

Government of Himachal Pradesh
Department of Personnel
SAR&I-I Section

राजसूचिकों हिमप्र राज्य एकक
डायरी सं० ५५८९३५८
डायरी तिथि ०७-०४-२५

No. Per (SAR&I-I)7(G)2-4/2013-Vol.-I, Dated: Shimla-02, the

५/४/२०२५

NOTICE INVITING TENDER

Sealed tender are invited for Annual Maintenance Contract (AMC) of 03 units of Risograph Digital Duplicator Machine (model RZ2300AG, EZ330A & KS600) installed in room No. 312 Ellerslie building H.P. Secretariat Shimla-2.

The tender form (complete in all respect) in duly sealed envelope should reach to Section Officer SA (R&I-I) room no. G-4 Ellerslie building, H.P. Secretariat on or before 25/04/2025 by 2.00 PM. The tender shall be opened on the same day i.e. 4.00 P.M. in the presence of bidders or authorized person, whosoever wish to be present.

“Bid for AMC of 03 units of Risograph Digital Duplicator Machine” should be clearly written on the top of envelop addressed to the Section Officer SA (R&I-I) room no. G-4 Ellerslie building, H.P. Secretariat, Chotta Shimla, Shimla-02 H.P.. The bid in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately the TECHNICAL BID and the FINANCIAL BID (Prescribed proforma at Annexure-A).

The Technical Bid must contain the following:-

- i Duly filled, signed tender document.
- ii. Self attested Documentary proof of registration under GST /CST/TIN.
- iii. Self attested copy of the PAN.
- iv. Two year experience in execution of the similar work in Government/PSU or any org./Deptt.
- v. Bid security of Rs. 1000/- (Rupees One Thousand Only) in the form of a Account payee Demand Draft/ pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form duly pledged in favour of the Under Secretary (SA R&I-I) to the Government of Himachal Pradesh, H.P. Secretariat, Shimla-02.
- vi Self declaration by bidder that his/her firm/company have not been black listed / debarred at the time of submission of Tender by any Central/State Government/ procurement agency.

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The Technical Bid shall be opened first and the Financial bid on the prescribed proforma (Annexure 'A') of those bidder who are technically qualified shall be opened in accordance with provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P.

Terms and conditions for the above annual maintenance contract are as follows:-

1. The bid shall be submitted in a sealed cover, duly super scribed giving the serial/file number of the tender on or before the date of opening and addressed to the Section Officer, SA R&I-I, Himachal Pradesh Secretariat, Shimla-171002.
2. The bid in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately the sample of items/brochure & catalogue wherever applicable mentioned above for technical evaluation as TECHNICAL BID and the FINANCIAL BID.
3. The rates quoted should be strictly according to the description & specifications on the prescribed proforma for Financial Bid in a separate envelop annexed as Annexure-'A'.
4. The rate quoted should be inclusive of GST and other taxes, if any.
5. No advance payment will be made in any case. The payment will be released on half yearly basis after making statutory deductions like TDS, GST etc.
6. The Under Secretary SA (R&I-1) reserves the right to accept or reject any or all tenders without assigning any reasons or to reduce, increase or remove the items.
7. The successful bidder shall not sublet transfer or assign the job without the written permission of the Under Secretary SA to the Government of H.P. has right to terminate the contract.
8. The prospective tenders should neither have abandoned any work nor any of their contract should have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. They should not be on blacklist of any Central/State Government/procurement agency. A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
9. The successful bidder shall attend promptly the breakdown of the machines whenever reported by SA R&I-I Section. The fault shall be rectified within 14 working hours from the time of lodging the complaint or successful bidder shall provide standby machine for that breakdown period falling which penalty of Rs. 500/- only per day per machine shall be imposed and the same amount shall be deducted from the AMC payment.

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10. The successful bidder shall arrange all the original spare parts free of cost (except consumables i.e. Thermal Head, Drum body, Image Scanner, Ink and Master Roll) as required in case of any breakdown of the machines.
 12. The contractor would carry out preventive maintenance of each machine once in every month, in order to forestall any major failure of the same. Contractor should also ensure proper cleaning of machines on quarterly basis. Failure to do so shall attract penalty.
 13. The successful bidder shall be responsible to render prompt service of the above machines to satisfaction of Department.
 14. In event of major repairs necessitating removal of the machines to the service center, the cost towards transportation/handling etc. will also be borne by the successful bidder itself.
 15. The successful bidder shall provide preventive maintenance service report quarterly to SA R&I -I Section.
 16. The successful bidder shall maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement.
 17. The successful bidder will have to deposit the Performance Security as determined under HPFR, 2009. No interest will be paid on security deposit.
 18. The periodicity of the work contract shall start from the date of signing the contract agreement and would remain in force during the currency of 12 months.
 19. Conditional/Incomplete tender will not be accepted under any circumstances.
 20. The bid security of all the unsuccessful tenderers, deposited in favour of the Under Secretary (SA R&I- 1) to the Government of Himachal Pradesh, will be refunded by the Department on receipt of application from tenderers in that respect with 30 days.
 21. The successful bidder shall have to deposit Performance Security @ 5% of the value of contract in the form of a Account payee Demand Draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Under Secretary (SA R&I- 1) to the Government of Himachal Pradesh, H.P. Secretariat, Shimla-02. In case successful bidder fails to submit Performance Security Deposit, then he shall be treated as an unreliable firm and shall be governed as per existing guidelines on penalties issued by Government of H.P. and the contract shall be awarded to next bidder (L-2) on the similar rates, terms & conditions as offered by the successful bidder(L-1).

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22. Eligibility Criteria: Only such bidders, who are Registered Sole Proprietor/Partnership firm/Society or Company and meet the following conditions, can participate in the tender:-
- A) The bidder must be a registered Sole Proprietorship/Partnership firm/Society or Company. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Society/Mill or Company must be attached.
 - B) The bidders must have valid PAN to participate in the tender and proof of TIN/CST/GST Number should be mentioned in the Technical Bid document.
 - C) The bidder must have two years experience in execution of the similar work in Government/PSU or any org./Deptt.
23. In case of any dispute, the decision of the Secretary (SA) to the GoHP shall be final and binding upon all, who also reserves the right to accept or reject the quotations without assigning any reason/not fulfilling the conditions.


-By Order-

Secretary (SA) to the
Government of Himachal Pradesh

No. Per (SAR&I-I) 7(G) 2-3/2021, Vol.-I, Dated: Shimla-02, the
Copy is forwarded for information/necessary action to:-

5/4/2025

1. The Director, Information & Public Relations Department, H.P. Shimla-171002 with the request to publish the same immediately in leading newspapers.
2. The Senior Technical Director-cum-SIO, National Informatics Centre (NIC), 6th Floor, Armsdale Building, H.P Secretariat for uploading the same on official website of H.P. Govt. immediately.
3. Notice Boards of H.P. Secretariat.


Under Secretary (SA R&I-I) to the
Government of Himachal Pradesh

**Financial Bid
(in separate envelop)**

Proforma for quoting the Rates (Annexure-“A”)

I/We _____ hereby offer rates of Rs.-----
(Rupees ----- Only)
inclusive of all taxes/duties for providing services under Annual Maintenance Contract (AMC)
for 03 units of Risograph Digital Duplicator Machine (model RZ2300AG, EZ330A & KS600)
Ellerslie building H.P. Secretariat during period of 12 months commencing from the date of
award of contract.

Place:-

(Signature of the bidder with stamp)

Date:-