

TENDER FORM

**OFFICE OF THE DY. COMMISSIONER OF POLICE: TRAFFIC: (HO), DELHI,
DEV PARKASH SHASTRI MARG, PUSA, NEW DELHI.**

LAST DATE: 17.07.2014

by 2 P.M.

(COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF DOUBLE COLOUR PRINTING MACHINE DOMINANT-725A OF DELHI TRAFFIC POLICE)

The Delhi Traffic Police intends to award Comprehensive Annual Maintenance Contract of double colour Printing Machine Dominant-725A (as per configuration at appendix-I), Manufacturer/authorized dealers/dealing with the subject can quote their rates for providing effective and proper maintenance including all spares with guarantee as per on appendix-I, on the following terms & conditions.

TERMS & CONDITIONS:

1. Only Sales tax/Service Tax/Value Added Tax (VAT) registered agencies are eligible to fill this tender. Interested agencies shall quote their Sales tax/Service Tax/VAT/TIN Number with documentary proof along-with latest Tax Clearance Certificate or copies of latest return filed/challans indicating deposition of tax with the concerned department.
2. Interested agencies shall also to quote their permanent Income Tax Number in the name of the tendering firm or proprietor.
3. Rates should be quoted for the item in Appendix-II inclusive of all taxes and spares parts. Nothing over and above the quoted rates shall be payable.
4. The Bidder(s) shall have to submit a valid certificate from the manufacturer in his favour that they will make available the spare parts/consumables to the Bidder(s) firm.
5. Bid shall be valid for a period of 6 months from the date of opening of the Tender.

6. No advance payment shall be given to any agency on any grounds what so ever.
7. The successful tenderer shall have to render the services satisfactorily and replace the genuine parts/spares in the system. In case the agency does not render satisfactory services or replace with the sub-standard parts/spares, the department is at the liberty to terminate the contract at any time during the period of contract after giving prior notice of 15 days. This may also lead to legal action including forfeiture of performance security as well as blacklisting of the agency. An undertaking to the effect that genuine parts/spares shall be replaced by the contractual agency be also furnished with the Technical Bid.
8. Tenderers shall furnish **two separate bids**. 1st bid shall be **"Technical Bid"** and the 2nd bid shall be **"Commercial Bid"**. Both the bids shall be put in a big size envelope super scribed as "Tender for Comprehensive Annual Maintenance Contract for double colour Printing Machine Dominent-725A". Non-adherence of this procedure shall lead to rejection of the tender. **The Appendix – II shall be attached with Commercial Bid and Appendix-I & III has be attached with the Technical Bid.**
9. A Bid Security for Rs.20,000/- in the form of A/C Payee Demand Draft/Bankers Cheque/F.D.R./Bank Guarantee from any Commercial Bank must accompany with the tender in favour of DCP/Traffic (HQ), Delhi. No tender shall be accepted without Bid Security and shall be rejected straightway. The Bid Security shall be refunded to the unsuccessful tenderer (s) after finalization of the tender and award of supply order and deposit of Performance Security to the successful tenderer. Bid Security deposited with the tender shall bear no interest. Bid Security must be attached with Technical Bid. The Bid Security Deposit should be valid for a period of forty-five days beyond the bid validity period.
10. The firm whose rates are accepted will have to deposit 10% of total value of the contract as Performance Security Deposit in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Traffic (HQ), Delhi, within a week's time after the work order is placed to the firm. The Performance Security Deposit shall be valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. The Performance Security Deposit shall bear no interest.

11. The Performance Security Deposit shall be released only after satisfactory completion of all contractual obligations as approved by the competent authority.
12. Any agency, which has exemption for Bid Security Deposits with tender being registered with DGS&D/NSIC, shall furnish documentary proof in this regard, indicating clearly that they are exempted for the particular item/purpose (AMC) of the tender.
13. The tender form can be obtained from the office of the Deputy Commissioner of Police, Traffic (Hdqs.), General Branch/Traffic, Dev Prakash Shastri Marg, Pusa, New Delhi on payment of Rs.200/- (as tender fee- non refundable) on any working day from **27.6.2014 to 16.7.2014** between **10 A.M. to 5 P.M.** Alternatively, the tender document can also be downloaded from the websites of Delhi Police and Delhi Traffic Police i.e. www.delhipolice.nic.in and www.delhitrafficpolice.nic.in. The tenderer (s) who will download the tender form from the website has to deposit the tender fee for Rs.200/- (non refundable) in the form of A/C payee Demand Draft in favour of DCP/Traffic(HQ), New Delhi.. **Last date for submission of tender in the office of DCP/Traffic-HQ, Delhi is 17.7.2014 by 2 P.M.** Applying agencies/their representatives are at their liberty to attend the proceedings of opening of the tender at **4 PM on the same day i.e. 17.7.2014** in the Conference Hall at Admn. Block, Delhi Traffic Police Headquarters, Ist Floor, Dev Parkash Shastri Marg, Pusa, New Delhi depending upon the availability of members of the Committee. In case, the tenders are not opened on the schedule date due to any administrative or law and order problem or due to holiday etc., the same shall be opened on the next working day. However, the tender box shall be sealed/ closed at the specified time and date.
14. The tender must contain the name, office and residential address including telephone number(s) of the person or persons with his/their usual signatures.
15. The tenderer shall indicate their rates in clear visible figures and words and shall not alter/overwrite/make cutting in the rates. If

alteration/overwriting /cutting in rates are noticed, such tenders shall not be taken into consideration.

16. The Delhi Traffic Police shall not be liable to make payment over and above the comprehensive maintenance cost, in any case. All type of repair/replacement of parts/spares shall be covered under the maintenance contract except the Force Majeure conditions such as fire, theft, natural calamities and road accidents etc.
17. The firm will provide 2 specialists for running/handling the Double Colour Printing Machine Dominent-725A at Traffic Headquarter, New Delhi at no extra cost. The Specialists/operators should be followed the instruction of DCP/T/HQ, New Delhi.
18. No boarding and lodging will be provided to the engineers/specialists in the Traffic Headquarter.
19. The Specialists/operators have to provide extra time as per circumstances.
20. The contractual firm shall be responsible for any damage caused to the Printing Machine by the engineers/operators provided by them.
21. In case the Double Colour Printing Machine is required to be taken to the workshop for major repair, the contractual firm will have to collect it from the location of Traffic, headquarter, New Delhi and will return the same after repair, at his own expenses.
22. The contractual firm shall attend the complaints/faults of the system at once whenever received from this office/user office/staff of the Delhi Traffic police in person or in writing or over telephone and shall be bound for minor repairs of the system at once or within a reasonable time (maximum 2 days). A proper entry may be made in the record which is to be maintained by the firm with name/detail of person and such information received shall be enclosed with the bill. In case, the contractual firm fails to repair the system immediately or within the time period specified above, the

same shall be got repaired from other sources and the amount incurred shall be recovered from the firm. This would be in addition to any separate penal action as deemed fit by the Department as indicated in the terms & conditions.

23. In case the successful bidder fails to maintain the system, penalty @ Rs.200/- per day for the period for which the system remained out of order will be charged. Besides the recovery/non payment of AMC charges for the period the system remained out of order.
24. The systems must be inspected by the engineers of the agency fortnightly.
25. The payment of AMC Charges shall be made on completion of each quarter subject to rendering the satisfactory services.
26. In case any tenderer found directly/indirectly in making any influence on the Purchase Committee/Department his/her tender shall be rejected and action for blacklisting can also be initiated.
27. A copy of tender documents terms & conditions duly signed by the bidder(s) may also be attached with the "Technical Bid", unsigned tender documents shall not be accepted at any cost.
28. Conditional tenders shall not be accepted and shall be rejected straightway.
29. No enquiry shall be made by the tenderer(s) in-between the time of opening the tenders till the competent authority takes final decision.
30. In case the successful tenderer is found in-breach of any terms and conditions, concealment of facts, furnishing wrong and false documents/information at any stage, legal action as per rules/laws shall be initiated against the agency concerned regarding forfeiture of the earnest money or Performance Security deposits and debarring the agency also by black listing for future dealing with the Department.

31. The Committee reserves the right to relax any of the above-mentioned conditions(s) and reject on his discretion any or all tender(s) altogether without assigning any reason, with the approval of competent authority.
32. In case violation of any terms & conditions, the firms shall be issued show cause notice and explanation of the firm shall be called. If the reply of the firm is not found satisfactory legal action as per law will be taken against the firm.
33. All disputes in this connection shall be settled in Delhi jurisdiction only.
34. The tenderers have to give undertaking to the effect that their firm is neither black listed by any Govt. Department nor any criminal case is registered. The bidders found black listed by any Govt. Department/criminal case registered against the firm shall not be considered for this tender.
35. The Competent Authority reserves the right to terminate/recall the tender at any stage due to administrative reasons.

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DEPUTY

COMMISSIONER OF POLICE: **TRAFFIC (HQ),**

NEW DELHI

APPENDIX-I

**CONFIGURATION/SPECIFICATIONS OF DOUBLE COLOUR
PRINTING MACHINE DOMINENT-725A TO BE ENTERED IN THE
ANNUAL MAINTENANCE CONTRACT.**

Double Colour Printing Machine Dominent-725A.

Note :- Before quoting the rates, tenderer (s) can inspect the specifications of Double Color Printing Machine Dominent-725-A, in Printing Section/Traffic, Dev Prakash Shastri Marg, Pusa, New Delhi through ACP/T/RSC or TI/RSC/Traffic.

Seal

Signature of Bidder with

Date

APPENDIX-II

SI. NO.	Description	Total Amount Per Annum (inclusive of all taxes)
1.	Double Colour Printing Machine Dominant 725-A	Rs. Per Annum (inclusive of all taxes)
	Total Amount of AMC per annum (inclusive of all taxes) (The amount may be filled in figures as well as in words)	

Signature of Bidder with Seal

Date

APPENDIX - III

(Comprehensive Maintenance Contract of Double Colour Printing Machine Dominant 725A of Delhi Traffic Police)

SI. No.	Description	Answer
1.	Is the tenderer registered with Sales Tax/VAT/Service Tax Department and documentary proof to this effect attached?	Yes/No
2.	Has the tenderer attached the documentary proof of Current Tax Clearance/copies of latest tax deposit challan?	
3.	Has the tenderer enclosed permanent Income Tax/TIN No with the tender?	
4.	Has the tenderer deposited Bid Security for Rs.20,000/- as per Clause -9 in favour of DCP/Traffic (HQ), Delhi?	
5.	Has the tenderer deposited tender fee for Rs.200/- (non-refundable) in favour of DCP/Traffic(HQ), Delhi?	
6.	Is the tenderer agreeable for validity for rates for 12 calendar months from the date of signing the contract?	
7.	Has the tenderer attached the documentary proof of having exemption for Earnest Money deposition, in-case of the agency exempted being registered with DGS&D/NSIC?	