

CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Society under Ministry of Health & Family Welfare, Govt. of India)

2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Marg,

Teen Murti Marg, Chanakyapuri, New Delhi-110021.

Website: cmss.gov.in, Tel. 011-21410905/6 & Fax: 011-21410849

No. F.CMSS/AN/084

Date: 13.09.2022

CORRIGENDUM-1

S.No.	Existing Terms & Conditions of NIT	Amendment in Existing Terms & Conditions of NIT
1.	Interested Companies/Firms/Agencies are requested to send their quotation, along with Annexure - A and B , duly completed, signed & stamped in all respect to the General Manager (Administration) of CMSS duly superscripted "Quotation for Providing Photocopier/ Printing Machines and CAMC of two RICO Heavy Duty Printing Machines" in a sealed envelope by post/ by hand before the last date <u>16.09.2022 till 12:00 Hrs</u>	Interested Companies/Firms/Agencies are requested to send their quotation, along with Annexure - A and B , duly completed, signed & stamped in all respect to the General Manager (Administration) of CMSS duly superscripted "Quotation for Providing Photocopier/ Printing Machines and CAMC of two RICO Heavy Duty Printing Machines" in a sealed envelope by post/by hand before the last date <u>28.09.2022 till 12:00 Hrs</u>

Sd/-

General Manager (Administration)

CMSS



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Ref. No. CMSS/AN/084

NOTICE INVITING TENDER

FOR

PROVIDING 22 NOS. OF MULTIFUNCTIONAL PHOTOCOPIER/ PRINTING MACHINES AND COMPREHENSIVE MAINTENANCE OF TWO OWNED RICOH HEAVY DUTY MULTIFUNCTIONAL PRINTING MACHINES

Central Medical Services Society (CMSS), an Autonomous Body, Ministry of Health and Family Welfare indent to invite quotation(s) for providing 22 nos. of multifunctional photocopier/ printing machines (without papers) and Comprehensive Annual Maintenance for two owned RICOH Heavy Duty multifunctional printing machines in CMSS, New Delhi.

SCOPE & DESCRIPTION OF THE REQUISITE SERVICE	QUANTITY
(a) Providing Multifunctional photocopier/ printing/ scanning machines:- (i) Printer –Mono (Black and White)-20 Nos. (ii) Printer- Colour – 02 Nos. (iii) Without papers (Sizes-A4, A3 and Legal) (iv) With Ink, toner or cartridges (v) Repair/ maintenance of machines within 48 hours from complaint or replacement of machine if repair cannot be done within 48 hours.	Black and White- 20 Nos. Colour Printer- 02 Nos. Total- 22 Nos. (Twenty Two Only)
(b) Comprehensive Annual Maintenance for two owned RICOH Heavy Duty multifunctional printing machines of CMSS (Model No. MP5002SP & SL.No. W534M150059 and Model No. MPC2003 & SL.No. E205R570225)	02 Nos. (Two Only)
CRITICAL DATE SHEET	
Published Date & Time	07-09-2022
Quotation Submission Start Date & Time	07-09-2022 from 00:00 Hrs
Quotation Submission End Date & Time	16.09.2022 till 12:00 Hrs

2. Tenders for Contract of 22 nos. of multifunctional photocopier/ printing machine on the basis of per copy rate without papers [A4 size, Legal size & A3 size paper] on contract basis for official use in CMSS at 2nd Floor, Vishwa Yuvak Kendra, Chanakyapuri, New Delhi-110021 (Annexure-A).

3. The contract of existing two owned RICOH Heavy Duty multifunctional printing machines [RICOH] model No. MP5002SP & SL.No. W534M150059 and Model No. MPC2003 & SL.No. E205R570225 installed in CMSS will also be on contract on the basis of per copy rate without papers and maintenance of the existing photocopy machines will be done by the agency. Interested bidders/ service providers may check and verify the existing two RICOH machines in the office of CMSS for their reference.

4. Twenty two (22 Nos.) printers or as per requirement will be installed by the Service provider/ Agency on the basis of per copy rate without papers on contract basis for printing and photocopy /scanning in the office of CMSS Headquarter, Vishwa Yuvak Kendra, Chanakyapuri, New Delhi-110021.



5. Interested Companies/Firms/Agencies are requested to send their quotation, along with **Annexure - A and B**, duly completed, signed & stamped in all respect to the **General Manager (Administration)** of CMSS duly superscripted "Quotation for Providing Photocopier/ Printing Machines and CAMC of two RICO Heavy Duty Printing Machines" in a sealed envelope by post/by hand before the last date **16.09.2022 till 12:00 Hrs.**

GENERAL TERMS AND CONDITIONS

1. The quotations received after aforementioned deadline shall not be entertained under any circumstances whatsoever. In case of any postal delay, CMSS will not be responsible.
2. CMSS reserves the right to amend or withdraw or to reject any or all quotations, required quantity without giving any notice or assigning any reason. The decision of the Competent Authority of CMSS, in this regard shall be final.
3. The quality and standard of required services for the aforementioned work has to be decided by the competent authority of CMSS only.
4. The services offered by the firm shall conform to the quality and standard considered and decided by the CMSS, failing which the contract will be terminated immediately by the CMSS without any prior notice and payment.
5. **Effective Date of The Contract:** The contract shall come into effect on the date of award letter issued to the firm/agency and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
6. **Period of the Contract:** The contract will be awarded for a period of one year from the date of award letter and the same may be extended for another one year subject to satisfactory performance and mutual agreement of both parties (Buyer & Service Provider).
7. All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. The decision of CMSS's Administration shall remain final for any dispute, disagreement or question arising out of or relating to the Contract or performance, which cannot be settled amicably.
8. The firms are required to quote the prices on 'All Inclusive' basis i.e. the quoted prices shall be inclusive of all Govt., taxes & levies applicable, freight charges, insurance charges, packing charges etc. The rate and the nature of Tax applicable at the time of supply and included in the quoted prices should be shown separately.
9. No advance payment(s) will be made.
Payment will be made on monthly basis within 30 working days of receiving Invoice in CMSS. Log book of 'total print/ copy count' printer wise and print wise (B&W/Colour) shall be maintained separately by the agency and copy of certified entries/counts of log book also to be enclosed with Invoice for payment.
10. In case of any untoward incident/ fire/death/ injury of any employee of the contractor/assigned firm, CMSS will not be liable to pay any damages.
11. Quotation along with mandatory documents has to be submitted in the given **Annexure-A** and **Annexure-B** only.
12. CMSS reserves the right to increase or decrease the required quantity of printers up to maximum of 20% on the same rates and terms and conditions.

Sd/-
General Manager (Admin.)



Financial Bid

Contract for per copy rate without papers for the following

Sr.No.	Item/Service Description	Unit Cost (a)	GST/Govt. Taxes (As applicable) (b)	GROSS TOTAL (a)+(b)
1.	A4 size -Black & White (Rates per copy/print without paper)	Rs.....	Rs..... (in figure) Percentage.....%	Rs.....
2.	A4 size -Colour (Rates per copy/print without paper)	Rs.....	Rs..... (in figure) Percentage.....%	Rs.....
3.	Legal size -Black & White (Rates per copy/print without paper)	Rs.....	Rs..... (in figure) Percentage.....%	Rs.....
4.	Legal size -Colour (Rates per copy/print without paper)	Rs.....	Rs..... (in figure) Percentage.....%	Rs.....
5.	A3 size -Black & White (Rates per copy/print without paper)	Rs.....	Rs..... (in figure) Percentage.....%	Rs.....
6.	A3 size -Colour (Rates per copy/print without paper)	Rs.....	Rs..... (in figure) Percentage.....%	Rs.....
Total (Inclusive of GST)				Rs.....

- Rate should be quoted in Indian Rupees (INR).
- GST/Govt. Taxes be indicated in both figures & percentage separately.

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(Signature of the firm representative with office seal)

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(Name & Address of the firm)



DOCUMENTS REQUIRED

Details of Enclosures: Following details to be filled and supporting proof/ documents are mandatory to be submitted with the Annexure-A, duly signed & stamped.

Sr. No.	Documents (Documentary Proof)	Page No.
1.	Name of Firm	
2.	Address of Firm	
3.	GST Number of Firm	
4.	PAN Number and ITR acknowledgement receipt (Any of the last three Years)	
4.	Proof (work order) of previous experience of at least two orders, of contract for photocopier/ B&W or colour printer/ scanner etc. provided/ supplied in any government entity/ department/ office (central/ state/ autonomous/ semi-government/ PSU etc.) or nationalized bank.	
5.	Self attested copies of award letters/ satisfactory experience letters to be enclosed.	

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(Signature of the firm representative with office seal)

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(Name & Address of the firm)

