

CENTRAL MEDICAL SERVICES SOCIETY

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

2nd Floor, Vishwa Yuvak Kendra,
Teen Murti Marg, Chanakyapuri, New Delhi-110021.
Website: cmss.gov.in, Tel. 011-21410905/6 & Fax: 011-21410849

Ref. No. CMSS/Admn./362/2024

NOTICE INVITING TENDER

FOR PROVIDING 26 NOS. OF MULTIFUNCTIONAL PHOTOCOPIER/ PRINTING MACHINES

Central Medical Services Society (CMSS), an Autonomous Body, Ministry of Health and Family Welfare indent to invite quotation(s) for providing 26 nos. of multifunctional photocopier/ printing machines (without papers) in CMSS HQ, New Delhi.

| SCOPE & DESCRIPTION OF THE REQUISITE SERVICE | QUANTITY |
|---|--|
| (a) Providing Multifunctional photocopier/ printing/ scanning machines:- (i) Printer –Mono (Black and White)-25 Nos. with (Two B/W heavy duty machines as per para 2) (ii) Heavy duty Printer- Colour – 01 Nos. (iii) Without papers (Sizes-A4, A3 and Legal) (iv) With Ink, toner or cartridges (v) Repair/ maintenance of machines within 24 hours from complaint or replacement of machine if repair cannot be done within 48 hours. | Black and White- 25 Nos. Colour Printer- 01 Nos. Total- 26 Nos. (Twenty Six Only) |
| CRITICAL DATE SHEET | |
| Published Date & Time | 20.08.2024 |
| Pre-bid Meeting | 30.08.2024 |
| Quotation Submission Start Date & Time | 02.09.2024 |
| Quotation Submission End Date & Time | 12.09.2024 |

2. Two machine heavy duty (Mono) for the following specifications as under:-
 - i) Print through USB, LAN & Pen drive.
 - ii) Size – All sizes from A6 to A3
 - iii) Engine speed (PPM minimum 35 PPM).
 - iv) Document storage capacity – Min. 5000 pages.
 - v) Paper capacity – Min. 1000 sheets.
 - vi) Scanner & Photocopier.
 - vii) Without papers (Sizes-A4, A3 and Legal), with Ink, toner or cartridges. Repair/ maintenance of machines within 24 hours from complaint or replacement of machine if repair cannot be done within 48 hours.
3. Tenders for Contract for hiring /renting 26 nos. of multifunctional photocopier/ printing machines 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).



4. Twenty Six (26 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 **Administrative Officer** of CMSS duly superscripted "Quotation for Providing Photocopier/ Printing Machines" in a sealed envelope by post/by hand before the last date **12.09.2024**.



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 **two years** 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. The estimated requirement of Services for Printing (Per Month) is as below: -

| | |
|---------------------------|---------------------------------|
| A4 size -Black & White | [Approx. 50,000 Nos. per month] |
| A4 size -Colour | [Approx. 5,000 Nos. per month] |
| Legal size -Black & White | [Approx. 1,000 Nos. per month] |
| Legal size -Colour | [Approx. 200 Nos. per month] |
| A3 size -Black & White | [Approx. 100 Nos. per month] |
| A3 size -Colour | [Approx. 100 Nos. per month] |

The payment will be made by the CMSS on the basis of actual consumption.

13. CMSS reserves the right to increase or decrease the required quantity of printers up to maximum of 25% on the same rates and terms and conditions.

Sd/-
(Administrative Officer)



Financial Bid**Contract for per copy rate without papers for the following**

| Sr. No. | Item/Service Description | Estimated consumption (per month) | Unit Cost (in Rs.) | Total Cost (in Rs.) | GST/Govt. Taxes (As applicable) (in Rs.) | GROSS TOTAL (in Rs.) |
|--|--|-----------------------------------|--------------------|---------------------|--|----------------------|
| | (A) | (B) | (C) | (D) = B x C | (E) of Col. D | (F) = D + E |
| 1. | A4 size -Black & White (Rates per copy/print without paper) | [Approx. 50,000 Nos. per month] | Rs..... | Rs..... | Rs..... (in figure) Percentage.....% | Rs..... |
| 2. | A4 size -Colour (Rates per copy/print without paper) | [Approx. 5,000 Nos. per month] | Rs..... | Rs..... | Rs..... (in figure) Percentage.....% | Rs..... |
| 3. | Legal size -Black & White (Rates per copy/print without paper) | [Approx. 1,000 Nos. per month] | Rs..... | Rs..... | Rs..... (in figure) Percentage.....% | Rs..... |
| 4. | Legal size -Colour (Rates per copy/print without paper) | [Approx. 200 Nos. per month] | Rs..... | Rs..... | Rs..... (in figure) Percentage.....% | Rs..... |
| 5. | A3 size -Black & White (Rates per copy/print without paper) | [Approx. 100 Nos. per month] | Rs..... | Rs..... | Rs..... (in figure) Percentage.....% | Rs..... |
| 6. | A3 size -Colour (Rates per copy/print without paper) | [Approx. 100 Nos. per month] | Rs..... | Rs..... | Rs..... (in figure) Percentage.....% | Rs..... |
| Total inclusive cost in Rs. (G) | | | | | | Rs..... |

- Rate should be quoted in Indian Rupees (INR).
- GST/Govt. Taxes be indicated in both figures & percentage separately.
- The selection of Agency will be on the basis of total lowest amount in all categories (G).

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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)

