



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
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No.MMTC/CO/Photosate/Konica-2017

Date : 23/06/2017

SUB : Tender for Maintenance Contract of Photocopiers.

MMTC Limited, a Government of India Enterprise is inviting sealed quotation for maintenance (FSMA) of 11 (Eleven) Digital Konika Minolta photocopier and 02 (two) Kyocera from authorized distributors/service centers of Konika Minolta and Kyocera Photocopiers placed at Corporate Office, Core-1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110003 having experience during last three years in Govt. /Semi Govt. /PSUs /MNC organization. Bidders have minimum turnover of Rs.50,00,000/- (rupees Fifty lac only) per year during each of the last three years (valid and certified proof has to be attached). AMC for the photocopier are at annexure – A.

Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India 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 as per guidelines prescribed under MSMEs Act, 2006.

The scope of work and some of the important terms and conditions are given below :

- The service provider shall have to keep the Photocopiers always in perfect working conditions, neat and clean and shall use good quality Tonner (ink) and genuine spare parts.
- The service provider shall have to rectify the defects on the same day, the complaint receive but in any case should not take more than two working days, failing which a penalty of Rs.100/- per day per photocopier will be imposed.

- Payment shall be made on submission of bill on the basis of reading duly certified by the Division using the photocopier.

Successful bidder shall have to enter into an agreement with MMTC wherein other terms and conditions will be mentioned and shall have to deposit interest free performance guarantee of Rs.25,000/- which will be refunded within three months from expiry of agreement. The agreement will be valid for a period of one year which can be extended for one more year by mutual understanding. In the event of breach of term and condition of the agreement, MMTC reserves the right to annul the contract and get the work completed alternatively at the contractor's risk and expense without any further notice to him. This agreement can also be terminated from either side by giving notice of one month.

Interested parties may quote per copy rate on their letter head as per Annexure-B, incorporating the details mentioned below :

1. Per copy rate
2. PAN Card Number
3. Service Tax Number
4. GST Registration No. / Proof of having applied for registration under GST.
5. Banker's name and Account Number
6. Number and date of authorization by Konica Minolta and Kyocera
7. Details of Past Experience in the same trade (Please enclose copies of orders received from Govt. /Semi Govt. /PSUs /MNC organization.
8. Turnover of the last three years
9. In case the party is registered with Ministry of MSME/ its authorized agencies, required to submit registration certificate and store details in addition to above.
10. Turnover of the Company

Offers should be accompanied with a DD/BC of Rs.10,000/- payable to MMTC, New Delhi as earnest money. The earnest money of the firms, whose quotations are not approved, will be refunded as early as possible. Copies of relevant documents may also be attached.

Sealed quotations may be dropped in a tender box kept at 2nd floor, Administration Division latest by 03.00 p.m. on 13th July, 2017. The quotation will be opened on 14th July, 2017 at 11.30 a.m.

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

Addl. General Manager (Admn.)

New Delhi.

ANNEXURE - A

S.No.	Model No.	QTY
1	DI-3010 (Konica Minolta)	06
2	Bizhub 350 (Konica Minolta)	03
3	Bizhub 363 (Konica Minolta)	02
4	FS-6025 (Kyocera)	01
5	TASKalfa-3010i (Kyocera)	01

Annexure – B

1	Name of the firm	
	Address (with Telephone No.)	
	Contact Person with Mobile No.	
	E-mail address	
2	Status Proprietary/Partnership/ Pvt./ Public Ltd. Co.	
3	PAN Number (Enclosed copy of Pan No.)	
4	TIN/Service Tax No. (Enclose copy of TIN/Service Tax No.)	
5	GST Registration Number or proof of applied for registration under GST.	
6	Details of Past Experience in the same trade (Enclose copies of orders received from Govt. /Semi Govt. /PSUs /MNC organization.	
7	Banker's Name and Account Number	
8	Earnest Money of Rs.10,000/- paid vide	
9	Registration No. with MSME/NSIC (Enclosed copy)	
10	Turnover of last three years (Enclosed copy of balance sheet and profit & loss account)	
11	Rate Per Copy	

Declaration:

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the MMTC in future.

(Signature with Stamp of Tenderer)

