

SECTION – I**DEPARTMENT OF TELECOMMUNICATIONS
SANCHAR BHAVAN, 20, ASHOKA ROAD, NEW DELHI - 110001.****Tender No. 34-8/2016-G-I. Dated : 22.12.2016****NOTICE INVITING TENDER**

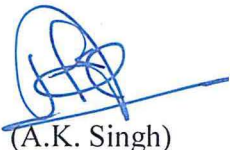
Office of Issue	:	Department of Telecommunications, G-I Section, Sanchar Bhawan, New Delhi-110001
Date of issue of Bid document	:	22.12.2016
Tender No.	:	34-8/2016-G-I
Tender forms are available at	:	Section Officer (G-I), Department of Telecommunications., Mezzanine Floor, Sanchar Bhawan, Ashoka Road, New Delhi-110001
Due date of Receipt	:	12.01.2017 up to 15:00 hrs
Date of opening Technical Bid	:	13.01.2017 at 15:30 hrs.
Date of opening Financial Bid	:	to be intimated later

E-tenders are invited for and on behalf of the President of India, Ministry of Communications, Department of Telecommunications for maintenance of photocopy machines installed in the DOT from reputed **Original Equipment Manufacturer (OEM)** or Authorized Service Providers/Dealers (**tender specific authorization from the parent OEM company issued after 22.12.2016 is must for each make of photocopiers**) under two bid systems (technical & financial). The maintenance contract shall be for diagnosis of faults, supply of spare parts and preventive maintenance, hereinafter called Comprehensive Annual Maintenance Contract (CAMC). The contract will be initially for a period of two years. However, the contract may be extended subsequently, on mutual consent, on the same terms and conditions for a period of one year but not more than six months at a time on review of performance, depending upon the requirements and administrative convenience of the Department of Telecommunications.

Vendor Eligibility Conditions: -

- (i) The firm/company should be Original Equipment Manufacturer (OEM) or Authorized Service Providers/Dealers (**tender specific authorization from the parent OEM company issued after 22.12.2016 is must for each make of photocopiers**).
- (ii) The firms/companies having the experience of maintaining Photocopy machines listed in **Section-V** for more than two years in any Central Government Departments/ Ministries/Govt. undertakings are eligible to participate in the bid. Copy of the work-orders should be enclosed.
- (iii) The company should have at least Rs. 20 Lakhs of annual turnover in last two financial years i.e. for Financial Year 2014-15 & 2015-16. A Turn-over certificate from Chartered Accountant of the company is to be enclosed.

- (iv) The company should be the facility/Application Service Provider partners of the company concerned with brands of the Photocopy machines for which the rates are being quoted.
2. Intending eligible bidders may obtain copy of the bid document from the Section Officer (G-I), Department of Telecom., Mezzanine Floor, Sanchar Bhawan, Ashoka Road, New Delhi-110001 on payment of Rs. 500/- (Rs Five hundred only) (non-refundable). The payment will be accepted in the form of crossed Demand Draft on any scheduled Bank at Delhi/New Delhi drawn in favour of "Pay & Accounts Officer (HQ), DOT, New Delhi". The bid document may also download from the websites i.e. <http://eprocure.gov.in> and www.dot.gov.in.
3. **The scanned copy of Tender fee of Rs. 500/- (Rupees five hundred only) and Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any scheduled bank at Delhi in favour of "Pay & Accounts Officer (HQ), DoT, New Delhi" must be uploaded with the Tender documents and originals in sealed envelope superscribed with the words "Tender for Comprehensive Annual Maintenance Contract for Photocopier Machines", has to be dropped in the Tender Box placed at the Reception of DOT, Sanchar Bhawan latest by 1300 hours on 13.01.2017.**
4. The interested bidders may submit the bids online in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Bids are to be submitted only online through the e-procurement portal <https://eprocure.gov.in>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded. Tender sent by any other mode will not be accepted. Bids shall not be considered in case the Tender Fee and EMD is not submitted on stipulated date and time for the purpose under any circumstances what so ever.
5. Incomplete bid will not be considered and would be rejected summarily. Undersigned and SO (G-I) may be contacted on Phone No. 23036300 and 23036663 for any clarification.
6. The Competent authority in the Department of Telecommunications reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.



(A.K. Singh)
Under Secretary (T)
for & on behalf of the President of India
Ministry of Communications,
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road,
New Delhi-01 Phone No. 23036300

Copy to:

1. All Ministries /Departments of Government of India