

### ई-निविदा का संक्षिप्त सार

क्रमांक	विवरण	तिथि
1	ई-निविदा प्रपत्र का मूल्य	रु. 400.00
2	ई-निविदा की धरोहर धनराशि	रु0 1000.00
3	ई-निविदा प्रकाशन की तिथि	29 फरवरी, 2020
4	ई-निविदा जमा करने की अन्तिम तिथि	23 मार्च, 2020 पूर्वान्ह 11.00 बजे
5	ई-निविदा टेक्निकल बिड खोलने की तिथि	23 मार्च, 2020 पूर्वान्ह 11.30 बजे
6	ई-निविदा की फाइनेन्सियल बिड खोलने की तिथि	24 मार्च, 2020 पूर्वान्ह 11.30 बजे
7	ई-निविदा की टेक्निकल बिड एवं वित्तीय बिड खोलने का स्थान	विशेष सचिव एवं वित्त नियंत्रक, राज्यपाल सचिवालय, गेट नं0-9, सरोजनी नायडू मार्ग, लखनऊ।

**E-TENDER DOCUMENT**

Governor's Secretariat, Lucknow (U.P.) invites sealed tenders from desirous firms with well-equipped work shop and trained personed for the Full Service Maintenance Agreement for maintenance of SHARP Photocopier machines, in a sealed cover addressed by name to the undersigned for a period of one year extendable for further one year subject to satisfactory services. The machines are installed in Raj Bhavan/Governor's Secretariat and these are sixteen in number.

**INSTRUCTIONS TO THE BIDDER**

**1. General instructions**

The interested bidders shall have to purchase E-tender documents from the office of Governor's Secretariat, Lucknow (U.P.) from Treasurer and submit their Bid on prescribed formats with necessary documents, on or before the time and date fixed for the receipt of offers as set forth herewith in the tender documents. Offers received after stipulated time and date shall be summarily rejected.

The tenderer should be deposit Rs. 400-00 only at the time of purchasing tender form and submit the copy of his GST registration. The tenderer will deposit the GST payable on the price of tender form in the office of State Tax office..

**2. Last date for Submission of Bid:**

Sealed E-tender along with the earnest money should be deposited in the camp office of Special Secretary cum Finance Controller, Governor's Secretariat, Lucknow (U.P.) on or before 23-03-2020 up to 11.00 AM. Received E- tenders will be opened by the tender committee on dated 23-03-2020 at 11.30 AM. An authorized representative of the firm will be allowed to be present at the time of opening of the tender.

**3. Submission of Bid:**

(a) The bidder should submit bids in two parts viz. "Technical Bid" and "Financial Bid". The Technical Bid should be sealed in a separate sealed envelop along with DDs for EMD, super scribing "Technical Bid for AMC of photocopier machines" and Financial Bid should be sealed in a separate sealed envelope super scribing "Financial Bid of AMC of photocopier Machines".

(b) The Financial Bid must be submitted on comprehensive basis in the proforma placed at Annexure-II.

**4. Technical Conditions**

- xv) The firm should be in existence for over 3 years. The firm must have expertise in preventive on-site maintenance.
- xvi) The tenderer are advised not to erase or mutilate any rate quoted by them. The tender/quotaions, if found erased, overwritten or mutilated are liable to be rejected. The rate Should be indicated both in words and figures. The tender received after the expiry or last date and time of receipt will not be accepted.
- xvii) Only experienced firms for providing maintenance services to the photocopiers of the quoted make i.e. SHARP and having Income tax/GST registration nos. need to apply. A copy of company authorisation current certificate, Income Tax Return of last three years along with PAN No., GST No. should be attached with the tender form.
- xviii) All the FSMA photocopier machines will be repaired with genuine spare parts free of cost, if not, the recovery of the cost of the parts will be made and the amount of security money will be forfeited. The equipment must be kept neat and clean by firm during the service contract.
- xix) 1% wastage will be deducted on net billable copies. No advance payment will be made in any case. Payment shall be made on quarterly basis and subject to satisfactory performance.

- xx) The rate quoted by the tendered shall be valid for a period of one year from the date of award of the tender.
- xxi) The Contract shall be on **comprehensive basis inclusive** of consumables and **repairs & replacement of parts with original spares** of the brand /make of photocopier machine without any extra payment.
- xxii) The contract will be valid for a period of one year and the period of FSMA will be informed after finalization of the contract. The rates quoted will remain enforce for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.
- xxiii) It will be open to Raj Bhavan Lucknow for extending the term of the agreement on the same terms and conditions for a further period of one year, if necessary.
- xxiv) The GST will be paid as per rules and as amended from time to time.
- xxv) The tender is not transferable.
- xxvi) It is mentioned here that if any tenderer fails to fulfill the FSMA contract during the currency of period, the security Money Deposited shall be forfeited.
- xxvii) The firm has to arrange the toner of every photocopier machine in advance free of cost so that the work of Raj Bhavan/Governor's sectt. U.P. does not suffer.
- xxviii) It may also be noted that Additional Chief Secretary to the Governor, U.P. reserves the right to cancelled the tenders.

## 5. Financial condition

- v) The tender must be accompanied by earnest money for an amount of Rs. 1000/- . The earnest money can be deposited by a Bank Draft in favour of Special Secretary cum Finance Controller, Governor's Secretariat, U.P., Lucknow. The bank draft should be attached with the E-tender letter failing which the tender shall not be entertained. The earnest money shall not bear any interest. The earnest money of the unsuccessful tenderer will be returned after the finalisation of the FSMA contract. In case the offer is withdrawn by any tenderer, the earnest money so deposited will be forfeited.
- vi) All the complaints/repairs would be rectified within 24 hours from the time of booking of the complaint or replacement of the firm's machine(without any additional charges) failing which a penalty of Rs. 20/- per working hour for down time of FSMA of SHARP photocopier machine will be levied.
- vii) The successful tender / firm will be required to furnish a security deposit of Rs. 10,000.00 (Rupees ten thousand )only through FDR or demand draft drawn on any scheduled bank in Lucknow & pledged in favour of the Additional Chief Secretary to Governor, Uttar Pradesh, which will be released to the contractor on successful completion of the contract and it will accrue no interest.
- viii) The above act of backing out would automatically debar the firm from any further dealing with Raj Bhawan Lucknow and the security deposit amount of Rs. 10,000.00 (Rupees ten thousand) only would also be forfeited.

  
(SADHANA SRIVASTAVA)

Special Secretary cum Finance controller.



## Annexure-I

### QUOTATION FOR TECHNICAL BIDDING

#### Annual maintenance contract for Raj Bhawan Lucknow

The Technical Bids should include the following details / documents:-

- 1- The date of Commissioning of the firm and a certificate of its continuous functioning in the maintenance business.
- 2- Indicate the date from which the firm is continuously registered with the Uttar Pradesh Trade Tax Department for Works Contract. Please enclose a certified photocopy of the Firm's Registration Certificate with the Uttar Pradesh State Tax Department for Works Contract.
- 3- Indicate whether the firm is the authorized service provider / has tie-up with SHARP. If yes, please attach certified photocopies of all the supporting documents.
- 4- Please provide the details of maintenance contracts executed by the firm during the last three years-

Sl. No.	Name and Address of the Client Organization	Maintenance Site / City	Details of Equipments	Number of Equipments	Period of Contract	Contract Value (Rs. In Lakhs)

- 5- Indicate whether the firm has expertise in maintaining of photocopier machines. If so, provide supporting documents.
- 6- Whether the firm has a repair lab in Lucknow? Provide supporting document.

**Signature & full address of the Tenderer**

**LIST OF SHARP PHOTOCOPIER MACHINE INSTALLED IN RAJ  
BHAVAN/GOVERNOR'S SECRETARIAT, U.P.**

Sr.	Model No.	Installation date
1	AR 5320 E	31-12-2007
2	SR 5320 E	29-08-2008
3	AR 5520	31-03-2010
4	AR 5520 D	17-03-2011
5	AR 5520 D	10-06-2011
6	AR 5516	21-06-2011
7	AR 5620 D	06-01-2012
8	AR 5618 S	13-02-2014
9	MX-M 464 N	05-10-2015
10	AR 6020	23-03-2017
11	AR 6020	23-03-2017
12	AR 6020	23-03-2017
13	AR 6023 N	17-01-2019
14	AR 6023 N	19-06-2019
15	AR 6023 N	19-06-2019
16	AR 6023 N	19-06-2019

Validate Print Help

**Item Rate BoQ**

Tender Inviting Authority: Additional Chief Secretary to the Governor U.P Lucknow

Name of Work: AMC of Sharp Photocopier Machines

Contract No: G-1138 /GS

Name of the Bidder/ Bidding Firm / Company :

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, etc. tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures With GST To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes
1	2	4	5	13	54
1.01	AMC of 16 Sharp Photocopier Machines	16.000	Nos		0.000
<b>Total in Figures</b>					<b>0.000</b>