

"Request for Proposal for Comprehensive Annual  
Maintenance Contract of Photocopier machine of  
Jabalpur Smart City Ltd"



**Jabalpur Smart City Limited**  
**(JSCL)**

1. The RFP document can be downloaded from [www.jscljabalpur.org](http://www.jscljabalpur.org) or <https://mptenders.gov.in>, and can be purchased from <https://mptenders.gov.in>. Applicant is required to submit bid document online and offline at the office, details of which are given below.

### **Address for Document Submission**

Executive Director  
Reg. Office- Jabalpur Smart City Limited  
Manas Bhawan, Wright Town,  
Jabalpur, M.P- 482001  
Website:-[www.jscljabalpur.org](http://www.jscljabalpur.org)  
Email:-[admin@jscljabalpur.org](mailto:admin@jscljabalpur.org)  
Contact:-7611136800,7611136802

All subsequent notifications, changes and amendments will be uploaded on the JSCL's website [www.jscljabalpur.org](http://www.jscljabalpur.org) and <https://mptenders.gov.in>

2. Applicant (authorized signatory) shall submit its offer for preliminary qualification, Technical and financial proposal [mptenders.gov.in](https://mptenders.gov.in) system. However, Tender Document Fees and Earnest Money Deposit (EMD) should be deposited online. The bid document complete in all respect is to be submitted on or before the time of last date of submission of bid through [mptenders.gov.in](https://mptenders.gov.in) system. JSCL will not be responsible for delay in submission due to any reason.

3.The bidder has to submit all the document offline also at Jabalpur Smart City Limited Manas Bhawan, Wright Town.

### **4. Key Events and Dates**

Last Date for Document Submission Online	: -	16/08/2019
Last Date for Document Submission Offline	: -	19/08/2019
Date of Opening of Technical Bids Online	: -	20/08/2019
Cost of Tender Document	: -	1000/-
Earnest Money Deposit	: -	20,000/-

## Eligibility Criteria

SNo.	Basic Requirement	Specific Requirements	Documents Required
.	Applicant Entity	Registered firms /agency /companies Legal entities duly registered under the Companies Act 1956/ 2013 is allowed.	a) Certificates of incorporation or Registration Certificates b) GST
	General Requirement	<p>1. Applicant should be in operation for a period of at least 3 years' experience.</p> <p>2. The bidder should have Work Experience in Supplying, Installation and maintenance( AMC) .</p> <p>3. The firm has to give a declaration that it has not been blacklisted in the past by any Govt. /Private institution of the country and there is no vigilance /any other investigating agency, Ease pending against the firm/supplier.</p> <p>4. The bidder should have authorised service dealer of the mentioned product company</p>	<p>Work order and experience certificate copy issued by Government organisations.</p> <p>Work order copy and all Certificates to be enclosed.</p> <p>A self declaration of the same should be furnished.</p> <p>Certificate should be is required</p>
	Turnover	The Applicant shall have an average annual turnover of at least INR 5 lakh in last 3 Financial Year (2016-17,2017-18, 2018-19)	<p>a) Certificate(s) from statutory auditors of the Applicant or its Associates or the concerned client(s) stating the payments made / received or works commissioned, as the case may be, during the past 3 (three) years; and</p> <p>b) Audited financial statements for the last three financial years (2016-17,2017-18,2018-19).</p>

## **General Terms & Conditions and Job details:-**

1. The quotation/rates will remain valid for a period of 12 months (1 year) from the date of the agreement.
2. Servicing includes viz. (a) electrical parts repair, (b) complete cleaning of the main parts of the machine, (c) making all essential adjustments inclusive of repairs and replacement of parts, if any, (d) movement order, etc., both mechanical and electrical
3. There shall be 12 preventive updated servicing in a year.
4. Each service will be supervised by an JSCL official and the Service report has to be submitted to the JSCL on Monthly basis and Bill has to be submitted on monthly basis for payment.
5. In the event of breakdown/or failure in machine after servicing, your representative would pay a visit to the JSCL as and when intimated and you shall have to attend this forth-with without any extra charges.
6. Should any statutory levy or tax of any nature, including Service Tax become applicable to this agreement at any time, it is understood and agreed that such incidents will be borne by the servicing agency.
7. In case of any dispute in the service contract, the decision of the CEO, JSCL, shall be final and binding on you.
8. The One year period of servicing will commence from the date of acceptance of Contract by the department.
9. TDS may be deducted as per the Govt. norms, if required.
10. Service Report has to be submitted to the JSCL at the time of each servicing.
11. Page will be provided by JSCL.
12. Toner/Cartage will be provided by the bidder. Bidder has to include all its price in the financial bid.
13. The successful bidder will submit 5 % performance bank guarantee (PBG) of the contract value.
14. The bidder should have its service centre in Jabalpur.
15. In addition to its right to determine the contract upon fault of the successful bidder, the Department reserves the right to cancel the contract any time in whole or in part without assigning any reasons and the Department also reserves the right either to pay or not to pay the successful bidder for either part of the contract work or whole of the contract work executed, if they are not according to the Departments specification and complete satisfaction.

**Chief Executive Officer  
Jabalpur Smart City Limited**

**Machine Description:**

1. Xerox SC 2020 - purchase date- 05-09-18
2. Xerox Versalink C7025- purchase date- 06-03-18

**Financial Bid**

<b>S. No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate (Annual) Rs.</b>
1	Per Page printing Cost A4 (Black & White)	1	1	
2	Per Page printing Cost A4 (Color)	1	1	
3	Per Page printing Cost A3 (Black & White)	1	1	
4	Per Page printing Cost A3 (Color)	1	1	

**Note:**

1. Rate will be excluding of all applicable taxes.
2. Tender will given to that bidder who's rates are minimum.