



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

Tender No. MPPCB/Pur.-IT/02/2019-2020

TENDER DOCUMENT

**FOR ANNUAL MAINTENANCE CONTRACT (AMC) OF
DIGITAL COPIER CUM PRINTERS ON PER COPY
BASIS**



Year: 2019 - 2020

M. P. Pollution Control Board

Paryawaran Parisar, E-5 Sector, Arera Colony, Bhopal – 462016 (M.P.)

PBX : +91(0755) 2466191

Web : www.mppcb.mp.gov.in

E. mail : it_mppcb@rediffmail.com

: pur_mppcb15@rediffmail.com



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

TENDER NOTICE

1. The Member Secretary, M. P. Pollution Control Board invites E-Tenders on portal at <http://www.mptenders.gov.in> from manufacturer or their authorized service dealer in two cover system (Technical and financial) for the following work:
2. **Name of Work:** Annual Maintenance Contract (AMC) of Digital Copier cum Printers on Per Copy Basis (Make: Canon, Model: 2202N & 2002N) available at Head Quarter for a period of one year and subject to extension for further two more years on same prices and conditions at Paryawaran Parisar, E-5, Arera Colony, Bhopal.
3. Tender documents may be downloaded from Government of Madhya Pradesh E-Procurement portal at <http://www.mptenders.gov.in> as per the schedule given in Critical Date Sheet as under:

CRITICAL DATE SHEET

Description	Date	Time
Date of Publishing and Bid Document Download date	06.02.2020	4.30 PM
Bid Submission Start Date	12.02.2020	01.00 PM
Bid Submission End Date	06.03.2020	4.30 PM
Technical Bid Opening Date	07.03.2020	4.30 PM
Financial Bid Opening Date	Will be intimated after Technical Evaluation	

4. The Tender Cost of Rs. 1000.00 (Rupees One Thousand only) and Earnest Money Deposit (EMD) of an amount of Rs. 7500.00 (Rupees Seven Thousand Five Hundred only) shall be submitted through online. The Bidders, however, have to attach scanned copies of proof for submitting EMD & Tender Cost online on the portal along with the Technical bid of their e-tender. No tender shall be considered without requisite tender fee and earnest money.
5. The Tender documents will not be available in physical form. The detailed terms & conditions are available in tender document. For detailed tender document and any amendment (if required) regarding the said tender shall be available on Board's Web site www.mppcb.mp.gov.in and www.mptenders.gov.in.

[P. K. TRIVEDI]
Director (Environment)



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

TENDER DOCUMENT

Annual Maintenance Contract for Digital Copier cum Printers on Per Copy Basis

M. P. Pollution Control Board, Bhopal invites E-tenders on portal at <http://www.mptenders.gov.in> from reputed, experienced and eligible firms / agencies for Annual Maintenance Contract for Digital Copier cum Printers on per copy basis Make: Canon, Model: 2202N & 2002N) available at Head Office of M. P. Pollution Control Board, Bhopal. The terms & Conditions shall be as follows:

- (1) The firm should have the requisite experience of doing similar kind of work i.e. AMC/CAMC of the similar make in reputed organizations and should furnish necessary documentary proof of executing the work satisfactorily.
- (2) The firm should have its office at Bhopal.
- (3) The bidder must be a Manufacture or their authorized service dealer of the manufacturer. The authorization certificate from the manufacturer must be submitted along with the offer. Otherwise the offer shall be treated as rejected.
- (4) The bidder shall quote the rates on per copy basis inclusive of Toner, Drum and all necessary accessories (excluding papers & electricity). The GST/any other taxes (if applicable), shall be paid extra as per Government rules. The current rate of GST/taxes shall be indicated in the price bid.
- (5) The firm should submit Income Tax Registration Certificate, Service Tax Registration Certificate and GST registration certificate as well as clearance certificates.
- (6) Tenders must be super scribed with “Annual Maintenance Contract for Digital Copier cum Printers on Per Copy Basis”.
- (7) Tenders must be addressed to Member Secretary, M. P. Pollution Control Board, E-5, Arera Colony, Paryawaran Parisar, Bhopal – 462016. The last date for submission of tender is 06.03.2020 by 4.30 PM and the tender shall be opened on dated 07.03.2020 at 4.30 PM in the presence of bidders, who wish to participate.
- (8) Conditional and ambiguous and late / delayed tenders shall be rejected summarily. Incomplete tenders in any form shall be treated as non- responsive and non acceptable.
- (9) The tender is aimed at providing services to those machines which are not covered any warranty. The Digital Copier cum Printers which are intended to be covered under this tender are mentioned below:

S. No.	Description of Item	Model Name	Qty.
1	Digital Copier Cum Printer	Make: Canon, Model: Image Runner iR 2202N & 2002N Month & Year of Installation: November, 2014	9



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

- (10) Preparation of preventive maintenance schedule and its implementation calls along with management of memory usage of computer.
- (11) The comprehensive maintenance includes preventive maintenance twice in a month, regular services and cleaning of the various equipment and/or repair and replacement of any items necessary for keeping the above equipment active and free from any defects/disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriated measures/steps on time to set right the malfunctioning of the equipment.
- (12) In case of any hardware failure, it has to be repaired free of cost. In case of replacement, it has to be replaced free of cost with same make and model. In case of obsolete of spare parts, it has to be replaced free of cost with better alternative of same make or as approved by In-charge, IT Cell. The spare parts should be original and genuine of these spares has to be ascertained before installation at the respective locations.
- (13) Replacement of parts, which shall become obsolete with a better alternative or higher version without additional cost with the permission of competent authority of the Board.
- (14) The Maintenance Engineer of the firm should report for regular checkup and preventive service twice in a month. Corrective services as and when required must be undertaken on immediate basis.
- (15) The payment towards Annual Maintenance Contract shall be made in four installments at the end of each quarter on submission of bill.
- (16) The repair work will have to be carried out at the location of the machine except in the exceptional circumstances where the machine or any component may be required to be taken out for repairs in workshop. In such cases the standby arrangement shall have to be made by the firm and in no way the working of digital copier cum printer shall be held up for want of any standby arrangements.
- (17) During the tenure of the contract period the firm shall be liable for providing all consumables like Toner, Drum etc. except papers.
- (18) The firm would maintain proper record of all calls attended in Head Quarter, Bhopal either in a form of a register or service report format and get the same counter signed from the User / Co-coordinator, IT Cell. The firm has to submit the same along with bills on quantity basis.
- (19) In case of Digital Copier cum Printer (Make: Canon, Model: Model: 2202N & 2002N), the bidder must be an authorized service dealer of the manufacturer. The authorization certificate from the manufacturer must be submitted along with the offer. The bidder shall quote the rates on per copy basis inclusive of Toner, Drum and all necessary accessories (excluding papers & electricity). The GST/any other taxes (if applicable), shall be paid extra as per Government rules. The current rate of GST/taxes shall be indicated in the price bid.



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

Specific Conditions:

- (i) AMC shall also cover damage due to following:
 - (a) High Voltage fluctuations
 - (b) Rat Bites
 - (c) Burn out of parts
- (ii) In case of Photocopier –cum-Printer, the bidder shall quote the rates on per copy basis inclusive of Toner, Drum and all necessary accessories (excluding papers & electricity).
- (iii) The CAMC cost is inclusive of cost of spare parts required for maintenance of all digital copier cum printers above. The spare parts should be of the same make, as far as possible. The spare parts should be original and genuine. The firm shall give certification in this regard.
- (iv) The firm should maintain the inventory of items compatible with machines installed in the office, so that work may get least hampered during breakdown.
- (v) Obsolete parts to be replaced with parts available in the market of either same or higher specifications. In case of re-installation of software, the CAMC vendor will not install a pirated copy in any circumstances.

General:

- (vi) In case of dispute, the decision of Chairman, M. P. Pollution Control Board shall be final and binding on both the parties.
- (vii) At any point of time contract may be terminated without assigning any reason thereof.
- (viii) The compliance to all the terms & conditions should be done.
- (ix) Deviation, if any, from terms & conditions will not be entertained.
- (x) The firm shall be responsible for any damage in servicing / overhauling of machines, if so the firm has to repair the machine at its own cost.
- (xi) The supplier shall not assign or sublet any portion of the work except with written consent of the office, failing which MPPCB may terminate the contract, whereupon the performance guarantee / security deposit shall be forfeited at absolute disposal of MPPCB.
- (xii) All tools, accessories, hardware, terminal, connector, multi meter etc. desired for the testing and repairing at site have to be maintained by the firm on its own cost. The equipment shall be complete in all respects whether such details are mentioned or not.
- (xiii) Any damage to the machines due to natural calamities such as earthquake, fire



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

etc. may not be covered under CAMC.

- (xiv) If the information provided by the firm is found to be false at any point of time, MPPCB reserves right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit the earnest money.
- (xv) MPPCB may increase or decrease the number of computers (having similar type of configuration) to be covered under AMC and necessary charges would be paid the service provider as per actual.
- (xvi) After completion of CAMC period or after termination of contract, the firm (presently holding CAMC) is responsible to handover all the machines in working condition, which were under CAMC with the firm, unless it was communicated / mutually agreed earlier. Otherwise MPPCB reserves the right to get faulty machines replaced by any other firm at the cost of CAMC firm.
- (xvii) The payment shall have to be paid by the firm (holding CAMC before handover) for which MPPCB shall adjust from the Performance Guarantee and from the running bills of CAMC, and if the amount is insufficient then the firm (holding CAMC before handover) shall be liable to pay the due amount.
- (11) **Type of Contract:** The work awarded by this specification shall be treated as an indivisible works contract.
- (12) **Procedure of submission of the Tender:** Each bidders shall submit his offer in two covers. First cover shall contain scanned copies of proof for submitting earnest money (Rs. 7,500.00) and tender cost (Rs. 1,000.00) online on the portal, Proof regarding Experience in the similar field (Maintenance Contracts) during last three years with Government Departments/PSUs/Semi Govt./other reputed organizations along with satisfactory completion certificates, Copy of Registration certificate of the firm along with certified balance sheets for last three years, Copy of valid ISO 9001-2008 Certificate, Copy of certificate indicating that the bidder is Authorized Service Dealer of the manufacturer, Terms and Conditions, company profile, Copy of GST registration number and PAN number as well as clearance certificates. Offers without Tender Cost, earnest money and all required qualification documents as mentioned below, shall not be considered and the relevant cover (Financial Bid) will not be opened and their offer shall be treated as rejected. Second cover shall contain financial offer. The tender shall be submitted online in two covers as per following details:
 - (a) **First Cover (Technical Bid) should contain scanned copy of proof for submitting the requisite amount of Tender Cost** (Rs. 1,000.00, which is non refundable) **and Earnest money [EMD]** (Rs. 7,500.00) online on the portal. The name of Service and the amount of the Tender cost and EMD should be inscribed on the top of cover. Insufficient amount furnished as earnest money and tender cost shall make the offer liable for rejection.. The First Cover shall be opened on 07.03.2020 at 04.30 PM. The First cover must contain self verified scanned copies of the following documents:



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

- I. The firm should be in existence for over 5 years in the trade with the maintenance & business during last three years, List of Man Power (Engineers) employed, Description of methodology and work plan for performing the CAMC.
 - II. Self attested copy of Registration Certificate and certified balance sheets for last three years in support of the claim should be produced.
 - III. Technical Bid along with Tender Acceptance Letter as per Annexure-I, II & III.
 - IV. The firm should have undertaken maintenance contracts during last three years with Government Department/PSUs/Semi Govt. or any other organization. A certificate or evidence to this effect is to be provided from the concerned Govt./PSUs/Semi Govt. as per following:
 - (a) Two similar completed/on-going works each costing not less than the amount equal to 3.00 Lakh; OR
 - (b) One similar completed/on-going work each costing not less than the amount equal to Rs. 5.00 Lakh.
 - V. The Company should have valid ISO 9001-2008 Certificate (Copy to be produced)
 - VI. Copy of certificate from the Manufacturer stating that the bidder is Authorized service dealer of the manufacturer.
 - VII. The firm should have valid Income Tax registration certificate, GST registration certificate as well as clearance certificates.
 - VIII. The firm should submit satisfactory completion certificate for CAMC/AMC work from reputed organization, where the firm has executed the CAMC/AMC work satisfactory during last three years.
 - IX. The company should produce the self attested photocopies of documents related to allocation of Registration Number, PAN Card, Service Tax No., GST.
 - X. An undertaking shall be submitted by the bidder, regarding whether they are not black listed in any Govt. organization/ institutions.
 - XI. The bidder shall also provide Bank Name, Account Name, Account Number, Account Type, Branch IFSC code for safer and easier payment transaction through RTGS/NEFT.
 - XII. Any other relevant information to CAMC/AMC.
- (b) Second Cover (Financial Bid):** Offers received in due time shall be evaluated technically by a committee constituted by the competent Authority, M. P. Pollution Control Board and as per the recommendation of committee, depending upon the credentials submitted in first cover, suitability of service with respect to offered credentials, application and performance, the financial offer shall be opened, The opening of financial bids (Second cover) will be informed later. Financial Bid shall comprise of following documents:
- i. Schedule of Financial Bid is provided in the form of template (Annexure-IV & V) in PDF format, along with this tender document. Bidders are advised to download this template in PDF format as it is and quote their offer/rates in the permitted column and submit same in the manner. In case if the same is found to be



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

tempered/modified in any manner, tender will be completely rejected.

- ii. Copies of at least two recent supply orders of the similar service indicating detailed price schedule in order to examine reasonability of the quoted rates in the present bid.

13. Other Terms & Conditions:

- i. The bidders shall pay as earnest money a sum of Rs. 7,500 (Rupees Seven Thousand Five Hundred only) through online on the portal. Technical bids of only those contractors will be opened, who submit the earnest money in the prescribed manner. Any tender which is not accompanied by earnest money will not be considered. The earnest money of the unsuccessful bidders shall be returned but without any interest.
- ii. The MPPCB does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
- iii. The successful bidder has to submit Performance Security equivalent to 5% of the contract amount valid for one year in the form of Demand Draft or pay order of scheduled bank or in form of BG at the time of submitting agreement and TOR within seven days of issue of letter of award.
- iv. Failure of the successful bidders to comply with the above requirement i.e. deposition of Performance Security, shall constitute sufficient grounds for cancellation of the letter of award and forfeiture of the earnest money.
- v. The earnest money of the successful bidder shall be returned after receiving the performance security in the prescribed manner or may be adjusted against the payable amount, otherwise EMD shall be returned along with the release of first quarter payment of AMC.
- vi. For successful bidder, the Performance security as bank guarantee of 5% of total contract value shall be returned at the successful end of the contract period or after premature termination of contract excluding damages claimed by the office, if any. In case if the performance security is submitted in the form of DD, will be paid at the successful end of contract period or after premature termination of contract excluding damages claimed by the office, if any.
- vii. **Prices:** Prices quoted shall be firm.
- viii. The total numbers of machines may increase or decrease subject to actual requirement at the time of issuing of work order. There are few machines which are under warranty, in future, as and when the warranty of these machines is over, systems will come under CAMC as per approved rates for which intimation



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

by the office will be communicated to the firm. The number of machines found in working condition (shall be inspected jointly by the firm and MPPCB official) on the date of taking over by the firm, which shall be covered under AMC and exact AMC cost calculation shall be based on those numbers.

- ix. The CAMC contract is for three years starting from the date of issue of the letter of award. The award letter will be for a period of three years subjected to the permission of continuation of the contract in subsequent years (after one year) in writing from the competent authority, for which the firm has to request for continuation of contract in advance.
- x. The continuation of the contract every year is subjected to satisfactory performance communicated from all users / section heads and permission from the competent authority for the contract continuation.
- xi. MPPCB reserve the right to issue a letter of award for one year or for three years depending upon the decision taken by the competent authority.
- xii. The CAMC cost should be inclusive of cost of spare parts. The spare parts should be of the same make as far as possible, if replacement is done the faulty parts shall become the property of MPPCB have to be deposited with the office. The replaced spare parts shall be submitted to store with the intimation to IT cell, MPPCB, Bhopal.
- xiii. In case of Digital Copier cum Printer (Make: Canon, Model: Model: 2202N & 2002N), the bidder must be an authorized service dealer of the manufacturer. The authorization certificate from the manufacturer must be submitted along with the offer. The bidder shall quote the rates on per copy basis inclusive of Toner, Drum and all necessary accessories (excluding papers & electricity). The GST/any other taxes (if applicable), shall be paid extra as per Government rules. The current rate of GST/taxes shall be indicated in the price bid.
- xiv. Any damage to the machines due to Natural calamities Earthquake, fire etc. may not be covered under CAMC cost calculation.
- xv. **Taxes & Duties:** GST and/or any other applicable taxes and duties will be paid extra.
- 14. Validity:** The tender shall be valid for 360 days for the date of opening of First Cover (technical bid).
- 15. General Terms & Conditions:**
 - i. MPPCB reserves the right to reject / accept tender without assigning any reason thereof.
 - ii. MPPCB reserves right to divide the work order among bidders.



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

- iii. The tender must be completed in all respects. Any queries made by MPPCB should be promptly replied by the bidder.
- iv. The bidder shall have to comply with all rules, regulation, law and by laws of the hand in force for the time period concerned. MPPCB should be fully indemnified for any such act and shall have no liability for such violation. If any, made by the bidder, on account of fulfillment of order under this rate contract.
- v. In case of any dispute or difference between MPPCB and the bidder in connection with this rate contract except as to the matters decision for which has been specifically provided in this tender document, either party may give a notice in writing of existence of such dispute of difference and the same shall be referred to the sole arbitration of the Competent Authority of MPPCB or a person nominated by him.
- vi. MPPCB at any time, any give notice in writing to the supplier either to stop the supply altogether or reduce or cut it down.
- vii. Any notice, statement and / or other communications sent by MPPCB through registered/speed post to the bidder at his specified address shall be deemed to have been delivered to the supplier.
- viii. Any expenditure incurred by MPPCB due to breach of contract on the part of the bidder / supplier will be recovered from security deposit or / and from pending dues. For all legal matters area of jurisdiction shall be Bhopal.
- ix. Rates quoted in the tender shall be valid till the entire contract period including extended period, if any.
- x. The bidder will be totally responsible for complying with the rules and requirements concerning all taxes and duties.
- xi. Any defects found / identified / discovered or developed in the supplied items, within guarantee period shall be rectified or replaced by the bidder promptly. In case the suitable replacement is not made by the bidder within 7 days from the receipt of the complaint, MPPCB can reject and return such item or can get it repaired as may be necessary to restore the system in working condition at the cost of bidder. The expenditure so incurred by MPPCB shall be deducted from bidder's pending claims and /or security deposit and if necessary may be recovered in any other mode provided under the law.
- xii. We hereby declare that the above rates quoted are inclusive of all taxes & duties, transportation, loading, un- loading etc. complete. We will be totally responsible for complying with all rules and requirements concerning all taxes and duties. Payment will be made on quarterly basis RTGS/NEFT after raising the demand by submission of bill, on obtaining satisfactory performance certificate from the users and records of the calls attended by the firm. The firms will also give their bank details such as bank name, bank account & code for safer & easier bank transaction through RTGS/NEFT.

16. Penalty: Failure to rectify a down system i.e. Digital copier cum Printer for more



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

than two working days (after logging the complaint) for any reason like non availability of spares, non availability of Maintenance Engineer will be taken seriously and shall attract penalty of Rs. 100.00 per item per day from the date of failure of the system. This amount shall be deducted from the running payment without any notice to the firm. The competent authority, MPPCB may increase or decrease number of machines in CAMC at any point of time.

In any case of any legal dispute, the subject would be covered under jurisdiction of Bhopal courts only. The decision of the arbitrator shall be final and binding upon the parties.

Authorized Signature (in full and initials)

Name and Title of Signatory:

Name of the Firm:

Address:

(AFFIX THE OFFICIAL SEAL OF THE FIRM)



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

M. P. POLLUTION CONTROL BOARD TENDER AND CONTRACT FOR SUPPLY OF MATERIALS GENERAL RULE AND DIRECTIONS FOR THE GUIDANCE OF SUPPLIERS

- (1.) All suppliers proposed to be obtained by contract will be notified in a form of invitation to tender posted in public places/News Paper.
- (2.) The tender form will State the supplies to be made, as well as the date for submitting and opening tenders and the time allowed for supply, also the amount of earnest money to be deposited with the tender.
- (3.) In the event of tender being submitted by a firm it must be signed separately by each member thereof or in the absence of any partner, it must be signed on its behalf by a person holding a power of attorney authorizing him to do so, such power of attorney should be produces with the tender and it must disclose that the firm is duly registered under the partnership Act.
- (4.) Any person who submits a tender shall fill up usual printed form stating at what rate he is willing to undertake supply of each items. Tender which propose any alteration in the work/supply specified in the said form of invitation to tender, or time allowed for carrying out work/supply will be liable for rejection.
- (5.) The Member Secretary or his duly authorized assistant will open tenders in the presence of any tenderer who may be present at the time and will enter the amount of several tenders in a comparative statement in a suitable form. Receipts for earnest money will be given to all tenderers except those whose tenders are rejected and whose earnest money is refunded on the day that the tenders are opened.
- (6.) The officer competent to dispose of the tenders shall have the right of rejecting all or any of the tenders.

CONDITIONS OF CONTRACT

1. The time allowed for the supply of materials as entered in the tender shall be strictly observed by the supplier and reckoned from the data of which the order to commence supply of materials shall throughout the stipulated period of the contract be proceeded with allude diligence (time being deemed to be the essence of contract) on the part of the supplier and the supplier shall pay as liquidated damage an amount equal to one percent or such smaller amount as the Member Secretary, M.P. Pollution Control Board, may decide on the amount of estimated cost of the whole of the materials as shown in the estimated cost of the that the supply remains un commenced or unfinished after the proper dates. In the event of the contractor failing to comply with this condition shall be liable to pay as liquidated damage an amount equal to one percent or such smaller amount as the Member Secretary may decide on the said estimated cost of the whole of the materials for every day that the due quantity of supply remains incomplete to, provided that the due quantity of liquidated damage to be paid under the provisions of this clause shall not exceed ten percent on the estimated cost of the supply of materials as shown in the tender.
2. If the Tenderer shall be hindered in the supply of the materials so as to necessitate an extension of the time allowed in this tender he shall apply in writing well in advance or immediately after the cause occur to the Member Secretary, M.P. Pollution Control Board who shall if in his opinion (which shall be final) reasonable grounds be shown therefore authorize such extension for a period not exceeding in 15 days. Any further extension



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

- shall be subject to the previous sanction of the Chairman.
3. The supplier shall give notice to the consignee officer of his intention of making delivery of materials and on the materials being approved a receipt shall be granted by him to the Consignee Officer or his assistant, and no material will be considered for payment until so approved.
 4. On the completion of the delivery of the materials the supplier shall be furnished with a certificate by the Consignee Officer of M.P. Pollution Control Board.
 5. The material shall be of the best description and in strict accordance with the specification and the supplier shall receive payments for such materials only as are approved and passed by the Member Secretary/Consignee Officer.
 6. In the event of materials being considered by the Consignee Officer to be inferior to that described in the specification the supplier shall on demand in writing forth with remove the same at his own charge and cost and in the event of his neglecting to do so within such period as may be named by the Consignee officer that officer may have such rejected material removed at the contractor's risk and expense incurred being liable to be deducted from any sum due or which may become due to the supplier.
 7. Receipts for payment made on account of a supply when executed by a firm must also be signed by several partners except where the contractors are described in their as a firm in which case the receipt must be signed in the name of firm by one of the partners are by some other person having authority to give effectual for the firm.
 8. The supplier shall supply at it own expense all tools, plant & implements required for the due fulfillment of his contract and the materials shall remain at his risk till the date for final delivery, unless it shall have been in the mean time removed for use by the Consignee Officer.
 9. No materials shall be brought to site or delivered on Sunday/holiday without the written permission of the Consignee Officer.
 10. The supplier shall not sublet this contract without the written permission of the Member Secretary, M.P. Pollution Control Board. In the event of the contractor subletting his contract without such permission, he shall be considered to have thereby committed a breach of the contract, and shall forfeit his earnest money and shall have no claim, for any compensation for any loss that may occur from the materials he may have collected or engagements entered into.
 11. The decision of the Chairman, M.P. Pollution Control Board, Bhopal shall be final, conclusive & binding on all parties to the contract upon all questions relating to the meaning of specification and instructions herein before mentioned and as to qualify of materials or as to any way arising out of, or relating to the contract specifications, instruction orders of these conditions or otherwise concerning the supplies whether arising the progress of after the completion or abatement thereof.
 12. On the breach of any term of condition of this contract by the supplier, the said Chairman shall be entitled to forfeit the earnest money, security deposit and the balance thereof that may at that time be remaining and to realize and retain the same as damages and compensation for the said breach but without prejudice to the right of the said Board to recover any further sums as damages from any sums due or which may be come due to the contractor by M.P. Pollution Control Board, or otherwise howsoever.
 13. The decision of the Chairman, M.P. Pollution Control Board, Bhopal shall be final, conclusive & binding on all parties to the contract upon all questions relating to the meaning of specification and instructions herein before mentioned and as to qualify of materials or as to any way arising out of, or relating to the contract specifications, instruction orders of these conditions or otherwise concerning the supplies whether arising the progress of after the completion or abatement thereof.



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

14. On the breach of any term of condition of this contract by the supplier, the said Chairman shall be entitled to forfeit the earnest money, security deposit and the balance thereof that may at that time be remaining and to realize and retain the same as damages and compensation for the said breach but without prejudice to the right of the said Board to recover any further sums as damages from any sums due or which may be come due to the contractor by M.P. Pollution Control Board, or otherwise howsoever.

NOTE: The tenders shall be liable for rejection in breach of any of the special or other general conditions of the tender document and no correspondence in this regard shall be entertained in future.

**[P. K. Trivedi]
Director (Environment)**



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

Annexure-I

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

To,

**Member Secretary,
M. P. Pollution Control Board,
Paryawaran Parisar,
E-5, Arera Colony,
Bhopal – 462 016
(Madhya Pradesh)**

Sub.: Acceptance of Terms & Conditions of Tender.

Ref.: Tender Reference No. MPPCB/Pur.-IT/02/2019-2020 for Annual Maintenance Contract (AMC) of Digital Copier cum Printers.

Dear Sir,

1. I/We have downloaded / obtained the tender document (s) for the above mentioned “ Tender/Work” from the web sites namely: as per your advertisement, given in the above mentioned website (s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from page no..... to (Including all documents like annexure(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) (if any) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totally/entirely.
5. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I/we certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said security deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal with Mobile No. and email)



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

Annexure-III

TECHNICAL BID

1. Brief Profile of the Firm:
2. Year of Establishment:
3. Organization Structure:
4. List of Engineers employed in firm:
5. List of relevant works carried out in last three years along with names of clients:
6. Description of methodology and work plan for performing the CAMC/AMC:
7. Preventive Maintenance Schedule:
8. Signed and Scanned copy of the following:
 - a. The GST certificate, Income Tax valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India.
 - b. The valid registration number of the firm along with the CST/VAT/GST No. allotted by the sales tax department.
 - c. PAN number of the firm allotted by the Income Tax Department.
9. A scanned copy of the certificate on company letter head, stating that the bidder hasn't been blacklisted by any institution/organization/society/company of the Central/State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be uploaded.
10. Any other relevant information to CAMC/AMC

Date:.....

Signature of Tenderer.....

Name:

Designation:

Company Seal.....



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

Annexure-IV

FINANCIAL BID UNDERTAKING

From:

(Full Name and Address of the Bidder).....
.....

To,

**The Member Secretary,
M. P. Pollution Control Board,
Paryawaran Parisar, E-5, Arera Colony,
Bhopal – 462 016 (M.P.)**

Sir/Madam,

1. I/we, submit the Financial Bid for..... and related activities as envisaged in the Tender Document for the contract period of one year subject to extension for further more years on same prices and conditions.
2. I/We thoroughly examined and under stood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its Annexure and agree to abide by them.
3. I/We hereby submit the consolidated technical proposal for Annual Maintenance Contract of Digital Copier cum Printers for the contract period of one year subject to extension for further more years on same prices and conditions, at Head Office, M. P. Pollution Control Board, Bhopal. As per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions. The details of financial bid in the prescribed format given as Annexure-IV & V.

Yours Faithfully,

Signature of Authorized Representative



M. P. POLLUTION CONTROL BOARD

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL – 16

Phone: [0755] 2466191 E-mail: it_mppcb@rediffmail.com

Annexure-V

FINANCIAL BID FOR

ANNUAL MAINTENANCE CONTRACT (AMC)

Digital Copier cum Printers:

S. No.	Description of Item	Model Name	Qty	Per Copy charges (Rs.)	GST/ other taxes %
1	Digital Copier cum Printers	Make: Canon, Model: 2202N & 2002N Month & Year of Installation: November, 2014	9		

Yours Faithfully,

Signature of Authorized Representative

Date & Place:

(Signature of the Bidder)
With office seal