From   : The Controller General,
        Indian Bureau of Mines.

Subject: Annual Maintenance Contract (AMC) for one Canon Digital Photocopier
        machine iR(2318L)-req.

Sir/Madam,

Quotations are invited to undertake AMC for one Canon Photocopying machine
        iR(2318L). The machine is available for inspection during Office hours (9.30 AM to 6.00 PM) on
        all working days at 1st Floor, ‘B’ Block, Publication Section, Indian Bureau of Mines, Nagpur. Please find
        enclosed the Tender Notice released by this Department for this purpose. Bids have
        to be submitted on or before the due date, i.e. 18.03.2015 (12 noon) in the Prescribed Formats
        (see Annexure-I, II & III) along with copy of the Tender Notice/Enquiry, duly signed and stamped
        on every page. A profile of the machine is enclosed vide Annexure III. The Bids that are
        received in sealed envelopes shall be opened on 18.03.2015 at 3.00 PM.

Your Bids should be addressed to The Controller General, Indian Bureau of Mines,
        Nagpur. If interested, Tender Bids in compliance with the stated Terms & Conditions may be
        forwarded in a sealed envelope to The Chief Editor, Indian Bureau of Mines, Indira Bhavan,
        Civil Lines, Nagpur 440 001, latest by 18.03.2015 before 12 noon.

Thanking you,

Yours faithfully,

(A. K. Sharma)
        Asstt. Editor
        for Controller General
TENDER NOTICE

The Controller General, IBM, on behalf of the President of India, invites sealed bids from Agencies to undertake Annual Maintenance Contract (AMC) for one Canon Digital Photocopier iR(2318L) Machine – Brand Canon, Manufactured by Canon India Pvt. Ltd, Size: A3 iR2318L with Duplex A-1 and Toner iR Low end Printer along with all accessories.

A. General Terms & Conditions and Job Details

1. The quotation should be valid for a period of 6 (six) months.

2. Servicing includes viz. (a) electrical parts repair, (b) complete cleaning of the main parts of the machine, (c) making all essential adjustments inclusive of repairs and replacement of parts, if any, (d) movement order, etc., both mechanical and electrical.

3. There shall be 12 preventive servicing in a year strictly on monthly basis.

4. Each service will be supervised by an Official of the Publication Section and the Service Report has to be submitted to the IBM on Monthly basis and Bill has to be submitted on quarterly basis for payment. Payment will be done on per page basis.

5. The date of servicing of the machine would be at the discretion of this Department. Contract includes cost of consumables, i.e., Toner & Drum required to run the copier.

6. If you fail to attend the breakdown within 48 hours after communication by this Department telephonically and/or in writing, the department reserves the right to get the work done from other service agencies and recover the cost thereof from AMC.

7. In the event of breakdown/or failure in machine after servicing, your representative would pay a visit to the Publication Section as and when intimated and you shall have to attend this forth-with without any extra charges.

(Signature & Seal of Bidding Agency)

Contd…
8. The one year period of servicing will commence from the date of acceptance of Contract by the Department.

9. During the continuance of AMC, if the machine becomes obsolete/ unserviceable, then the contract will be terminated in that month itself in which the machines becomes obsolete/unserviceable. The payment, therefore, will be made on pro-rata-basis (proportionately).

10. During the course of servicing or repairing IBM shall not be liable for any damage or loss direct, indirect or consequential to any person or property/procurement of the Servicing Agency, as a result of operation/breakdown or accident of this machine or any other circumstances beyond the control of IBM.

11. Should any statutory levy or tax of any nature, including Service Tax become applicable to this agreement at any time, it is understood and agreed that such incidents will be borne by the Servicing Agency.

12. In case of any dispute in the service contract, the decision of the Controller General, Indian Bureau of Mines, shall be final and binding on you.

13. VAT, as per prevailing rate, is applicable on 80% on Material (Billable copies) and Service Tax, as per prevailing rate, is applicable on 20% of billable copies.

B. Instructions for Tender Submission

1. The Price Bid is to be submitted in the Prescribed Formats (Annexure I, II & III) enclosed to this Tender Notice. Tenders submitted otherwise would not be considered.

2. Each interested bidder is allowed to submit only a single tender. Tenders must be submitted in sealed envelope on or before the last day of submission. The last date and time for receipt of duly filled in Tender is 18/03/2015 (12 noon). The Bids should be addressed to The Controller General, Indian Bureau of Mines, Nagpur. The Tender should be sent to The Chief Editor, Publication Section, First Floor, ‘B’ Block, Indira Bhavan, Indian Bureau of Mines, Civil Lines, Nagpur- 440 001 on or before the due date. Tender Application received after the expiry of the due date and time shall not be considered.

3. The Tenders will be opened on 18/03/2015 at 3.00 PM by the Tender Opening Committee in the presence of participating Tenderers or their authorised representatives who may wish to attend.

(Signature & Seal of Bidding Agency)

Contd…
4. In the event of the Office being closed due to any reason whatsoever on the proposed date for Receiving/Opening of Tender/Quotation, the formality for Receiving/Opening of Tenders/Quotations will be taken up on the next working day at the scheduled time without any notice issued in this regard.

5. The prospective bidder is required to indicate its **CST/ST/VAT/Service Tax/Registration Number**, wherever applicable. The same must be mentioned in its quotation and also in bill as and when it is submitted.

**C. Additional Conditions/Requirements**

1. The Department (IBM) reserves the right to cancel the job contract in whole or in parts without assigning any reasons at any time, if the Successful Bidder does not honour the terms & conditions of the Tender.

2. The Tender will be accepted by the Competent Authority in IBM as per the rules/instructions issued by the Government of India from time to time in the matter.

3. The Department reserves the right to reject any or all Tenders/extend the date of opening of Tender etc. without assigning any reasons thereof.

4. In addition to its right to determine the contract upon fault of the Successful Bidder, the Department reserves the right to cancel the contract any time in whole or in part without assigning any reasons and the Department also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the Department’s specifications and complete satisfaction.

5. All questions, disputes or differences arising in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Nagpur.

(Signature & Seal of Bidding Agency)
D. Submission of Financial Bid:

1. Name of the Bidding Agency : _______________________________

2. Contact Address : _______________________________
                          _______________________________
                          _______________________________
                          _______________________________

3. Contact No./Details : Landline No. :
                          Fax No. :
                          Mobile No. :
                          E-mail ID. :
                          Website (if any):

4. CST/ST/VAT/Service Tax/Registration No. : (whichever is applicable)

(Signature & Seal of Bidding Agency)
E. Financial Bid Specifications:

<table>
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<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Quantity</th>
<th>Unit Rate in Rs./paisa (Per page)</th>
<th>Per Unit</th>
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<td>Canon Photocopier iR(2318L)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
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**Enclosures to be submitted with the Bid:**

1. Tender Document, Submission of Financial Bid, Financial Bid Specifications & Machine Profile (Annexure I, II & III) (Given format to be adopted/used by the bidder) must be duly signed and stamped on every page.

Date: 

Place: (Signature & Seal of Bidding Agency)
F. Machine Profile:

(i) **Canon Digital Photocopier iR(2318L)**

(ii) Brand - Canon

(iii) Manufactured by - M/s Cannon India Pvt. Ltd

(iv) Size - A3 iR(2318L) with Duplex A-1 and Toner iR Low end printer along with all accessories.

(v) Date of Installation: 11/01/2012

(Signature & Seal of Bidding Agency)