made regarding this tender	
	Land line Telephone no.	
	E-mail	
	Mobile no.	
	Bidders signature	
	Bidders name	
	Seal of firm/company	

  
(जी. के. आचार्या /G.K. Acharya )

वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer  
उप-महानिदेशक (का०)/for Dy. Director General (P)

**संगलनक-III / ANNEXURE-III**

NO.DEL-5(8)/2018-19/G

दिनांक/ Dated:23/08/2019

**DECLARATION**

1. I , who is authorised/competent to sign this declaration and execute this tender document on behalf of the agency/firm mentioned in annexures.
2. We are not involved in any major litigation that may have an impact on affection or compromising the delivery of service as required under this tender
3. We are not black-listed by any Central/state Govt/PSU in India
4. We accept, the terms and conditions and hereby offer the rates for providing services as stated in annexure of bid documents.
5. The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

Yours faithfully

Signature of Authorised person

Place

Name

Date

Designation

Business Address

Seal

## नियम शर्त / TERMS AND CONDITIONS

NO.DEL-5(8)/2018-19/G

दिनांक/ Dated:23/08/2019

### 1. Scope of Work

Scope of work covers comprehensive annual maintenance of photocopier of different makes and models installed in various rooms sections of this office (BH & NBH). To provide regular onsite preventive maintenance to replace old and defective parts with new and genuine parts, whenever required.

### 2. Service assurance

The contractual firm will prepare separate log books for each of the machine to be taken under the CAMC. Preventive maintenance will be carried out on monthly basis. The firm will take satisfactory report from the user of photocopier machine on monthly basis. This monthly satisfactory report should be submitted along with the bills. The schedule of Preventive maintenance shall be as follows:

- Cleaning of all equipment using vacuum/blower air machine, brush and soft clothes etc.
- Checking of power supply source for proper grounding and safety of equipment.
- Ensuring that the covers, screws, switches etc. Are firmly fastened in respect of each photocopier.

### General terms and conditions

- The CAMS will be comprehensive including preventive maintenance/monthly regular service of photocopier machines and replacement of any spares of genuine quality for keeping the machine active and free from any defects/disturbance.
- Firm is responsible for providing services maintenance with genuine product with satisfactory work. The maintenance charges (per page basis) shall include of genuine consumable items i.e. sealed cartridges/toners & parts with warranty, which will be checked by office before placing in the machines. If there is found some lack of genuine product, CAMC will be terminated immediately or office have rights to deduct the amount equal to that parts, from the bills.
- The firm should be in the business of maintenance of photocopiers since last three years. Required supporting documents i.e. satisfactory performance certificate issued form service receiving authority with contact details is to be enclosed for verification.
- The firm should have annual turnover of Rs. Five lakh or more during last three years (certificate of CA is required regarding annual turnover)
- The undertaking / declaration in respect of that firm has been not black-listed by a Govt. Department/PSU/ Autonomous body is to be attached.
- ITR Certificate of last two years and copy of PAN card, is to be submitted with bid documents.
- Tender/Bid should be accompanied by an earnest money of Rs. 5000/- (Rs. Five thousand only) in form of bank draft in favour of "DDO, SD AIR, Delhi".
- To access the quantum of work, firms may visit this office on any working day between 1100 hrs to 1300 hrs.
- In case of successful bidder/s found not fulfilling of any condition/agreement at any stage, the contract may be terminated and security money deposit shall be forfeited.
- All machine must be serviced/repair on site (where it is installed). The agency will provide adequate standby machine if the problem is not solved within 24 hours.
- Breakdown calls should be attended within 4 hours, failing which penalty for not attending the complaint will be charged @Rs. 200/- per day.
- The rates quoted in this tender will be valid for a period of one year from the date of awarding the contract. Any concern raised by successful bidder about his dissatisfaction with regards orderliness of the machine will not be entertained.
- The payments will be made on quarterly basis on submission of bills along with satisfactory working certificate.
- The firm shall submit a demand draft as performance guarantee/security deposit amounting Rs. 20,000/- (Rs. Twenty thousand only), issued from nationalized bank in favour of the DDO, All India Radio, Delhi, payable in New Delhi which should be valid for two months beyond the date of completion of the contract, immediately on the award of letter of interest. Performance guarantee will be refunded as original after completion of all contractual obligations.
- Competent authority or officer authorised to do so reserves the right to reject or accept any or all quotations without assigning any reason.
- IT MAY BE NOTED THAT ANY BID WHICH IS SUBMITTED IN FORMAT OTHER THAN AS STATED IN TENDER DOCUMENT SHALL NOT BE CONSIDERED.
- The deduction of taxes if required shall be deducted from the bills as per rules amended by Govt. From time to time.
- This office reserves the right to extend the CAMC for a period of one year on the same rates, terms and conditions. Firms are requested to consider this fact when quoting the rate.
- The contractor shall be wholly responsible for breakdown or any mischief done by their staff, any loss to this office property shall be recovered from the immediate bills of the contractor, and balance if any from securities or otherwise to be paid by contractor. The contractor shall be wholly responsible for character and antecedents of the manpower provided for services. This office shall not be responsible any physical injury, caused to the their employee during rendering services.

(जी. के. आचार्य / G.K. Acharya)

वरिष्ठ प्रशासनिक अधिकारी/ Sr. Administrative Officer  
उप-महानिदेशक (का०)/for Dy. Director General (P)