

**GOVT. OF NATIONAL CAPITAL TERRITORY DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92**

No.F. 01(40)/20/CT/DSSSB/07-08/7296-99

Dated: 06/07/15

LIMITED TENDER NOTICE

For and on behalf of the President of India, Limited-Tender, sealed quotations are invited for ANNUAL MAINTENANCE CONTRACT WITH COMPREHENSIVE of Dupplo Digital Duplicator through agency required for the Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, and Delhi-110092.

All the tenderes should submit the tender/sealed quotations on or before 31.07.2015 at 1.00 PM and will be opened on the same day at 3.30 PM.

Estimated Cost of Tender : Within 40,000.00 Approximately

EMD REQUIRED : Rs 05,000/-

Date of release of tender/sealed quotations : 10.07.15

Last date/ Time of receipt of tenders : 31.07.15

/sealed quotations : UPTO 01.00PM

Date of opening : 31.07.15 at 3.30 PM

ELIGIBILITY:-

- 01 The tenderer should have the experience of providing similar works for at least Three years in any of the Department/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- 02 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Employees Provident Fund Account Number; ESI Registration Number; License Number under Contract Labour Act.
- 03 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure Attached).

- 04 Resolution of Board meeting authoring the person to sign tender document. (If Applicable)
- 06 The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted /signed with the stamp of the prospective bidder.
- 07 The bidders/Tenderers should preferably be an Authorized Dealer/Distributor/Retailer of **the M/s DUPLO DIGITAL DUPLICATOR.**

SUBMISSION OF EMD

Each tenderer submit the "E.M.D" as mentioned above. This amount should be in the Form of an FDR or Demand Draft from any Commercial bank in favour of "DDO, DSSSB.

EXEMPTION OF EMD

The exemption for depositing earnest money will only be allowed as per the provisions of the G.F.R. for which exemption certificate must be attached with the tender.

REFUND OF EMDs

In case of the vendor whose bid is not short listed and whose bid is not lowest. The "E.M.D" shall be returned without any interest after the acceptance of the recommendation of the Purchase Committee.

RELAXATION OF TERMS AND CONDITIONS

The Chairman, DSSSB is empowered to relax any term or condition mentioned herein.

AGREEMENT /PERFORMANCE SECURITY

The contractor will have to enter into a written Agreement with this department within 07 days of intimation of acceptance of approved rates. That the contractor shall also deposit Performance Security with the e-Stamp Paper of Rs. 100 for execution of Agreement @ 5 % of the total contract amount or Rs. 10,000.00 which is higher side in favour of DDO, DSSSB in the form of FDR from any scheduled Bank. The security will be calculated on the value of total amount of the contract.

OPENING OF THE TENDERS

The duly Purchase Committee constituted with the approval of the Chairman, DSSSB will assess the eligibility of the tenderer and also evaluate the Financial bid of the tenderer/firm.

PERIOD OF THE CONTRACT.

The contract shall be valid for a period of ONE year. The Department

reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department for further Two Years (at a time One Year).

TERMINATION OF THE CONTRACT

The contract can be terminated by the Board/Government with one month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Board will be final and binding on the Agency.

SUBMISSION OF THE DOCUMENTS

The photocopy of the document as mentioned below to be submitted with tender:-

- 01 Signed and stamped Terms & Conditions.
- 02 Copy of the registration No., /TAN No. / Service Tax No.
- 03 Self Attested copy of the PAN Number.
- 04 Copy of incorporation Certificate & Constitution of Firm – Partnership, Proprietary
- 05 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 06 Bids will be accepted with all the required documents. The sealed quotation/ tender with EMD should be reached physically before the date & time as mentioned above in the Caretaking Branch, DSSSB

TERMS & CONDITIONS:

Terms and Conditions of the tender are as under:-

- 01 The tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
- 02 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
- 03 The successful tenderer shall have to deposit a performance security @ 5% of the total contract value or Rs. 10,000.00 which is higher side by way of a Fixed Deposit of Rs.10,000.00 to the Board on or before of the Award of work.
- 04 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

