

**National Green Tribunal  
Central Zone Bench  
IIIrd Floor, State Information Commission Building  
Bhopal – 462011**

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**TENDER NOTICE**

**FOR**

**TOTAL GUARANTEE CONTRACT FOR CANON DIGITAL COPIER MODEL  
NO. IR2535 (SL. NO. QYN 00611) AND IR2420L (SL. NO. HWB03886)  
INSTALLED AT NATIONALGREEN TRIBUNAL, CENTRAL ZONE BENCH,  
BHOPAL FOR OFFICIAL USE**

w.e.f. 01.11.2023 to 31.10.2024

Tender No: NGT/CZB/25/2013/Vol.IV

Dated: 03.10.2023

PROVISION OF TENDER DOCUMENT	: 03.10.2023 to 16.10.2023
PRE BID MEETING	: 13.10.2023 at 03:00 P.M.
BID SUBMSSION	: 16.10.2023 up to 05:00 P.M.
BID OPENING	: 18.10.2023 at 03:00 P.M.

## TENDER NOTICE

TOTAL GUARANTEE CONTRACT FOR CANON DIGITAL COPIER MODEL  
NO. IR2535 (SL. NO. QYN 00611) AND IR2420L (SL. NO. HWB03886)  
INSTALLED AT NATIONALGREEN TRIBUNAL, CENTRAL ZONE BENCH,  
BHOPAL FOR OFFICIAL USE

w.e.f. 01.11.2023 to 31.10.2024

Tender No: NGT/CZB/25/2013/Vol.IV

Dated: 03.10.2023

- i) Sealed tenders are invited from the eligible tenderers to provide services for CANON Digital Copier, as proforma attached (Annexure-A), for 12 months from 01.11.2023 to 31.10.2024 as per terms & conditions of the tender document.

Name of Work	Bid Security (also known as Earnest Money) to be deposited except Micro and Small Enterprises	Last Date and Time for Receiving Tenders	Date of Tender Opening
CANON Digital Copier Services to be provided at the Central Zone Bench at Bhopal	10,000/-	16.10.2023 up to 05:00 P.M.	18.10.2023 at 03:00 P.M

A set of tender document can be obtained from the Office of the Registrar, National Green Tribunal, (Central Zone Bench), B-35, Third Floor, State Information Commission Building, Arera Hills Bhopal, Madhya Pradesh- 462011 on any working day from 03.10.2023 to 16.10.2023 between 10:00 AM to 04:00 PM

- ii) A Pre Bid meeting shall be held in the office of the Registrar, Central Zone Bench, B-35, Third Floor, State Information Commission Building, Arera Hills Bhopal, Madhya Pradesh- 462011 to clarify any queries of the Tenderer on 13.10.2023 at 15:00 hours.
- iii) Details of the Tender Document can be seen at website [www.greentribunal.gov.in](http://www.greentribunal.gov.in). The Tender document can also be downloaded from this website.
- iv) Bid Security / Earnest Money may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks.
- iv) The Registrar, National Green Tribunal, Central Zone Bench, B-35, Third Floor, State Information Commission Building, Arera Hills Bhopal, Madhya Pradesh- 462011 reserves the right to accept or reject the tender without assigning any reason thereof.

Sd/-

(Rajesh Kumar Agarwal)  
Registrar

National Green Tribunal Central Zone Bench,  
B-35, Third Floor, State Information Commission Building,  
Arera Hills Bhopal, Madhya Pradesh- 462011

## TENDER DOCUMENT

TOTAL GUARANTEE CONTRACT FOR CANON DIGITAL COPIER  
MODEL NO. IR2535 (SL. NO. QYN 00611) AND IR2420L (SL. NO.  
HWB03886) INSTALLED AT NATIONAL GREEN TRIBUNAL,  
CENTRAL ZONE BENCH, BHOPAL FOR OFFICIAL USE

w.e.f. 01.11.2023 to 31.10.2024

Tender No: NGT/CZB/25/2013/Vol.IV

Dated: 03.10.2023

Sealed tenders are invited for awarding of Total Guarantee Contract for canon digital copier installed at NGT, CZB, Bhopal. The Total Guarantee Contract for Two (2) Canon make Digital photocopiers machines valid for a period of one (01) year w.e.f. 01.11.2023 to 31.10.2024 as per the details given below:

S. N	Details of Machine	Purchasing Date
1.	Filing Section, IR2535 (QYN00611)	28.03.2014
2.	Admin Section, IR2524 (HWB03886)	08.05.2013

Interested parties, if they so desire, may contact office of the Registrar, National Green Tribunal, Central Zone Bench, B-35, Third Floor, State Information Commission Building, Arera Hills Bhopal, Madhya Pradesh- 462011 and can personally visit Office on any Working day between 10:00 AM to 04:00 pm except on Saturday and Sunday for physical verification or any further information.

### A. TENDER

1. The sealed tenders may be submitted in a **single Bid** system in a Sealed Envelope super-scribed as "Bid for Total Guarantee Contract for Canon Digital Copier " for canon make photocopiers installed at National Green Tribunal, Central Zone Bench, B-35, Third Floor, State Information Commission Building, Arera Hills Bhopal, Madhya Pradesh- 462011 on or before 16.10.2023 (1700 Hrs). Quotations received after the due date and time will not be accepted. The quotations will be opened on 18.10.2023 at 03:00 P.M. No separate meeting notice will be issued in this regard. Service providers also requested to check the website regularly.
2. The Envelope Quotations may be addressed to the Registrar, National Green Tribunal, Central Zone Bench, B-35, Third Floor, State Information Commission Building, Arera Hills Bhopal, Madhya Pradesh- 462011. The bids must be submitted in the Tender box placed in the Office of Registrar, NGT, CZB, Bhopal.

Bidding parties or their authorized representatives may also be present at the time of opening of bids. Only one representative on behalf of one tenderer shall be allowed to be present on the occasion.

3. The tenderer are expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderers' risk and may result in rejection of the tender.
4. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next working day will be treated as due date of the tender.

### **B. TERMS AND CONDITIONS OF TENDER**

5. The tenderers are required to quote their lowest rate for Total Guarantee Contract for Canon Digital Copier which should be valid for a period of one (01) year w.e.f. 01.11.2023 to 31.10.2024. The term of One (01) years may be extended for a further period of **three years** as may be deemed fit by the Competent Authority of the NGT on the basis of satisfactory performance of the service provider. Total Guarantee Contract shall include costs of commuting, all spare parts including plastic parts and no separate traveling charges shall be admissible.
6. Registry is not bound to accept the lowest tender and reserves its right to reject or accepts any or all the tenders; partly or completely, at any time without assigning any reason therefor.
7. The tenderer is required to send their tender along with a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of "Registrar, National Green Tribunal, Central Zone Bench, Bhopal" as Earnest Money, by writing the name of the firm and telephone number on the reverse side of the Demand Draft. Earnest money will be refunded to the unsuccessful tenderer on their written request after awarding of the Contract to the successful tenderer.
8. The Total Guarantee Contract includes thorough check-up, cleaning, overall servicing, replacement of Original Tonner, Original Cartridge etc. of the Photocopier Machines and keeping them in an excellent working condition and also to effectively attend the complaints of breakdown immediately.
9. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the

- concerned party at any time after it is submitted, appropriate action may be taken.
10. The Registry will deal with the tenderer directly and no middleman/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
  11. Over-writing/ over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
  12. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.
  13. The tenderer shall quote rates both in figures and words with blue /black ball pen.
  14. The tenderer will also certify that the charges levied do not exceed the rates charged by him from others for similar services.
  15. The tenderer should submit proof of his domicile in Bhopal along with address of the office for 100% support services.
  16. The tenderer should have a well established workshop/infrastructure and possess Minimum of three years experience in the Government Office (Central/State).
  17. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Security deposit shall stand forfeited in case of breach of any of the condition.
  18. During the subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry has a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.
  19. The tenderer shall give an undertaking (as per Annexure-B) that the firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/ Public Sector units/Autonomous bodies have not been banned/terminated on the account of poor performance.

#### **C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER**

20. The successful tenderer shall have to deposit **Performance Security Deposit @ 3 %** of the total value of the tender by way of "Bank Guarantee" drawn in -favour of "The Registrar, National Green Tribunal, Central Zone Bench, Bhopal" within a week of the receipt of the work order which will be refunded after 60 days from the date of successful completion of Total Guarantee Contract or payment of the last bill whichever is later.
21. The successful tenderer shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been got verified by the Police Authorities

and record be maintained to this effect and further the same shall be verified from time to time.

22. The consumables items including drum and toners should be original parts & in original packing, which will be inspected by the Registry and in case the supply is not found strictly in conformity with the approved specifications, the same will be liable to be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the approved specifications at the cost of the tenderer. The decision of the Registrar of NGT, CZB in this regard shall be final.
23. The payment of the bills will be made on monthly basis only after the satisfactory report of the concerned officers/users.
24. The vendor would take up of any reported fault/complaint immediately even at odd hours and during holidays and shall rectify the fault immediately as far as possible. The repairs would be carried out on-site itself. No TA will be given, if for some reason, it is not possible to carry out the necessary repair at the place where the machine is installed, prior permission in writing shall be taken before taking the item to the workshop of the tenderer. However, in case the machine is not likely to be repaired within 6 hours, the firm would provide a standby for the same till the faulty machine is repaired.
25. The tenderer shall maintain the equipment as per manufacturer's guidelines and shall use only original company components for replacement. The original specification/characteristics/features of the item shall not be changed without prior permission of the Competent Authority of NGT.
26. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the personnel deployed by the successful tenderer nor shall his workers have any claim on this Registry for compensation or financial assistance on this account.
27. The Total Guarantee Contract will be valid and effective for a period of One years. It will be open to the National Green Tribunal, Central Zone Bench to extend the terms of the contract of Total Guarantee Contract on the same terms and conditions for a further period of three years and if so necessary, subject to the satisfactory completion of the existing terms and conditions.

#### D-PENALTIES

28. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions, or deficiency in service, and to entrust the work to another dealer/vendor and to recover the loss, if any sustained by the Registry from the tenderer.
29. The consumables items are required to be replacing immediately with new items for

smooth functioning of this Bench.

30. If delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry, the Registry may impose penalty of one percent per week subject to maximum penalty of 10%.
31. The work executed by the firm should be to the satisfaction of the concerned officer where work has to be executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.
32. Even after awarding the said contract, the Registry reserves the right to terminate the same at any point of time during the contact period, if services of the successful tenderer are not found satisfactory.
33. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice or opportunity.

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**National Green Tribunal**  
**Central Zone Bench**  
**IIIrd Floor, State Information Commission Building**  
**Bhopal – 462011**  
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Tender No: NGT/CZB/25/2013/Vol.IV

Dated: .....10.2023

Porforma to be Filled for Award of Total Guarantee Contract for Canon Digital Copier for One (1) Year w.e.f. 01.11.2023 to 31.10.2024:

1. Name of the Firm with Address
2. GST Number
3. Nature of business  
(Manufacturer/ Service/ Repair & Maintenance/others):
4. Name of the Contact Person  
with Telephone/Mobile  
No./E-mail ID :
5. Details of previous experience of firm:
6. Rates for Total Guarantee Contract  
for Canon Digital Copier:

Sl No.	Canon Photocopier Machines	Rates for Total Guarantee Contract for Canon Digital Copier	GST	Total Rate along with GST
1.	IR2535 (SL. NO. QYN 00611)			
2.	IR2420L (SL. NO. HWB03886)			

- Kindly attach separate sheet if required for Total Guarantee Contract.

7. Name and Mobile No. of qualified Engineer:
8. Whether all the terms & conditions of NGT are acceptable (Yes/No):
9. Whether tender document ( all pages) duly signed, stamped and ligible:

10. Any other information, please specify

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Signature

Place:

(Name of firm with stamp)

UNDERTAKING

I/We undertake that (name of the company) has not been blacklisted/banned by any Central Government/ State Government/ Public Sector undertaking/Autonomous Body etc.

Signature of the authorised/ signatory  
of the firm/ company organization/  
official stamp/ seal

Dated:

Place: