

**Office of the Accountant General (A & E)**  
**Chhattisgarh, Raipur 492005**

No. General Section /Photocopier/2021/O.o-08

Date: 30.07.2021

**From:** The Accountant General (A&E)

Chhattisgarh Raipur.

**Subject:** Annual Maintenance Contract (AMC) for five Canon Digital Photocopier machine.

**Sir/Madam,**

Quotations are invited to undertake AMC for five Canon Digital Photocopier machine. The Machine is available for inspection during Office hours (9:30 AM to 6:00 PM) on all working days. Please find enclosed the Tender Notice released by this Department for this purpose. Bids have to be submitted on or before the due date, i.e. 12.08.2021 (3.00 PM) in the Prescribed Formats (see Annexure-I ,II & III ) along with a copy of the Tender Notice/Enquiry, duly signed and stamped on every page. The Bids that are received in sealed envelopes shall be opened on 13.08.2021 at 11.00 AM.

If interested Your Tender Bids in compliance with the stated Terms & Condition may be forwarded in a sealed envelope by Speed Post or by Hand to **The Sr. Accounts Officer General Section, Office of the Accountant General (A & E) C.G. Raipur 492005 , latest by 12.08.2021 before 3.00 PM.**

Thanking You.

Yours Faithfully,

Sd/-

**(M. S. Dahariya)**

Deputy Accountant General

(Admn.)

# **Office of the Accountant General (A & E)**

## **Chhattisgarh, Raipur 492005**

No. General Section /Photocopier/2021/O.o-08

Date: 30.07.2021

### **TENDER NOTICE**

The Accountant General of Chhattisgarh, on behalf of the President of India, invites sealed bids from Agencies to undertake Annual Maintenance Contract (AMC) for five Canon Digital Photocopier Machine – Brand Canon, Manufactured by Canon India Pvt. Ltd, Toner along with all accessories.

#### **A. General Terms & Conditions and Job Details**

1. The quotation should be valid for a period of 6 (six) months.
2. Servicing includes viz. (a) electrical parts repair, (b) complete cleaning of the main parts of the machine, (c) making all essential adjustments inclusive of repairs and replacement of parts, if any, (d) movement order, etc., both mechanical and electrical.
3. The bidding agency shall have its Main office/Branch office with full-fledged facility in the city limit of Raipur so that Agency could be able to deliver its service promptly. The Quotation received from an Agency having no office/Branch office in the city limit of Raipur shall not be considered.
4. There shall be 12 preventive servicing in a year strictly on monthly basis.
5. Each service will be supervised by an Official of this office and the Service Report has to be submitted to this office on Monthly basis and Bill has to be submitted on quarterly basis for payment. **Payment will be done on per page basis.**
6. The date of servicing of the machine would be at the discretion of this Department. Contract includes cost of consumables, e.g. toners/drums, cleaning blade, spares & all services to run the copier.
7. If you fail to attend the breakdown within 48 hours after communication by this Department telephonically and/or in writing, the department reserves the right to get the work done from other service agencies and recover the cost thereof from AMC.

**(Signature & Seal of Bidding Agency)**

Contd...

8. The one year period of servicing will commence from the date of acceptance of the contract by the Department/after the expiry of current AMC, whichever is applicable. The contract will be done for year and if service will be found satisfactory the agreement can be extended for up-to three years.

9. During the continuance of AMC, if the machine becomes obsolete/unserviceable, then the contract will be terminated in that month itself in which the machines becomes obsolete/unserviceable. The payment, therefore, will be made on pro-rata basis (proportionately).

10. During the course of servicing or repairing this office shall not be liable for any damage or loss direct, indirect or consequential to any person or property/procurement of the Servicing Agency, as a result of operation/breakdown or accident of this machine or any other circumstances beyond the control of this office.

11. In case of any dispute in the service contract, the decision of the Accountant General (A&E) Chhattisgarh, shall be final and binding on you.

12. GST as applicable may be mentioned.

## **B. Instructions for Tender Submission**

1. The Price Bid is to be submitted in the Prescribed Formats (Annexure I, II & III) enclosed to this Tender Notice. Tenders submitted otherwise would not be considered.

2. Each interested bidder is allowed to submit only a single tender. Tenders must be submitted in **sealed envelope** on or before the last day of submission. The last date and time for receipt of duly filled in Tender is **12.08.2021 (3:00 PM)**. The Bids should be addressed to **The Sr. Accounts Officer (General Section), Office of the Accountant General (A & E) C.G. Raipur 492005** on or before the due date. Tender Application received after the expiry of the due date and time shall not be considered.

3. The Tenders will be opened on **13/08/2021 at 11:00 AM by the Tender Opening Committee** in the presence of participating Tenderers or their authorised representatives who may wish to attend.

**(Signature & Seal of Bidding Agency)**

Contd...

4. In the event of the Office being closed due to any reason whatsoever on the proposed date for Receiving/Opening of Tender/Quotation, the formality for Receiving/Opening of Tenders/Quotations will be taken up on the next working day at the scheduled time without any notice issued in this regard.
5. The prospective bidder is required to indicate its GST/Registration Number, whichever applicable. The same must be mentioned in its quotation and also in bill as and when it is submitted.

**C. Additional Conditions/Requirements**

1. The Tender will be accepted by the Competent Authority in this office as per the rules/instructions issued by the Government of India from time to time in the matter.
2. The Department reserves the right to reject any or all Tenders/extend the date of opening of Tender etc. without assigning any reasons thereof.
3. In addition to its right to determine the contract upon fault of the Successful Bidder, the Department reserves the right to cancel the contract any time in whole or in part without assigning any reasons and the Department also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the Department's specifications and complete satisfaction.
4. All questions, disputes or differences arising in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Raipur.

**(Signature & Seal of Bidding Agency)**

(ANNEXURE-I)

**D. Submission of Financial Bid:**

1. Name of the Bidding Agency: \_\_\_\_\_

2. Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Contact No. /Details : Landline No.:

Fax No. :

Mobile No. :

E-mail ID. :

Website (if any):

4. GST/Registration No. :

**(Signature & Seal of Bidding Agency)**

(ANNEXURE-II)

E. Financial Bid Specifications:

| Sl. No. | Particulars                                       | Quantity | Unit Rate in Rs./Paisa (Per Page) | *GST | Total Amount in A |
|---------|---|----------|-----------------------------------|------|-------------------|
| 1.      | Canon Photocopier iR(ADV-4025) Purchase Year 2013 | 1        |                                   |      |                   |
| 2.      | Canon Photocopier iR(2422L) Purchase Year 2013    | 1        |                                   |      |                   |
| 3.      | Canon Photocopier iR(2530) Purchase Year 2014     | 1        |                                   |      |                   |
| 4.      | Canon Photocopier iR(2202) Purchase Year 2015     | 1        |                                   |      |                   |
| 5.      | Canon Photocopier iR(2004N) Purchase Year 2018    | 1        |                                   |      |                   |

*\*The GST as applicable has to be factored in for the purpose of finalization of Tender Bid requirement*

**Enclosures to be submitted with the Bid:**

1. Tender Document, Submission of Financial Bid, Financial Bid Specifications & Machine Profile (Annexure I, II & III) (Given format to be adopted/used by the bidder) must be duly signed and stamped on every page.

Date:

Place:

(Signature & Seal of Bidding Agency)

## FORMAT FOR TECHNICAL BID

## PART-I

| Sr. No. | Particulars   | Details |
|---------|---|---------|
| 1.      | Name of the “The Service Provider”*   |         |
|         | Full Address of the Service Provider*   |         |
|         | Telephone No. /Mobile No.*  |         |
|         | Fax No.   |         |
|         | Email Id* (if multiple, provide the same also)  |         |
|         | Complete name and contact no*   |         |
| 2.      | Bank details with MICR & IFSC*<br>(Submit Mandate Form for ECS payment)                                 |         |
| 3.      | PAN*  |         |
| 4.      | Income Tax Returns (ITRs) for last three assessment year.*  |         |
| 5.      | CA Certificate for last 3 years turnover.   |         |
| 6.      | GST Registration No.* (Please enclose the GST Registration Certificate also)                            |         |
| 7.      | Shop & Establishment Certificate*   |         |
| 8.      | Whether blacklisted by any Bank/Govt./PSU organization (Submit self-declaration Certificate)- (Yes/No)* |         |
| 9.      | Performance certificate/ work experience of 05 years in Govt./Semi Govt./PSU office*                    |         |

Note:-

1. Attested Photo copies of all above for proof should be enclosed with technical bid.
2. Fields marked with \* are mandatory.

**PART-II**

**DECLARATION**

1. I.....Son/Daughter/Wife of  
Shri.....  
.....Proprietor/Partner/Director/authorized signatory  
of .....competent to sign this declaration  
and execute this tender document;
  
2. I have carefully read and understood all the terms and  
conditions of the tender and undertake to abide to them;
  
3. The information/documents furnished along with the above  
application are true and authentic to the best of my knowledge  
and belief. I/we, am/are well aware of the fact that furnishing  
of any false information/fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law;
  
4. I understand that in case any deviation is found in the above  
statement at any stage, the concern shall be blacklisted and  
shall not have dealing with the Department in future.

Signature of authorized person

Date:

Name & Seal