

F.No. 15-7/2009/NAEB/B.VI.
Government of India
Ministry of Environment & Forests
(National Afforestation & Eco Development Board)

Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi – 110 003.

Dated, the 30th May, 2014.

**Notice Inviting Tender for Annual Maintenance
Contract of Photocopy Machines**

National Afforestation & Eco Development Board (NAEB), Ministry of Environment & Forests invite sealed quotations from reputed firms to maintain the photocopiers of this Office . The details about the Photocopiers and Terms & conditions relating to the award of Contract are given in the Annexure-I.

2. All interested firms are, therefore, requested to submit their sealed quotations – technical (as per Annexure-II) and financial (as per Annexure-III) separately in a single sealed cover to the undersigned on or before 1500 Hrs. of 13th June, 2014. Both the bids as well as the main envelope containing the two bids must be superscribed as “Quotation for AMC of Photocopiers”, “Technical Bid” or “Financial Bid”, as the case may be.

3. The sealed technical bid will be opened on the same day i.e. 13th June, 2014 at 1600 Hrs. in the presence of bidders/or the authorized representatives of bidders. Financial Bids of only those bidders will be opened whose technical bids are declared qualified.

(Virendra Singh)
Under Secretary

NOTE : All the bidders are advised to inspect the Photocopiers proposed to be covered under AMC before submission of their bids to adjudge the viability of the machines.

**TERMS & CONDITIONS FOR AWARD OF
ANNUAL MAINTENANCE CONTRACT OF PHOTOCOPIERS**

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : 13.06.2014
1500 HRS.
2. DATE & TIME OF OPENING OF QUOTATIONS : 13.06.2014
1600 HRS.
3. PLACE OF SUBMITTING QUOTATIONS : Room No. 714,
Paryavaran Bhavan
CGO Complex,
Lodhi Road, New Delhi.
Tel. : 24362513

4. DESCRIPTION OF MACHINES :

	Make/Model	Date of Purchase	Qty.
1	Toshiba – E-2820 C	02.01.2012	One
2	Toshiba – 456SE	04.03.2013	One
3	RICOH – MPC 3001	22.03.2013	One
4	RICOH – 5002 SP	07.06.2013	One

5. AUTHORIZATION : The prospective bidders must be recognized/or franchise of any of the reputed manufacturer of the Photocopiers (viz., Toshiba, Ricoh, Sharp, Canon, Xerox etc.). A Certificate to this effect is required to be attached along with Technical Bid.

6. EARNEST MONEY : Prospective bidders must deposit refundable Earnest Money amounting to Rs.5,000/- (Rs. Five Thousand only) along with Technical Bid by way of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Environment & Forests" payable at New Delhi. The EMD of unsuccessful bidders will be returned within a month of award of contract to the selected firm.

7. PERIOD : The Annual Maintenance Contract will be valid for a period one year from the date of award of Contract. The Contract can, however, be extended further with the mutual consent of both parties – the selected bidder and NAEB.

8. NATURE OF CONTRACT : All the bidders are free to quote their charges either on 'Full Service Maintenance Agreement (FSMA)' or on lump sum service charges (excluding spares) etc.

9. PENALTY : The selected bidder will have to attend the complaint of machine/photocopier within 24 hours of reporting. In case, the complaint is not attended to within 24 hours and fault is not repaired within 03 days, NAEB will be free to get the machine repaired from its other sources and a penalty of Rs.500 per day per machine will be imposed on the firm which will be recovered/adjusted from its subsequent claim/bills.

