

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

Limited Tender/Sealed Quotations are hereby invited for Annual Maintenance Contract for Duplo Digital Machines from reputed firms having business in Delhi and having capacity to supply items. The NIT has been uploaded and also available along with terms and conditions at [www.dsssb.delhigovt.nic.in](http://www.dsssb.delhigovt.nic.in). All the bidders should submit the Tender on or before as mentioned in the Tender Document.

Any correction, Amendment as well as Change if any in the Tender Documents will be displayed at the board [\*\*www.dsssb.delhigovt.nic.in\*\*](http://www.dsssb.delhigovt.nic.in)

**SUPERINTENDENT (CT)**  
**DELHI SUBORDINATE SERVICES SELECTION BOARD**

Copy to :-

1. The Systems Analyst, with the request to upload the notice on the website of the board under the Head of Tender Notice for wider publicity.

**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/

Dated:

**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 21.09.15 at 1.00 PM and will be opened on the same day at 3.30 PM.

Estimated Cost of the Tender	Within 40,000.00 Approximately
EMD REQUIRED	Rs 05,000/- in favour of DDO, DSSSB
Date of release of tender/sealed quotations	01.09.15
Last date/ Time of receipt of tenders/Quotations	21.9.15 up to 1.00 PM
Date of opening	21.9.15 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 whichever 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.

- 05 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 06 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 07 The rate contract shall be valid initially for one year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.
- 08 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India.
- 09 The Tenderer shall not employ any person who has not completed eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Tenderer, there will not be any liability upon the Board.
- 10 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.

- 11 The prices quoted should be inclusive of all charges and excluding taxes.
- 12 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of **15 days** to the Tenderer at any point of time during the period of the contract.
- 13 The interested firms can contract the Care Taking Branch on any working day during the office hours.
- 14 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 16 The Chairman, DSSSB shall have every right to cancel the Contract at any time during the period of the contract without assigning any reason.
- 28 The Chairman, DSSSB reserves the right to relax any term or condition mentioned herein.

**PENALTIES:**

- 01 For not providing the Items in time a penalty of Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 02 For misbehavior of the worker Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 03 For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher will be levied.
- 04 For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5000/- per default as the case may be depending upon the grounds of violation.
- 05 For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.

**PAYMENT TERMS:**

- 01 The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
- 02 The Board will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein

**DISPUTE:-**

01 In case of any dispute, DSSSB/any office authorized by him on his behalf will be the sole arbitrator to settle the dispute and his decision will be binding on both the parties.

**RECOVERY:-**

01 The Board reserve the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess

**BID EVALUATION CRITERIA:**

- 01 In case it is found that the bidder as per the requirement of the bid has not quoted any specified item his bid on that particular item shall be evaluated on the basis of highest quoted rates by the another bidder. The Tenderer shall, however, be required to meet time bound work and to the standardized satisfaction of the DSSSB.
- 02 Among eligible bidders, the Departmental Bid Evaluation Committee shall select the bidder who is charging reasonable rates.

**JURISIDITION OF COURT:**

- 01 The courts of Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Annexure - I****TECHNICAL BID (DETAILS OF THE AGENCY)**

SR.NO	PARTICULARS	
01	Name of the Firm/Agency	
02	Address of the Firm	
03	Mobile No/Phone No.	
04	Name of the Tenderer	
05	Mobile no./Phone	
06	Registration No. of the Firm	
07	Name, Designation and Mobile No, of the Person authorized to deal with the Board	
08	Constitution of the Firm ( Attach Proof )	
09	Permanent Account Number under income tax Act( Attached Proof)	
10	Service Tax Regn. Number( Attach Proof )	
11	EPF Account Number ( Attach Proof )	
12	ESI No.( Attach Proof)	
13	Lab our Contract Number( Attach Proof )	
14	Last Three Experience as mentioned in the Tender Document (Attach Proof)	
15	Whether Agency has been blacklisted by any of the Department/Organizations ( Attach Undertaking on the letter Head of the Firm duly signed and stamped )	

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer \_\_\_\_\_

Place: Name of the Signatory \_\_\_\_\_

Date: \_\_/\_\_/2015 Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_



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**Annexure - II**

Schedule of Prices for AMC (COMPREHENSIVE/ALONG WITH MATERIAL) Office of the Delhi **Subordinate Services Selection Board** in the manner as specified in specifications and bidding documents.

**FINANCIAL BID**

Name and address of the Bidder: \_\_\_\_\_

NAME OF THE WORK: - AMC OF DUPLO DIGITAL DUPLICATOR

Contract No .F.09(40)/08/CT/05-06/DSSSB/

SRN	NAME OF WORK	RATE
01	Comprehensive repair and Maintenance of DUPLO DIGITAL MACHINE	Rs.

Place:

Date: \_\_\_\_/\_\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

### Annexure III

#### UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/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 and no criminal case is pending against the said firm/agency as on -----

Place:

Date: \_\_\_\_/\_\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

### Annexure IV

#### UNDERTAKING

It is certified that my firm/agency/company having sufficient Experience of Annual Matienance Contract with Comprehensive as mentioned in the Tender Document.

Place:

Date: \_\_\_\_/\_\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

### Annexure V

#### UNDERTAKING

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Place:

Date: \_\_\_\_/\_\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_



