

F.No. D-13017/1/2017-LC
Government of India
Ministry of law and Justice
Department of Legal Affairs
Law commission of India

2nd & 4th Floor, Lok Nayak Bhawan
Khan Market, New Delhi
dated 24/10/2017

Sub: Comprehensive Annual Maintenance Contract (AMC) towards full Service maintenance Agreement (FSMA) for Photocopier machines of this Commission-reg.

The sealed quotations are invited for Comprehensive Annual Maintenance Contract towards Full Service Maintenance Agreement (FSMA) for following photocopier machines of this Commission:

Sl No.	Machine Sl. No.	Machine Model No.	Make	Installed at
1.	M6291300158	AficioMP3350B/301	Ricoh	Lok Nayak Bhawan for general work
2.	AR 5520	AR-5520 digital	Sharp	-DO-
3.	MFD-SC2E241302	Toshiba E-Studio 456	Toshiba	-DO-
4.	E204R170333	MPC 2003	Ricoh	Admin/Cash Unit
5.	E204R170154	-DO-	Ricoh	Chairman's residence
6.	G47M340252	-DO-	Ricoh	Library

2. The interested authorized firms for undertaking the said work may submit their quotations to the Under Secretary in room no. 229 at 2nd Floor, Lok Nayak Bhawan, B-Wing, Khan Market, New Delhi- 110003 latest by 10th November (3:00 p.m). The envelope should be superscribed "Quotation for AMC of Photocopier" in bold letters. The quotation will be opened on the same day at 4:00 p.m. Representative of the firms may be present at the time of opening of quotations.

3. It is also informed that the Photostat machines at Sl. No. 5 is installed at Chairman's residence at 7A , Motilal Nehru Marg, New Delhi and Machine at Sl. No. 6 is installed at library, ILI building, Bhagwandas Road, New Delhi.

4. **Eligibility Criterion (For qualifying technical bid) :**

- (i) The firm which are Original Equipment Manufacturer (OEM) or Authorized Service Providers/Dealers of the brands concerned (Ricoh, Toshiba & Sharp) are eligible for AMC.
- (ii) The firms should have prior experience of at least 3 years of undertaking such works under the Central Government, PSU, etc. to quote for the subject work. The firms should also provide statement indicating the contracts on hand and satisfactory work report from at least 3 Govt. departments/PSUs pertaining to related work.
- (iii) The firms should provide PAN and GST Nos. of the firm. The firms not having PAN & GST numbers will not be considered for the contract.
- (iv) A DD/Bankers' Cheque of Rs 10,000/- also be submitted along with quotations, as earnest money deposit (EMD).

If it is subsequently established or found that the bidding firm has given any false information or facts or manipulated the documents etc., the EMD will be forfeited and the firm will be blacklisted.

5. **General Terms and Conditions:**

- (i) The AMC awarded will be for one year from the date of signing the contract and rate approved shall be valid for the whole period of the contract and no upward revision will be allowed during the period of the contract.
- (ii) The price quoted by the firms must be inclusive of GST or any other charges as applicable and **rates for colour copy and black & white copy should be given separately.** The payment to the firm will be made on monthly basis
- (iii) All faults in photocopiers on any working day will have to be rectified within 24 hours. In case the firm fails to rectify within the time frame it has to provide a standby identical system on the next working day and take parallel action for repairing. The Fault will

be treated as rectified if and only the AMC Contractor gets satisfactory report from the user on the date of rectification.

(iv) Law Commission reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts and also blacklist a bidder for a suitable period in case if he fails to honour the contract/bid.

(v) Duly constituted committee shall evaluate the Technical Bids. Price bids of only those bidders shall be considered whose technical bids are found to be in order as per eligibility criteria and terms & conditions of the tender. The lowest quoted bidder shall be chosen on the basis of total lowest bid price received.



(Kuldeep Kumar)

Under Secretary to Govt. of India

Tel:- 24654939

Copy to: NIC- with request to upload the same on the website of LCI.