

NGT/PB/56/GA/2016/Vol.II/500  
National Green Tribunal  
(Principal Bench)

Faridkot House,  
Copernicus Marg  
New Delhi-110001

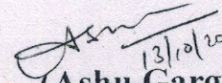
Dated: 13 October, 2020

CIRCULAR

Sub: Notice inviting Tender for Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance Contract of Canon Make Photocopiers and Rate Contract for its Consumables Items., installed in the National Green Tribunal, reg.

The undersigned is directed to forward a copy of notice inviting tender for Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance Contract of Canon Make Photocopiers and Rate Contract for its Consumables Items installed in the National Green Tribunal, Principal Bench, New Delhi for giving wide publicity.

This issues with approval of the Competent Authority.

  
13/10/2020  
(Ashu Garg)

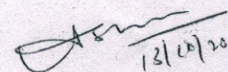
Registrar General

To

1. Director, (PL) MoEF&CC, Indra Parayavaran Bhawan, Ali Ganj New Delhi-110003 with the request to get the tender notice uploaded on Ministry's Website, and on Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. Computer In-charge, NGT to upload NIT on Website of NGT.
3. Notice Board of NGT.

Copy to:-

1. PPS to Hon'ble Chairperson
2. PA to Ld. Registrar General/NGT
3. Guard File

  
13/10/2020

(Ashu Garg)  
Registrar General

**National Green Tribunal**  
**Principal Bench**  
**Faridkot House, Copernicus Marg**

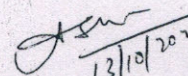
NGT/PB/56/GA/2016/VOL.II

Dated: 13.10.2020

**NOTICE INVITING TENDER**

**For awarding of Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance Contract of Canon Make Photocopiers and Rate Contract for its Consumables Items.**

<b>Tender no. &amp; date</b>	NGT/PB/56/GA/2016/Vol.II/500 dated 13 October 2020
<b>Earnest Money</b>	Rs. 10,000/- (Rs. Ten thousand only) favoring Registrar General, New Delhi. EMD to be deposited along with Bid.
<b>Cost of Tender Document</b>	NIL
<b>Last Date and Time of submission of tender</b>	Up to 15:00 hrs on 5 <sup>th</sup> November 2020
<b>Validity Of Offer</b>	90 days from the date of opening of the price bid
<b>Contract period</b>	Two (2) years. The same may be further extended subject to satisfactory report.
<b>Date and Time for Tender Opening</b>	16:00 hrs. On 5 <sup>th</sup> November 2020
<b>Contact for Further Communication</b>	General Administration Section National Green Tribunal Principal Bench Faridkot House, Copernicus Marg, New Delhi – 110001. Tel no. 011-23043552

  
13/10/2020 Page 1 of 10

Sealed tenders are invited from service manufacturer/authorized /registered dealers of Canon India Ltd. for awarding of Annual Service Maintenance Contract/ Annual Comprehensive service Maintenance Contract for Nine (9) Canon make Digital photocopiers machines and Rate Contract of its Consumable items for a period of Two (02) years as per the details given below:

S.N	Canon Photocopier Machine installed section and Serial Nos	Purchasing Date
1.	Judicial Section,IR2535 (QYN00646)	15.04.2014
2.	Filing Section,IR2535 (QYN00659)	15.04.2014
3.	Ld.RG Office,IR2535 (QYN00651)	15.04.2014
4.	Admin. Section,IR2535 (QYN00653)	15.04.2014
5.	Steno Room,IR2535 (QYN00655)	15.04.2014
6.	Library IR2535 (QYN00665)	15.04.2014
7	Judicial Section, IRADV4545 (YAK01294)	08.12.2018
8	HCP Residential office, IRADV4545 (YAK01270)	08.12.2018
9	Judicial Section IRADV4545 (YAK01133)	31.01.2019

Interested parties, if they so desire, may contact Consultant, General Administration Section on Tel.No. 011-23043552 and can personally visit Office on any working day between 10:30 am to 04:30 pm except on Saturday and Sunday for physical verification or any further information.

#### **A. TENDER**

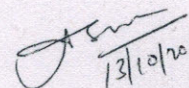
1. The sealed tenders may be submitted in a **single Bid** system in a Sealed Envelope super-scribed as "Bid for Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance Contract" for canon make photocopiers and rate contract for its consumables items installed at NGT, PB Faridkot House, Copernicus Marg, New Delhi – 110001 on or before 05/11/2020 (1500 Hrs). Quotations received after the due date and time will not be accepted. The quotations will be opened at 1600 Hrs on the same day or any other day as may deem fit by the Tender Committee through online Video Conferencing (Google Meet). Separate meeting notice will be issued in this regard. Service providers are requested to check the website regularly.

*Handwritten signature*  
13/10/2020

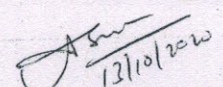
2. The Envelope Quotations may be addressed to the Registrar General, National Green Tribunal, Faridkot House. Copernicus Marg, New Delhi-110001. The bids must be submitted in the Tender box placed in front of R&I section of the NGT. Bidding parties or their authorized representatives can also be present 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 tenderers 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 rates for Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance Contract of Canon make Digital photocopier machines and rates of its consumables as per Annexure-'A' enclosed which should be valid for a period of two (2) years from the date of awarding the contract mentioning percentage of GST/Tax or discount etc. The term of two (2) years may be extended for a further period as may be deemed fit by the Competent Authority of the NGT on the basis of satisfactory performance of the service provider. Rates quoted for Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance 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 accept any or all the tenders, partly or completely, at any time without assigning any reason therefor.

  
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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 "The Registrar General, National Green Tribunal, New Delhi" 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. Bidders registered with MSEs are exempted from EMD subject to production of necessary certificates.
8. The maintenance contract includes thorough check-up, cleaning, overall servicing, etc of the Photocopier Machines and keeping them in an excellent working condition and also to effectively attend the complaints of breakdown immediately. The maintenance charges (CAMC) would be inclusive of visiting charges/spare parts/labour charges/ transportation charges/installation charges/ freight charges etc.
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 Delhi-NCR along with address of the office. The Bidder company/firm should have at least one branch offices(s) at NCR/Delhi/New Delhi for 100% support services.

  
12/10/2020

16. The tenderer should have a well established workshop/infrastructure and possess minimum three years experience in the Government Office/Corporates.
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 @ 5%** of the total value of the tender by way of "Bank Guarantee" drawn in favour of "The Registrar General, National Green Tribunal, New Delhi" within a week of the receipt of the work order which will be refunded after 60 days from the date of successful completion of 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 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 General of NGT, PB in this regard shall be final.

23. The payment of the bills will be made on quarterly 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 contract will be valid and effective for a period of Two years. It will be open to the National Green Tribunal, Principal Bench to extend the term of the contract of Annual Service Maintenance Contract/ Annual Comprehensive Service Maintenance Contract on the same terms and conditions for a further period as may be required and if so necessary, subject to the satisfactory completion of the existing maintenance contract.

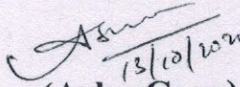
D.

#### 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.

*Aw*  
15/10/2020

29. The consumables items are required to be supplied within two days on receipt of the Purchase Order and in case the supply & installation is not done within the stipulated time and the Registry is forced to make purchase from outside to meet the urgent demand, the tenderer will have to make payment of the loss caused to the Registry because of the price difference.
30. Irrespective of the fact as to whether or not the Registry gets the consumables items purchased/ repaired from outside, the Registry may impose penalty of one percent per week subject to maximum penalty of 10% of the total cost of items for delayed delivery of the supply, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
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 contract 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.

  
13/10/2020  
**(Ashu Garg)**  
**Registrar General**  
**Head of Office**

**National Green Tribunal**  
**Principal Bench**

NGT/PB/56/GA/2016/VOL.II

Dated: .10.2020

**Porforma to Be Filled for Award of Annual Service Maintenance Contract/  
Annual Comprehensive Service Maintenance Contract of Canon Make  
Photocopiers for Two (2) Years**

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 Annual Service Maintenance  
Contract/ Annual Comprehensive Service  
Maintenance and its Consumables. :

Sl. No.	Canon Photocopier Machines and its consumables	ACSMC rate per unit/ per year and per unit rate of consumables	GST/Tax, if any	Total Rate per unit/per year including GST
1.	IR2535 (QYN00646)			
2.	IR2535 (QYN00659)			
3.	IR2535 (QYN00651)			
4.	IR2535 (QYN00653)			
5.	IR2535 (QYN00655)			
6.	IR2535 (QYN00665)			
7.	IRADV4545 (YAK01294)			
8.	IRADV4545 (YAK01270)			
9.	IRADV4545 (YAK01133)			

- Kindly attach separate sheet if required for Annual Service Maintenance Contract.

7. Name and Mobile No. of qualified Engineer :
8. Whether all the terms & conditions of NIT are acceptable : Yes/No :
9. Whether tender document ( all pages) duly signed, stamped and ligible :
10. Whether Certificate of Authorization duly issued by the M/s Canon India Limited is annexed :
11. Any other information, please specify :

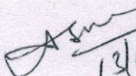
I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Signature

Place:

(Name of firm with stamp)

  
13/09/2020

ANNEXURE-B

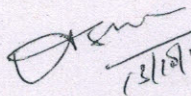
UNDERTAKING

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

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

Dated:

Place:

  
13/11/2024