

No.D-21011/03/2019-Ad.II
Government of India
Cabinet Secretariat
Admin.II

New Delhi, 2nd December, 2020

CORRIGENDUM

Subject :- Amendments in the tender document for Annual Maintenance Contract of FAX machines-regarding

I am directed to refer to this Secretariat's Tender Notice of even number dated 27.11.2020 floated on CPP portal with tender ID 2020_CABSE_599529_1 and to notify following amendments in the tender document:-

page no. and para no. of tender document	Existing sentence	Amended sentence
Page no.1 para 2	Bid Submission End Date & Time – 22 nd December, 2020 (18:00 PM)	Bid Submission End Date & Time – 22 nd December, 2020 (06:00 PM)
Page no.1 para 2	Bid Opening Date & Time – 23 rd December, 2020 (03:30 PM)	Bid Opening Date & Time – 23 rd December, 2020 (06:00 PM)
Page no.1 para 4	The technical bids will be opened on 23 rd December, 2020 at 03:30 PM in Room no. 06, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004.	The technical bids will be opened on 23 rd December, 2020 at 06:00 PM in Room no. 06, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004.

2. The other specifications of the tender document will remain the same.

Yours faithfully,



(Vikas Srivastava)

Under Secretary to the Govt. of India

D-21011/03/2019-Ad.II
CABINET SECRETARIAT
RASHTRAPATI BHAVAN

New Delhi, the 27th November, 2020

To

(THE INTERESTED BIDDER)

Subject: Invitation to Tender for Annual Maintenance Contract of FAX machines.

The Cabinet Secretariat, Rashtrapati Bhavan invites e-tender on CPP Portal under two bid system for the maintenance of **FAX machines** installed in this Secretariat.

2. The e-tender document can be downloaded from the website of <http://eprocure.gov.in/eprocure/app> from 01.12.2020 to 22.12.2020. The tender document is also available in the Secretariat's website www.cabsec.nic.in. In case of any query, please contact Section Officer (Ad-II), Room No. 6, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi - 110004 (Phone:2301-5937 & 2301-5938). The crucial dates for the tender are as under:

Published Date & time	1 st December, 2020 (09:00 AM)
Bid Documents Download	1 st December, 2020 (09:00 AM)
Bid Submission Start Date & Time	1 st December, 2020 (10:00 AM)
Bid Submission End Date & Time	22 nd December, 2020 (18:00 PM) ←
Bid Opening Date & Time	23 rd December, 2020 (03:30 PM)

3. The interested bidders may submit their bids at <http://eprocure.gov.in/eprocure/app> in two bid system in the prescribed proforma. Tenders are to be submitted online only through e-Procurement Portal. All documents in support of eligibility criteria are to be scanned and uploaded along with the tender document. The bidders are requested to go through the General Terms and Condition (Annexure-I) carefully. They should submit their technical bid as per Annexure II and financial bids as per Annexure-III. Rates to be quoted shall be inclusive of taxes/GST. All the documents attached should be properly indexed.

4. The technical bids will be opened on 23rd December, 2020 at 03:30 PM in Room No. 06, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi – 110004. The financial bid will be opened only for the bidders who qualified technically after thorough examination of technical bids. Incomplete or ambiguous bids will not be considered.

5. The Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.


(Vikas Srivastava)

Under Secretary to the Govt. of India

Enclosure: (1) General terms & conditions (Annexure-I)
(2) Format of Technical Bid (Annexure-II)
(3) Format of Financial Bid (Annexure-III).

Copy to:

1. Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website www.cabsec.nic.in.

**CABINET SECRETARIAT
RASHTRAPATI BHAWAN**

General terms and conditions

1. The firm should have at least 05 years' experience in three different Government Organizations in maintenance of FAX machine. A copy of the experience in AMC should be enclosed along with the sanctioned letter along with the list of clients, indicating the year of working for them.
2. The firm should not have black-listed from any Government organization. An affidavit for non-blacklisting should be attached.
3. The firms should be authorized service providers for Brother equipment/machines. The copy of authorization should be attached.
4. The firm should have to attend the complaints raised by this Secretariat within 24 hours on weekdays Monday to Saturday during 9:00 AM to 5:30 PM. The services may be required on odd hours and also on holidays as the situation demands.
5. Log-report should be maintained by the firm indicating the nature of complaint, date and time of booking the complaint, time when the machine is repaired and total down time. This record will be signed by the firm's service engineer and user.
6. The firm must ensure and assure that the firm who enters into the contract with Cabinet Secretariat will not outsource it further. Any deviation from this would lead to blacklisting.
7. The firm should have minimum annual turnover of services to the tune of 10 lakh exclusively from the AMC services.
8. The AMC will be given initially for a period of one year after finalization of the contract. The rates quoted will remain in force for the entire period of contract. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the Cabinet Secretariat to extend the terms of the agreement for a further period on satisfactory performance of the firm.
9. The company which has been awarded AMC may carry out the inspection of the hardware within two weeks before the start of the AMC. Before the start of contract period the firm should have to submit performance guarantee worth Rs.5,000/- in the shape of bank guarantee which will be release after the successful completion of the services.
10. In case the services of the contractor are not found satisfactory or contractor fails to comply with any terms and conditions of this contract, the Department may terminate the contract and the performance guarantee will be forfeited.
11. The firm shall provide services during office hours in Cabinet Secretariat, Rashtrapati Bhavan, New Delhi and its other offices situated in Delhi and at the residences of Senior Officers of this Secretariat at different locations in New Delhi (including Saturdays/Sundays and Holidays) without any additional cost.
12. As far as possible, the repairs would be carried out on-site itself. However, in case the machine is taken to workshop the firm would provide a **stand-by** for the same with same configuration or higher. The Department will not make any payment towards cartage and the expenditure for the to and fro for transportation of the machines should be borne by

Vikas Singh

the firm. The machine taken out of building for repair should be returned within two working days of taking out of building.

13. For down time calculation, from the time the complaint is lodged should be taken as downtime.
14. New FAX machine purchased will be included in AMC as soon as warranty expires. Similarly, as soon as the firms declare any machine condemned, it will be excluded from the AMC.
15. The firm would use only OEM spare parts. A certificate is to be given by the firm in each case/repair that OEM products parts are used.
16. The firm should have to do Preventive maintenance of all the FAX machines which are under AMC twice in year. The firm will also prepare separate log books for each of the machines taken for preventive maintenance. The FAX machine should be cleaned from outside with liquid cleaner. A preventive maintenance report from the user would be submitted to Administration Section attached with the half yearly bill failing which 25% amount of that of half yearly bill will be deducted while making payments.
17. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.

**Signature of the authorized signatory
of the Tenderer with seal of the Firm**

Vihase Sankar

Technical Bid**Subject: Invitation to Tender for Annual Maintenance Contract of FAX machines.**

S. No.	Particulars	To be filled by the Tenderer
1	Details of the firm: (a) Name (b) Address (c) Name of proprietor (d) Telephone No. (e) Mobile No. (f) Email address (g) Name of business partner, if any	
2	Proof experience: i. 5 years' experience in Govt. Organization ii. Work experience in 3 different Govt. Organization.	
3	Required self-attested documents: i. IT Returns filed (for last 3 yrs) ii. Copy of authorization certificate for maintenance of Brother make equipment including FAX machine. iii. PAN/TAN/GST No. iv. Certification for turnover exclusively from services issued by Chartered Accountant Firm	
4	Affidavit for non-blacklisting	

Note: Only requisite documents are to be attached. Kindly attach documents in proper indexing.

**Signature of the authorized signatory of the
Tenderer with seal of the Firm and date**

Place:

Vikas Sahu

Financial Bid

Subject: Invitation to Tender for Annual Maintenance Contract of FAX machines.

S. No.	Item with description	Quantity	Rates per Unit for One year (Inclusive all taxes in Rupees)
1	Brother FAX Machines		
	i) Model BR-2840	20	
	ii) Model BR-7360	06	

- The number of machines may be increased/ decreased.

Place:-

Date:-

**Signature of the authorized signatory
of the tenderer with seal of the firm
Tele: _____**

Vikas Singh