



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
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No.MMTC/ADMN./Photo.Service/2014-15

Date : 31/03/2015

SUB : Tender for providing photocopy services.

MMTC Limited, with its Registered Office at Scope Complex, Lodhi Road, New Delhi – 110003, invites sealed quotation from reputed contractors/photocopy service providers for providing Photocopy Services. The terms and conditions are enclosed. The interested contractor/photocopy service providers may drop their sealed quotation addressed to Shri V.K. Gupta, Chief Manager (Admn.) Core-I, Lodhi Road, New Delhi – 110003, in the tender box kept at 2nd floor, Corporate Office along with a demand draft/bankers cheque for a sum of Rs.10,000/- (being the security deposit) drawn in favour of MMTC Limited, New Delhi latest by on or before 20th April, 2015 before 15.00 hours (IST). The cover should be marked as “**Quotation for providing Photocopy Services**”.

Tender documents containing detailed terms and conditions can be downloaded from MMTC’s website <https://eprocure.gov.in> or www.mmtclimited.com

SUB : Tender for providing photocopy services.

MMTC Limited, a Government of India Enterprise is inviting tenders from reputed companies and Micro and Small Enterprises (MSEs) registered with bodies specified by Ministry of Micro Small and Medium Enterprises for providing photocopiers with operators on monthly basis at Corporate Office, Core-1, Scope Complex, Lodhi Road, New Delhi – 110003. The scope of work and some of the important terms and conditions are given below :

- Copy of experience certificate/award letters/performance certificate of last three years issued by Government / PSU Department.
- MSEs registered parties are required to submit registration certificate and store details in addition to above. MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
- The firm must have annual turnover of Rs.30 lakhs during the last three financial years. Copy of balance sheet / Profit & Loss account with income tax returns for the relevant period must be attached.
- Copy of VAT, Service Tax Registration and PAN Number must be attached.
- The firm should not be black listed by any Department in the past and declaration, in this regard, on stamp paper of Rs.10/- duly attested by notary must be submitted by the bidders.
- The CONTRACTOR shall have to provide 06 (Six) good quality photocopy machines of renowned brand which should not be more than two years old, four with operators and one without operator at MMTC, Scope Complex, Lodhi Road, New Delhi and one without operator at Site Office, MMTC Housing Colony, Aurobindo Marg, New Delhi for undertaking the photocopying jobs of all nature on all working days (Monday to Friday) between 09.30 AM to 6.00 PM. The Contractor shall in case so required by MMTC, also provide the service of photocopying beyond office hours and on weekly off / holidays for which per hour rate should be quoted by the Contractor.
- It shall be the responsibility of the CONTRACTOR to keep the machine fully maintained and performing to the required standard. All the repairs/servicing to the machines will be carried out by the CONTRACTOR at his own cost. The Contractor shall ensure that any fault or breakdown to the machine is rectified immediately. In case of major breakdown where the machine is

required to be removed from the premises of MMTC for repairs in outside workshop, the CONTRACTOR shall immediately provide one standby machine before its removal. The Contractor should also keep sufficient stock of toner for refill, so that work does not suffer at any point of time.

- The CONTRACTOR shall be responsible for getting good quality of copies. MMTC shall have the right not to accept a copy of sub-standard quality. Such copies shall not be admitted for any payment. It shall, therefore, be obligatory on the part of the CONTRACTOR to maintain right level and good quality of toner in each machine. The cost of toner (ink) shall be borne by the contractor only.
- For the execution of the job, the paper shall be supplied by MMTC. MMTC shall provide electricity for running the machine at its cost. However, the other gadgets or accessories such as voltage stabilizer, power and cord etc. required for running the machine shall be arranged by the CONTRACTOR.
- The contractor shall pay all the wages to the operators employed by him and MMTC shall not be liable for any payment to the operators. The monthly bills of the contractor shall be computed based on the total copies executed in a month.
- Successful bidder shall have to enter into an agreement with MMTC. Interested parties may quote their per machine minimum monthly rate and per copy rate on their letter head. Offers should be accompanied with a Demand Draft /Banker's Cheque of Rs.10,000/- payable to MMTC, New Delhi.
- Under Public Procurement Policy for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME.
- Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning and scope operation or effect of this contract or the validating or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of arbitration and Conciliation Act 1996 shall apply to such arbitration proceeding. The venue of such arbitration shall be New Delhi.
- The Courts of Delhi shall have jurisdiction in the matter of dispute.

Sealed quotation may be dropped in a tender box kept at 2nd floor, Administration Division latest by 3.00 pm on 20/04/2015. The offers will be opened on 21/04/2015 at 11.00 am.

MMTC reserves the right to reject any or all the offers without assigning any reason.

(V.K. GUPTA)
Chief Manager