

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

TENDER DOCUMENT

FOR

**COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT
OF FAX MACHINES OF VARIOUS MAKES/ BRANDS INSTALLED IN
LOK SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

**COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF
VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT**

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**LOK SABHA SECRETARIAT
General Procurement Branch**

**Room No.408, Fourth Floor,
Parliament House Annexe,
New Delhi - 110001**

No. 31/3(CMC)/2016/GPB

8 April, 2016

From

K.C. Pandey
Under Secretary,

To

(All concerned)

Sir,

Subject: Limited Competitive bidding for awarding comprehensive maintenance contract for Fax Machines installed in Lok Sabha Secretariat.

Sealed tenders are invited from reputed firms for 'Comprehensive Service Maintenance Contract' in respect of **Fax Machines of different make and model installed in Lok Sabha Secretariat** for a period of one year initially, extendable further on a year to year basis for two more years on the same prices and terms & conditions on the performance of the firm.

2. This tender document consists of (i) Scope of work; (ii) Instructions to the Bidders, (iii) Terms and conditions of the tender, (iv) Declaration, and; (v) Schedule of rates. **Bidders are requested to go through the scope of work, instructions to the bidders and terms and conditions contained in the bid document which can be downloaded from www.loksabha.nic.in.**

Yours sincerely

Under Secretary

COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT

**Tender No. 31/3(CMC)/2016/GPB
Date of opening of the bids: 08.04.2016**

SCOPE OF WORK

1. This tender calls for Full Maintenance of Fax Machines of various makes/ brands installed in Lok Sabha Secretariat (LSS) (Parliament House, Parliament House Annexe & Parliament Library Building) and other offices of Lok Sabha Secretariat located outside (Residence Offices of HS, HDS, SG, Secretary, etc.). Scope of 'Full Maintenance Service' shall be comprehensive in nature and shall therefore, essentially cover general and breakdown, servicing and repairs/fixing/replacement of all parts of fax machines (except toners & drum) during the contract period at the exclusive risk, responsibility and the cost of the service provider. The term 'maintenance' shall also include rectification of all hardware and software problems/defects and also include cost of all parts/repairs/replacements necessary for the proper maintenance/ functioning of the fax machines. No extra charges for any general wear and tear/spare parts, etc. shall be made by the Secretariat.
2. **The contract will be initially awarded for a period of One Year but extendable year on year basis for a maximum of two extensions, subject to the condition that the services rendered are satisfactory.**
3. The service provider shall
 - (i) maintain stock of essential spare parts in the store at his nearest service centre;
 - (ii) keep essential spare parts under his custody to ensure spare parts consumed are replaced promptly within 24 hours;
 - (iii) provide the spare parts of the same make/quality as installed in existing fax machines with warranty or guarantee of one year period;
 - (iv) maintain service log book / file containing maintenance report duly countersigned by the authorized Officer of the Secretariat.
4. All fax machines under comprehensive maintenance contract shall be repaired with genuine spare parts free of cost and no payment for replacement of spare parts will be made. Fax Machines must be kept neat and clean by the service provider during the service contract.
5. For the regular and proper maintenance/upkeep of the fax machines and for instantaneously attending to the complaints received from this Secretariat, the service provider shall have to depute to this Secretariat at least one well-qualified service engineer having adequate knowledge and wider experience in the relevant field on regular basis.

6. The service provider should ensure that all the complaints are attended to by the service engineers immediately. The complaint calls received directly from the users concerned shall also be honoured and the defects noticed in the systems shall be rectified immediately to put back the systems to normal working conditions. The firm should specify the down time for a system, which should not, in any case, be more than 24 hours on any working day (otherwise max. 48 hours, including holidays).
7. In the event of any or part of systems covered under CMC to be taken to workshop for repair, etc. the service provider should also provide appropriate stand-by system so as to ensure that work of the user concerned is not hindered.
8. Should any need or eventuality arise, this Secretariat may take services of engineers of the service provider outside working hours including Saturday/Holidays and during Conferences/Seminars. No payment or any additional remuneration shall, however, be made for this purpose.
9. The service provider shall also provide functional mobile phones to the service engineers for contact and urgent communications.
10. While taking over the fax machines for maintenance, service provider shall be required to affix their 'identity' stickers on each fax machine showing the firm's name, contact telephone numbers, etc. and also prepare a list containing all the relevant information of fax machines along with the name of user branch/office & name of the contact person. This list will be cross verified by General Procurement Branch of Lok Sabha Secretariat and modifications/corrections, if any, required will be carried out and the exact number of fax machines will then be accordingly decided and fixed/reckoned finally for maintenance work.
11. The service provider should have establishment such as office space, adequate human resources such as service engineers/ technical staff, etc.

COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT

Tender No. 31/3(CMC)/2016/GPB

Date of opening of the bids: 08.04.2016

INSTRUCTIONS TO THE BIDDERS

Minimum eligibility criteria

1. Bidders should

- be an Indian company/firm engaged in providing maintenance services in respect of fax machines of different makes and models in Delhi/NCR and having its office in Delhi/NCR.
- have minimum **3 years** of experience in maintenance of fax machines in Government Departments/ Ministries /PSUs/Autonomous Bodies and have sufficient and qualified manpower to carry out the repairs/attend to service related matters at short notice. (Valid proof- Copies of Comprehensive/Annual Maintenance contracts signed with Ministries/Depts./PSUs/Autonomous Bodies in each year for last 3 years mentioning value, magnitude of work has to be attached)
- not have been blacklisted by the Depts./Ministries of the Govt. of India/PSUs/Autonomous Bodies.

However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

2. Earnest Money Deposit (EMD)

2.1 The Earnest Money Deposit (EMD) of 2,000/- (Rupees Two Thousand Only) should necessarily accompany the Bid in the form of Demand Draft drawn in favour of **'Drawing and Disbursing Officer, Lok Sabha'** payable at New Delhi.

2.2 EMD shall remain valid for a period of 60 days beyond the final validity period of bids (120 days).

2.3 A bid received without Bid security/EMD shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.

2.4 EMD for lesser amount/EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

2.5 The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

2.6 The Bid security/EMD of the unsuccessful bidder will be discharged/returned to them within **30 days** after finalization and award of the contract without any interest.

2.7 The bid security may be forfeited:

- (a) If a bidder withdraws his bid during period of bid validity specified in the bid document.
- (b) In the case of successful bidder, if the bidder fails to :
 - (i) sign the contract
 - (ii) furnish the Performance security within the specified time in the document

3. Documents/Certificates

The tendering firms/agencies are required to submit the photocopies of the following documents along with the bids failing which their bids will not be accepted:-

- (a) Copy of ST/VAT/TIN Registration Certificates;
- (b) Copies of Service Tax Returns filed during the last three financial years;
- (d) Proof of having experience in providing the services to the Government Departments/Ministries/ PSUs/Autonomous Bodies for the last three years. (Copies of the proof of providing these services to ministries/PSUs/Autonomous during **each of the last three years** should be enclosed)
- (e) Declaration regarding blacklisting or otherwise. (**Annexure-I**)

4. Mode and last date for submission of the Bid

4.1 Tender in a SEALED envelope shall bear the Name of the Work i.e. **Quotation for 'Comprehensive Service Maintenance Contract' of Fax Machines** along with Tender Number, due date and time and addressed to **The Director (GPS&SCTC), General Procurement Branch, Room no. 408, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001** and must reach on or before **29.04.2016 by 3.00 P.M.** If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

4.2 Bids should be hand delivered at the address mentioned in clause 4.1.

4.3 No bids will be received/accepted after the expiry of the prescribed date and time for submission of the bids. Bids received, if any, after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

4.4 **Director (GPS&SCTC), General Procurement Branch, Lok Sabha Secretariat**, may at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Lok Sabha Secretariat and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

4.5 The responsibility for submission of the bids in time would rest with the bidder.

4.6 Telegraphic/Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid;

5. Clarification on Bid document

In case the prospective bidders need any clarification regarding any terms and conditions of the tender, he/she/they may write to **the Director (GPS&SCTC), Room No. 408, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001 (Ph.No 23034408 / 23034410)** or by e-mail at the mailing address **gpb-lss@sansad.nic.in** well in time to ensure that required clarification in writing reach the said firm before the last date for submission.

6. Amendment of Bid document

6.1 At any time prior to the deadline for submission of bids, Lok Sabha Secretariat may for any reason whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bid documents by amendment. The amendment will be uploaded onto LSS website www.loksabha.nic.in for the benefit of all the prospective bidders.

6.2 In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Director (GPS&SCTC), General Procurement Branch may at his discretion, extend the deadline for the submission of bids.

7. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected.

8. Non transferability

This tender is non transferable.

9. Preparation of Bids

The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Lok Sabha Secretariat shall be written in English only.

10. Documents comprising the bid

The Bid should consist all the documents/certificates required to be submitted and also the duly filled in schedule of rates.

N.B. : All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected.

11. Bid Prices

11.1 The rates should be quoted in Indian Rupees only in words as well as figures. Service Tax, Excise duties, sales tax, VAT, octroi, transportation, handling, insurance etc., as may be applicable should be quoted separately as shown in Annexure-II. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

11.2 In case of discrepancy between the amounts in figures and words, the amount in words will only be considered for the purpose.

11.3 Rates/prices should be valid for whole period of contract from the date of taking over all fax machines for maintenance. **Tender rates valid for a shorter period shall be rejected as non-responsive.** A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.

12. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non responsive.

13. Signing of the bids

13.1 **The bid shall be typed or printed.** All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

13.2 All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

13.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

14. Modification and withdrawal of bids

14.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received prior to the deadline prescribed for submission of the bids.

14.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission. A withdrawal notice may also be sent by telex/ fax but followed by a signed confirmation copy by post (which should be received before the deadline for submission of bids).

14.3 No bid shall be modified subsequent to the deadline for submission of bids.

15. Bid Opening and Evaluation

Bid Opening

15.1 Bids shall be opened by **Pay and Accounts Officer (P&AO)** of Lok Sabha at **1600 hours (4 PM) on the last date for submission of the bids i.e. on 29.04.2016** in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security is not found as prescribed the bid shall summarily be rejected.

15.2 Bids shall be numbered serially by P&AO. The bidder's names, documents submitted/ not submitted and such other details as the P&AO, at its discretion may consider appropriate shall be announced at the bid opening.

15.3 The empowered Committee/officers shall examine/ evaluate the bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, (v) the requisite bid securities have been furnished; (vi) the bids have been properly signed and stamped; (vii) the bids are generally in order, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**

15.4 Only summary of prices quoted by the bidders will be read out.

16. Process to be confidential

16.1 After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

16.2 Any effort by the bidder to influence the LSS in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

17. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

18. Determination of Eligibility & Responsiveness

The empowered Committee/officers will determine whether the bid is **substantially responsive** to the requirements of the bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the bid documents without any deviation or reservation.

19. Award of Contract

Award Criteria

The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid provided further the bidder has the capability and resources effectively to carry out the contract works.

20. Right to accept/reject any or all Bids

Lok Sabha Secretariat reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

21. Notification of Award

21.1 Prior to the expiration of the prescribed period of bid validity, Lok Sabha Secretariat will notify the successful bidder by fax or e mail or letter confirming in writing that his bid has been successful.

21.2 The notification of award will constitute the formation of the contract.

21.3 Upon furnishing of Performance Security Deposit by the successful bidder in accordance with the provisions of Clause 2 of Terms & Conditions of the Tender, Lok Sabha Secretariat will promptly notify the unsuccessful bidders that their bids have been unsuccessful.

22. Annulment of the Award

22.1 Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event Lok Sabha Secretariat may make the award to any other bidder or call for new bids.

22.2 Lok Sabha Secretariat reserves the right to disqualify selected bidder for a suitable period who habitually failed to render service in time.

22.3 Lok Sabha Secretariat reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT

Tender No. 31/3(CMC)/2016/GPB

Date of opening of the bids: 08.04.2016

TERMS & CONDITIONS

Rates/ Prices

1.1 Rates quoted or rates to be finally approved/accepted by the Secretariat, shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances.

1.2 The rates quoted for CMC services shall be inclusive of all spares, accessories, manpower, tools and tackle, replacement of parts, routine servicing and maintenance of equipments, etc, complete in all respects as per scope of work. Nothing extra shall be payable on any account for providing CMC services.

2. Performance Security Deposit (PSD)

2.1 The successful tenderer will be required to furnish a Performance Security Deposit (PSD) of Rs. 10,000/- (Rupees Ten Thousand only) **within 7 days** on receipt of award letter to ensure due performance of the contract.

2.2 PSD shall be in the form of (i) Demand Draft in favour of **Drawing and Disbursing Officer, Lok Sabha** payable at New Delhi (ii) Deposit receipt from a Nationalized Bank in favour of Drawing and Disbursing Officer, Lok Sabha; or (iii) Bank Guarantee from a Nationalized Bank. The Security Deposit in any other form will not be accepted under any circumstances.

2.3 The PSD will be refunded only after the successful and satisfactory completion of the contract. EMD will be refunded to the successful bidder on receipt of performance security.

2.4 PSD can be withheld or forfeited in full or in part, if during the period of contract, the services of service provider are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached. The decision of this Secretariat in this regard shall be final and binding on the service provider.

3. Change in quantity

This Secretariat also reserves the right to add into the contract additional number of systems during the currency of the contract for the purpose of maintenance on the same approved rates and the same terms & conditions. Likewise, this Secretariat also reserves the right to exclude from the contract any number of fax machines if they are found to be unserviceable at any point of time during the currency of the contract. The contractual charges payable will be modified accordingly.

4. Penalty

In case, Fax machines remain either unattended or defective even after the specified downtime for want of repairs/replacements, etc. or due to fault/neglect of the service provider or its service engineers, a deduction of Rs. 50/- per day and per machine will be made towards penalty from out of the contractual charges payable for the maintenance, etc.

5. Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Lok Sabha Secretariat as to whether the services have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

6. Termination for Default

Lok Sabha Secretariat may, without prejudice to any other remedy for breach of contract, by written notice of default, send to the service provider, terminate the contract in whole or in part and forfeit the security deposit, if

- (a) the service provider fails to cope up with the workload or does not render satisfactory services or dishonor the contract in any way;
- (b) the service provider fails to perform any other obligation(s) under the Contract; and
- (c) the service provider, in either of the above circumstances, does not remedy his failure within a period of 15 days after receipt of the default notice from Lok Sabha Secretariat.

7. Termination for Insolvency

Lok Sabha Secretariat may at any time terminate the contract by giving written notice to the service provider without any compensation. If the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Lok Sabha Secretariat.

8. Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary General, Lok Sabah Secretariat or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

9. Mode of Payment

9.1 The contractual charges payable for the maintenance of fax machines will be released on quarterly/half yearly basis on the basis of satisfactory performance of the service provider during the respective periods. For this purpose, the service provider should submit pre-receipted bill/invoice of their claim after completion of every quarter/half yearly. Payment will be made direct to the service provider through **A/c payee cheque/RTGS/NEFT (Electronic Mode) only**.

9.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

10. Agreement

10.1 Service provider must have to abide by the rules/clauses of tender document during the period of contract. If need be and as the Secretariat may so desire, the successful bidder shall also have to enter into an agreement with the Secretariat for the 'Service Maintenance' on the terms & conditions stipulated in the tender document.

10.2 Initially, the contract will remain in force for a period of one year from the date of award. The Secretariat, however, reserves the right to review the performance of the service provider whenever a need arises, and also to terminate the contract at any point of time during the currency of the contract in case the performance and the service rendered by the service provider is found to be unsatisfactory. The decision taken by the Secretariat in this regard shall be final and binding upon the service provider.

10.3 The Secretariat reserves the right to renew the contract on a year to year basis for two more years or for such period (s) less than that as it may deem necessary, taking into account the satisfactory performance of the service provider during the currency of the contract.

11. General/Others

11.1 The bidders will be bound by the details furnished by him/her to LSS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of the contract making him / her liable for **legal action besides termination of contract.**

11.2 In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.

11.3 At the end of the contract period, the service provider shall demonstrate satisfactory functioning of all the fax machines.

11.4 The fax machines shall be taken over for maintenance contract on as and where installed basis.

12. Consumer's (LSS) Rights

12.1 The LSS reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

12.2 The LSS reserves the right to award the contract to more than one Bidder.

12.3 The LSS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

12.4 If a firm after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT

**Tender No. 31/3(CMC)/2016/GPB
Date of opening of the bids: 08.04.2016**

INFFORMATION AND DOCUMENTS TO BE SUBMITTED

1. Name of the Tenderer Firm/Agency/Company:
.....
2. Address of the Tenderer Firm/Agency/Company
.....
3. Contact Details of the Tendering Firm/Agency:
(a) Tel. No. with STD (O)..... (Fax)..... (R).....
(b) Mobile No.....(c) E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
.....
5. Bidder's bank Details:-
(i) Name of Account Holder:
(ii) Complete A/c No. (Current/Saving).....
(iii) Name of Bank
(iv) Name of Branch with complete Address
.....
(v) IFS Code of Branch
(vi) 9 Digit MICR Code of Branch
(Attach one copy of cancelled cheque leaf after cutting the cheque number).
6. Registration and incorporation particulars of firm:
(Pl. attach copies of the relevant documents/certificates)
7. ST/VAT/Excise Duty/TIN, etc. registration details
(Pl. attach copies of the relevant documents/certificates)
8. Copies of Service Tax Returns filed for the last three financial years.....
.....

9. Declaration regarding blacklisting or otherwise by the Govt. departments (as per **Annexure-I**)
10. Details of Earnest Money Deposit
11. Copies of two 'Maintenance Contracts' issued by Depts./Ministries of Govt of India/PSUs/Autonomous Bodies of Govt. of India during the last three years.....
12. Any other information:
.....

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated..... Name & Address of Firm.....
Authorised Signature & Seal of the Firm

**COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF
VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT**

Tender No. 31/3(CMC)/2016/GPB

Date of opening of the bids: 08.04.2016

DECLARATION

To

The Director (GPS&SCTC),
Lok Sabha Secretariat,
Parliament House Annexe,
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the format to be provided by your office

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the bidder)

Name:

Designation with Seal of the Firm

Date:

COMPREHENSIVE MAINTENANCE CONTRACT (CMC) IN RESPECT OF FAX MACHINES OF VARIOUS MAKES/ BRANDS INSTALLED IN LOK SABHA SECRETARIAT

Tender No. 31/3(CMC)/2016/GPB

Date of opening of the bids: 08.04.2016

From

.....

.....

To

The Director (GPS&SCTC)

General Procurement Branch,

Lok Sabha Secretariat, Parliament House Annexe,

New Delhi-110001.

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for providing Comprehensive Maintenance Services for fax machines as per the scope of services.

My / our rates are as under-

SCHEDULE OF RATES (FINANCIAL BIDS)

Sl. No.	Make/ Brand	Model	No. of Units[^]	CMC Charges per unit (Rs.)	VAT/ ST/ ED, etc. (Rs.), If any.	Total Rs. in figures	Total in Words (Rs.)
1.	Sharp	FO-P-610	01				
2.	Panasonic	KX-FT-903	01				
3.	Canon	L-220	02				
4.	Brother	2820	15				
5.	Samsung	SF-565PR	20				
6.	Samsung	SF-651P	29				
7.	Samsung	SCX-4521F/ 4521FS/XIP	37				
8.	Samsung	SCX-4623FN/ 4828FN	05				
Total Fax Machines			110				

[^]The number of fax machines for 'Comprehensive Maintenance Contract' is liable to vary/change from time to time.

(Signature of the bidder)

Name:

Designation with Seal of the Firm

Date: