



सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

Central Zoo Authority



F. No. 30-1/2009-CZA / 3209/2016

Dated 23.12.2016

To

As per list

Sub: Notice Inviting Quotation for "Annual Maintenance Contract (AMC) for one Photocopy Machine Branded "Canon IR 4245".

The Central Zoo Authority intends to give the Annual Maintenance Contract for one photocopy machine Branded "Canon IR 4245". The authorized manufacturer/agency/supplier are requested to submit their sealed quotations as per Annexure - 02 separately in a single sealed cover to this office on or before 03.00 PM of 5th January 2017. The bids must be superscribed as "Quotation for Annual Maintenance Contract for Canon IR 4245 Photocopy Machines". The sealed quotations will be opened on 5th January 2017 at 04.00 PM in the presence of such tenderers or their authorized representatives as may wish to be present.

1. Eligible Criteria: The bidder should have the following qualifications for bidding:
 - (i) Bidder shall have valid authorization certificate for OEM (Original Equipment Manufacturer)
 - (ii) Bidder should have been in existence for not less than five years.
 - (iii) Bidder should be having sufficient experience and expertise in the relevant Field.
 - (iv) Bidder should have PAN/TAN number, Service tax registration, VAT registration.
 - (v) Bidder should have experience in dealing with any Government Departments.
2. Documents to be submitted along with Quotation:
 - (i) The Quotation should be submitted on or before 5th January 2017 at 3.00 PM. The sealed envelope should be clearly superscribed "Quotation for AMC for Canon Photocopy Machine".
 - (ii) Registration Certificate, Service tax registration, VAT registration, PAN No., TIN No., valid authorization certificate for OEM (Original Equipment Manufacturer), Agreement copies with other firms must be attached with the submissions.
3. Late / Delayed:
 - (i) Late delayed Quotations shall not be considered. This Authority will not be responsible for any kind of delay.

Contd. 2/-

B-1 Wing, 6th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Tel.: 011-24367846, 24367847, 24367851, 24367852, Fax: 011-24367849

E-mail: cza@nic.in Website: <http://www.cza.nic.in>

4. Terms & Conditions:

- (i) The rates may be quoted as "Per Copy" basis. The firm will provide all spare parts & consumable items like Drum, Toner & Fixing Films etc. for the machines during the contract period and no extra payment will be made for change/replacement of parts and toners etc. It shall be responsibility of the firm to maintain the Photocopy machines in good working order and take prompt action to rectify the machine.
- (ii) The contractor should have adequate at least five years work experience of having similar work 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 tendered is also required to submit a certification from the O.E.M. that they are the "Authorised Service Provider" for the machine and the spare parts as well consumable will be made available through the tendered 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.
- (iii) 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.
- (iv) 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.
- (v) The vendors should have not been blacklisted by any organization/Govt. Department.
- (vi) No extra payment will be made for change/replacement of any part.
- (vii) The rates quoted by the firm will not be enhanced during the period of contract in any case.
- (viii) Monthly servicing of the Machines or as and when asked for in emergent cases be got done by the experienced service engineer.
- (ix) Comprehensive Annual Maintenance Contract for Photocopy machines can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.

- (x) 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.
- (xi) 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. In this connection the decision of the competent authority shall be final and binding upon the contractor.
- (xii) The Member Secretary, Central Zoo Authority also reserves the right to accept, reject or cancel tender without assigning any reason.

Yours faithfully,



(R. S. Rawat) 23/12/16

Finance Officer

DETAILS OF THE AUTHORISED MANUFACTURER/AGENCY/SUPPLIER

1. Name of the Firm
(With Tel./Mob. Nos.):

2. Office Address with
(With Tel./Mob. Nos.):

3. Contract Person(s) Name
For AMC (With Tel./Mob. Nos.):

4. VAT No. / Service Tax No.:

5. Past experience with any Govt. Departments –
Name and Period to whom service provided if any:

6. Whether Terms & Conditions issued
by CZA are acceptable to the firm:

7. Other details, if any:

(Signature of Owner/Authorized Representative)

"QUOTATION FOR AMC FOR PHOTOCOPY MACHINE"

Sl. No.	Description	Rate/Per copy (in figures)	Rate/Per copy (in words)
1.	Canon Photocopy Machine (Model No.: IR4245)		

(PRICE QUOTED EXCLUSIVE OF ALL TAXES, TAXES IF ANY MENTIONED SEPERATELY)

(Signature of Owner/Authorized Representative)