

E-PROCUREMENT TENDER NOTICE

The Department of Agriculture, Cooperation & Farmers Welfare invites Online Tender (e-Tender) Comprehensive Maintenance Service Contract (CMSC) for Toshiba, Canon, Ricoh & Sharp Models Photocopier machines installed in the Department of Agriculture Cooperation and Farmers Welfare for a period of **one years and can be terminated with immediate effect on availability of the items/services on GeM as purchase through it mandatory as per Rule 149 of GFR 2017. The ink signed authorization from Original Equipment Manufacturer (OEM)/Nodal support agency of the OEM should be enclosed for respective brand.**

1. Details of Tender Deposits :-

Earnest Money Deposit : Rs. 25,000.00 (Rs. Twenty five thousand only)  
Performance Security Deposit : Rs. 50,000.00 (Rs. Fifty thousand only)

CRITICAL DATE SHEET

Tender No.	No. 23- 6 /2017-GA-I
Name of Organization	Department of Agriculture Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi
Date and Time for Issue/Publishing	04.09.2017
Document Download Start Date and Time	05.09.2017 11 AM
Document Download End Date and Time	25.09.2017 2.30 PM
Bid Submission Start Date and Time	05.09.2017 11 AM
Bid Submission End Date and Time	25.09.2017 3.00 PM
Date and Time for Opening of Technical Bids	25.09.2017 3.30 PM
Date and Time for Opening the Financial Bids	Will be intimated after opening of Technical Bids
Address for Communication	Under Secretary (GA), Department of Agriculture Cooperation and Farmers Welfare, Room No. – 14, Krishi Bhawan, Rajendra Prasad Road, New Delhi – 110001. Website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>

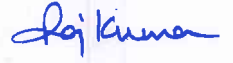
In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the tenders without assigning any reason.

Tender form, terms & conditions and draft agreement can be downloaded from the Website <https://eprocure.gov.in> and [www, agricoop.nic.in](http://www.agricoop.nic.in) upto 2.30 Pm on 25/09/2017. Online bids complete in all respects should be submitted through CPP Portal <https://eprocure.gov.in/eprocure/app> only on or before the last date and time.

*Saj Kumar*

The EMD in the form of Demand Draft drawn in favour of P&AO(Sectt.I), Department of Agriculture Cooperation & Farmers Welfare and payable at New Delhi may be submitted separately in the office of Under Secretary (GA), Department of Agriculture Cooperation and Farmers Welfare, Room No. – 14, Krishi Bhawan, Rajendra Prasad Road, New Delhi – 110001 on or before the last date and time i.e **25/09/2017** upto 2.30 P.M failing which, such tenders would not be considered.

**Please note that only online bids will be accepted.**



(Raj Kumar)

Under Secretary to the Govt. of India

Tele No. 23384929

Government of India  
Ministry of Agriculture  
Department of Agriculture & Cooperation  
Krishi Bhawan, New Delhi

**E-PROCUREMENT TENDER NOTICE**

Tender No. 23-6/2017-GA-I

E-TENDER DOCUMENT

FOR COMPREHENSIV SERVICE MAINTENANCE CONTRACT (CSMC) FOR TOSHIBA, CANON, RICOH & SHARP PHOTCOPY MACHINES TO MINISTRY OF AGRICULTURE AND FARMERS WELFARE DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS WELFARE For ONE YEARS AND INK SIGNED AUTHORIZATION FROM ORGINAL EQUIPMENT MANUFACTURER (OEM)/NODAL SUPPORT AGENCY OF THE OEM SHOULD BE ENCLOSED FOR RESPECTIVE BRAND.

*aj Kumar*

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR COMPREHENSIVE SERVICE MAINTENANCE CONTRACT (CSMC) OF TOSHIBA, CANON, RICOH AND SHARP DIFFERENT MODELS AS ANNEXURE-I. AT THE DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS WELFARE, KRISHI BHAWAN, NEW DELHI – 110001 FOR ONE YEAR.

From: Under Secretary (GA),  
Department of Agriculture Cooperation and Farmers Welfare,  
Krishi Bhawan, Rajendra Prasad Road,  
New Delhi – 110001

Dear Sir(s),

Online Bids are invited for COMPREHENSIVE SERVICE MAINTENANCE CONTRACT (CSMC) OF TOSHIBA, CANON, RICOH AND SHARP DIFFERENT MODELS INSTALLED IN THE DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS WELFARE, KRISHI BHAWAN, NEW DELHI – 110001 FOR ONE YEAR.

1. The Duration of tender period is normally one (01) years, however, it shall be terminated with immediate effect or digestion of competent authority on availability of service/item on GeM .

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the Deptt. as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of Rs. 25,000/- (Rupees Twenty five thousand only) must be deposited in the form of demand draft/pay order payable to P&AO(Sectt.i), Department of Agriculture Cooperation & Farmers Welfare, New Delhi **in person to Section Officer (GA-I) in Room No. 15, DAC, Krishi Bhawan, New Delhi before the last date/time of submission.** The particulars of the earnest money deposited must also be superscribed by indicating the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outright.

3. The bidder is being permitted to give tenders in consideration of the stipulations on her/his part that after submitting her/his tenders, She/he will not resile from her/his offer or modify the terms and conditions thereof. If the bidders fails to observe and comply with the forgoing stipulations the aforesaid amount of EMD will be forfeited by the Deptt. In the event of the offer made by the bidders is accepted the EMD will be refunded after depositing the performance Security to this Deptt.

4. The schedule of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional page may be added. Each additional page must be numbered consecutively and be signed in full by the bidders. In such cases reference to the additional page must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tenders.
5. If a bidder does not accept the offer, after issue of letter of award by DAC&FW within 15 days, the offer made shall be deemed to be withdrawn without any notice earnest money shall be forfeited and will also be liable for initiating black listing process against bidder.
6. Online bids are invited through e-procurement system copy of the EMD should be submitted must be deposited with **Section Officer (GA-I)** during working i.e 9:00 AM to 5:30 PM hours before the last date/time for submission of bids failing which bids will not be accepted. EMD must be in the form of Demand Draft/Pay Order payable to P&AO(Sectt.), Department of Agriculture Cooperation & Farmers Welfare, New Delhi.
7. The rates quoted by the each firm for job/service contract in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened online by the authorized officer. Bidders have options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or she/he can visualize the process online without physically being present at DAC&FW.
8. Bidders are at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on his/her behalf should be indicated in your tender. Name and address of permanent representative of the bidder, if any may also be indicated.
9. **An amount of Rs. Fifty thousand** is to be deposited by the selected agency/successful bidders as Performance Security Deposit only after receiving a communication for the Deptt. In the event of non-deposition of the same, the earnest money will be forfeited. In case the CSMC of different make Photocopiers installed in this Department awarded to more than one firm, the amount of the performance of security will be divided within the successful bidders as per the quantity of the works/photocopiers.
10. No interest on security deposit and earnest money deposit shall be paid by the Deptt. to the bidder.
11. Department of Agriculture Cooperation and Farmers Welfare reserves the right to reduce or terminate the period of contract its duration in the interest of the Deptt. for any justifiable reasons and it is not mandatory to communicate the reasons to the contracting party.
12. The Deptt. does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.

13. The Firms are required to upload of the following documents:

- a) Scanned copy of Earnest Money Deposit (EMD).
- b) Scanned copy of Registration Certificate of the firm.
- c) Scanned copies of the satisfactory services where the bidder is providing the services for the last three years.
- d) Scanned copies of Minimum turnover of the firm should be not less than Rs. 50 Lakhs ( Rupeess Fifty lakhs only).
- e) Scanned copy of Service Tax registration certificate issued by Govt. etc.
- f) Scanned copy of PAN&GST Numbers.
- g) Scanned copy of **authorization from Original Equipment Manufacturer (OEM).**

The prospective bidders are free to seek any clarifications/see the kind of requirements Department is looking for. The Section Officer(GA-I), Room No. 15 Krishi Bhavan, New Delhi-110001 (Telephone No. 23389316) may be contacted with prior appointments on any working day before tender opening.

Yours faithfully,



(Raj Kumar)

Under Secretary to the Govt. of India

Tel. No. 23384929

Copy to :-

1. NIC, Department of Agriculture & Cooperation with the request that this may please be displayed on the web site of the Department immediately.
2. Central E-Procurement Portal.

**“Comprehensive Maintenance Service Contract (CMSC) of Toshiba, Canon, Ricoh & Sharp Models Photocopier machines installed in the Department of Agriculture & Cooperation”**

**“MUST BE ENCOLED AUTHORIZATION FROM ORIGINAL EQUIPMENT MANUFACTURER (OEM)/NODAL SUPORT AGENCY OF THE OEM”**

TECHNICAL BID

**“Comprehensive Maintenance Service Contract (CMSC) of Toshiba, Canon, Ricoh & Sharp Models Photocopier machines installed in the Department of Agriculture & Cooperation”**

1. Name of the tenderer (in Block letters) \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Name of the representative of firm \_\_\_\_\_
4. Telephone No./Mobile No. \_\_\_\_\_
5. Email ID \_\_\_\_\_
6. Bank Draft No & date \_\_\_\_\_
7. Amount of Draft \_\_\_\_\_
8. Name of the Bank \_\_\_\_\_
9. PAN No.(proof thereof) \_\_\_\_\_
10. Service Tax/GST No. (proof thereof) \_\_\_\_\_
11. **Authorization from Original Equipment Manufacturer (OEM)/Nodal support agency of the OEM**

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice No. 23-6/2017-GA-I. Accordingly, I/we accept the terms and conditions and hereby offer the rates for **Comprehensive Maintenance Service Contract (CMSC) of Toshiba, Canon, Ricoh & Sharp Models Photocopier machines**.

Signature \_\_\_\_\_

Name of the tenderer \_\_\_\_\_

Date \_\_\_\_\_

Official seal of tenderer \_\_\_\_\_

*Raj Kumar*

<b>TOSHIBA BLAC &amp; WHITE PHOTOCOPY MACHINES</b>		
Sl. No.	Name of Models	Rate Per Copy Charged (Including all taxes)
1.	E-452	
2.	E-282	
3.	E-161	
4.	E-305	
5.	E-160	
6.	E-250	
7.	E-207	
8.	E-755	
9.	E-212	
10.	E-720	
11.	E-181	
12.	E-166	
<b>COLOUR PHOTOCOPIERS</b>		
	B&W copy Rate per copy charged (Including all taxes)	Colour copy Rate per copy charged (Including all taxes)
1.	E2820C	
2.	E3511	
<b>RICOH BLAC &amp; WHITE PHOTOCOPY MACHINES</b>		
Sl. No.	Name of Models	Rate Per Copy Charged (Including all taxes)
1.	MP2000Le	
2.	Aficio Le-2000	
3.	MP2500Le	
<b>CANON BLAC &amp; WHITE PHOTOCOPY MACHINES</b>		
Sl. No.	Name of Models	Rate Per Copy Charged (Including all taxes)
1.	IR-2320L	
2.	IR-3245	
3.	IR Adv6055	
<b>COLOUR PHOTOCOPIERS</b>		
	B&W copy Rate per copy charged (Including all taxes)	Colour copy Rate per copy charged (Including all taxes)
1.	iRCAdv2020	
2.	iRCAdv5030	
3.	iR-ADV-C2220	
<b>SHARP BLACK &amp; WHITE PHOTOCOPY MACHINES</b>		
Sl. No.	Name of Models	Rate Per Copy Charged (Including all taxes)
1.	AR-5631	
2.	AR-M205	
3.	AR-M160	
4.	Mx-M452N	
5.	AR-5620N	
<b>COLOUR PHOTOCOPIERS</b>		
	B&W copy Rate per copy charged (Including all taxes)	Colour copy Rate per copy charged (Including all taxes)
1.	MX-3111U	
2.	MX-2010U	
3.	MX-4050	

