TENDER DOCUMENT
FOR

Annual Maintenance Contract ( AMC ) for Maintenance of Photocopier Machine, Make - Xerox

at
UCIL, Jaduguda

N.I.T. NO.- JAD/ACC-EDP/AMC/17-03
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NOTICE INVITING TENDER NO- JAD/ACC-EDP/AMC/17-03

Sealed tenders (single part) are invited in triplicate (1 Original + 2 copies) from reliable, resourceful, experienced and reputed Contractor meeting the PQC criteria as detailed below for execution of following work:

<table>
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<th>Name of the work</th>
<th>Annual Maintenance contract(AMC) for maintenance of Photocopier Machine, Make – Xerox at UCIL, Jaduguda.</th>
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<tr>
<td>2</td>
<td>Cost of Tender Document</td>
<td>Nil</td>
</tr>
<tr>
<td>3</td>
<td>Estimated Cost of Work</td>
<td>Rs. 43,000/- (inclusive of all taxes &amp; duties)</td>
</tr>
<tr>
<td>4</td>
<td>Earnest Money Deposit</td>
<td>Nil</td>
</tr>
<tr>
<td>5</td>
<td>Work Completion period</td>
<td>12 months from commencement of work order</td>
</tr>
<tr>
<td>6</td>
<td>Starting date for commencement of uploading the tender document</td>
<td>08-08-2017</td>
</tr>
<tr>
<td>7</td>
<td>Last date of submission of tender document</td>
<td>06-09-2017 upto 03:00 PM</td>
</tr>
<tr>
<td>8</td>
<td>Date and time of opening of tender</td>
<td>06-09-2017 at 3.30 PM</td>
</tr>
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</table>

If the office of UCIL Jaduguda happens to be closed on the last date and time mentioned for any of the above event, the said event will take place on the next working day at the same time and venue.

Pre-qualification criteria (PQC):

1. The bidder should have PAN (Permanent Account Number) & GST Registration number.
2. Experience of having successfully similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
   i. One similar work order costing not less than the amount equal to 80% of the estimated cost i.e. Rs.34,400/- OR
   ii. Two similar works order each costing not less than the amount equal to 50% of the estimated cost i.e. Rs.21,500/- OR
   iii. Three similar works order each costing not less than the amount equal to 40% of the estimated cost i.e. Rs.17,200/-

‘Similar Works means’ AMC of Photo Copier Machine of an Industrial/commercial establishment of repute. Tender received without PAN No. & GST Registration number will be summarily rejected. Documentary evidence in form of Certificates from clients / Work order copies specifying the work and the amount of contract should be submitted.
The tender documents can be downloaded from our website: www.uraniumcorp.in. The documents as prescribed above must be submitted along with the technical proposal failing which the offer will not be considered.

The tenders in triplicate (1 original + 2 copies) in single part i.e. Part-I, eligibility documents meeting the PQC including signed copy of tender document and PART-II, Techno-commercial cum financial bid are to be submitted in the tender box kept in the O/o D.G.M [Inst./Pers.&IRs], UCIL, Jaduguda, P.O.: Jaduguda Mines, Dist.: East Singhbhum, Jharkhand, State – 832102 on or before the date and time fixed for receiving the bid. Telex, telegraphic or E-mail bids will not be entertained.

The experience certificate for the job found to be forged or fake during the course of verification, the party will be black-listed to carry out any work in any of the units for Uranium Corporation of India Limited and suitable legal action shall be taken against the party.

The sealed outer cover should containing two envelopes, each sealed and marked with NIT no., closing date and general description of work tendered for and type of bid. Outer Sealed cover which should be super-scribed with NIT No., closing date and general description of the work quoted for.

Offer will be opened on the due date as mentioned above by the Corporation’s authorized representative(s) in the presence of the Tenderers who are present.

The Corporation reserves the right to accept or reject any or all tenders either in full or part or to split up the work, if necessary, without assigning any reasons therefore. The copy of this notice is available on our website www.uraniumcorp.in.

For Chairman and Managing Director
Uranium Corporation of India Limited

Distribution: All Notice Boards
Scope of work and Terms & Conditions

1. Name of work: Annual Maintenance contract (AMC) for maintenance of Photocopier Machine, Make – Xerox at UCIL, Jaduguda. It will be SSMA(Spares & Service Maintenance Agreement) i.e covers all technical service and spares as and when needed. There are two nos. Photocopier machine, a) Model- WC-128 slno-3313675725 b) Model-Work Centre-5022 SIno-3334388513. Both are Xerox Make.

2. The tenure of the contract shall be for one year (12 months).

3. Payment terms: Payment will be made on half yearly basis within 30 days after submission of certified invoices.

4. The AMC shall be on comprehensive maintenance service basis (Spare and service maintenance contract) i.e. no extra charges for spares shall be paid by UCIL. However, toner and drum cartridges are excluded from the scope of supply of above AMC.

5. If the contractor fails to repair any equipment at site then they may be allowed to take out the equipment at the contractor’s works for repair, however no extra cost for transportation etc. shall be paid by UCIL.

6. The rates should be quoted strictly in accordance with the price format given in tender document. The total amount shall be the deciding factor for L1 bidder.

7. The services of engineer of the contractor may be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation without any extra charges.


9. Working Hours:- As the requirement is for round the clock operation. Service engineer will be deputed as per instruction of Engineer-in-charge. No extra claims shall be entertained for working beyond duty hours in such urgency.

10. Commencement of work: - Work will commence immediately from the date of issue of work order. Contractor will report to the Engineer In charge, UCIL immediately on receipt of work order for further instructions for carrying out the job. A letter duly signed under contractor’s official seal as a token of acceptance of all terms & conditions of work order must reach in the office within five days of receipt of the order. The work order no. & date as well as name of work must be quoted in all correspondences.

11. Completion period of contract:- Completion period of present contract is one year (12 months). Total price quoted for AMC shall be the deciding factor to evaluate L-1 quotation. (Date of commencement will be reckoned from the date of start of work at site).

12. Jurisdiction / Dispute: - Any action / dispute arise out of or from this work order shall be subject to the jurisdiction of court of law at Jamshedpur only, irrespective of anything to the contrary mentioned in the tender. Any statutory obligation has to be made by the contractor.

13. Safety Rules & Regulations for contractor’s employees:- UCIL’s Safety Rules & Regulations for contractor’s employees will be complied strictly during the execution of works at site. Contractor shall ensure the use of safety appliances during the work at site.

14. Visit of Site and Locality prior to quote rate (s):- Before submission of tender, the tenderers are advised to physically visit the site to make themselves fully conversant with the site,
understand the site working conditions, nature of jobs, etc. prior to quote for the same. Also requested to inspect Photo copier Machine covered under present tender etc.

15. Rates in Words & Figures:
   - In the case of item Rate Tenders, only rates quoted shall be considered.
   - Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct.
     If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words then the rates quoted by the contractor in words shall be taken as correct.
   - Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. In event no rate has been quoted for any item(s) then rate for such item(s) will be considered as zero.

16. Tax & Duties:- The quoted rate should be inclusive of all taxes and duties including GST or any other tax, if applicable.

17. Validity:- The offer should remain valid for a minimum period of three months from the date of opening of the final price part. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does the party will be black-listed and suitable legal action shall be taken against the party.

18. Indemnity:- Contractor will fully indemnify the corporation against all responsibility and whatsoever arising out of accident / injury to contractor’s workmen, third party or to corporations’ personnel and properties.

19. Award of Contract :- The Corporation reserves the right to accept or reject any or all tender either in full or part or to split up the work, if necessary, without assigning any reasons therefore.

20. Security Rules & Regulations and Entry Passes:- Contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by UCIL time to time. Entry to the works premises is strictly restricted and only bonafide pass (permission) holders are allowed.

21. Penalty: If a machine is down for more than 3 working days, suitable substitute shall be provided without commercial implication. Failing which penalty @ Rs 100/- per day per machine shall be imposed maximum up to Rs. 5000/- during contract period.

22. Preventive maintenance visit: Quarterly preventive maintenance shall be done by the Successful bidder.
## PRICE FORMAT

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Items Description</th>
<th>Qty. ( Nos.)</th>
<th>Unit Rate (Inclusive of all taxes and duties) per year ( Rs)</th>
<th>Total Amount per Year ( Rs)</th>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td>In Figure</td>
<td>In Words</td>
</tr>
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<td>1</td>
<td>Annual Maintenance contract (AMC) for maintenance of Photocopier Machine, Make – Xerox at UCIL, Jaduguda. 1) Model: WC 128, Sl No:3313675725 2) Model: WC 5022, Sl No:3334388513</td>
<td>2</td>
<td></td>
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Total Amount of AMC for One Year (including all taxes & duties)

TOTAL AMOUNT QUOTED Rs ...........................................................(In figures)

TOTAL AMOUNT QUOTED Rs ...........................................................(In words)

Note:
1. All item rates must be written in figure and words.
2. All the pages of tender document must be duly signed by tenderer along with their seal.
3. Overall rebate if any must be quoted in the above only.

[Name and signature of the tenderer with Rubber Stamp]