

## **INDEX**

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**NOTICE INVITING TENDER - TMD INST- 60**

Sealed tenders (Single Bid Two Part) are invited in triplicate (1 Original + 2 copy) from experienced and reputed contractor meeting the PQC criteria as detailed below for execution of following work:

Name of the work	Annual Maintenance contract for maintenance of Three (03) Xerox make copier
Mode of Tendering	Two part Single bid
Cost of Tender Document (Rs.)	NIL
Estimated Cost	Rs. 49,395/- (inclusive of all taxes & duties)
Earnest Money Deposit (Rs.)	NIL
Work Completion period	12 month from commencement of work
Starting date of sale of tender document	15-09-2017
Date of submission of tender document	06-10-2017 upto 12:00 Noon
Date and time of opening of tender	06-10-2017 at 3.30pm

**Pre-qualification criteria:**

1. The bidder should have PAN (Permanent Account Number) & GST No.
2. The bidder should be OEM or authorized representative of of OEM
3. having successfully completed similar work during last 7 years ending 31/03/2017 as at (i) or (ii) or (iii) below:
  - i) One similar completed work costing not less than the amount equal to Rs.39,516/-with completion certificate **OR**
  - ii) Two similar completed works each costing not less than Rs.24,698/- with completion certificate **OR**
  - iii) Three similar completed work each costing not less than Rs.19,758/- with completion certificate

'Similar Works' means AMC of Xerox make Copier of a Industrial/commercial establishment of repute. Documentary evidence in form of Certificates from clients/ Work order copies specifying the work and the amount of contract should be submitted along the offer.

Tender documents can be obtained from the Office of Addl. Manager (Administration), UCIL, Turamdih on all working days except Sundays and holidays. Alternatively tender documents can also be downloaded from UCIL website "[www.uraniumcorp.in](http://www.uraniumcorp.in)".

**Tender submitted through Fax or e-mail will not be entertained.**

The tenders are to be submitted in two part i.e. Part-A, Technical & Commercial Terms & Conditions and Part-B, Price proposal, to the Addl. Manager (Personnel), Uranium Corporation of India Limited, Turamdih, P.O.: Sundernagar, District: Singhbhum (East), Jharkhand – 832 107 to reach him on or before the date & time fixed for receiving the bid. Telex, telegraphic or email bids will not be entertained. The sealed outer cover should contain two envelopes each sealed and marked with NIT no. closing date and general description of work tendered for and type of bid. One sealed envelope should contain technical proposal and commercial terms and conditions and the other sealed envelope price proposal, both envelopes should be enclosed in an outer sealed cover which should be super-scribed with NIT No. and general description of the work quoted for.

The submitted Tender Document must be accompanied Signed copy of tender, Credentials, accreditation copy, Information sheets, Work order copies, Completion Certificates, Certificates as mentioned in the Tenderer.

Conditional tender may disqualify so tenderers are advised to quote price as per NIT conditions only. Price Part shall be open only of the technically qualified tenderers latter on and date to be notified to the qualified tenderers only.

Sealed Tenders shall be deposited at the office of Addl. Manager (Personnel), Turamdih till stipulated date and time and will be opened on that mentioned date at 3.30 p.m at Turamdih by the corporation authorized representative(s) in the presence of Tenderer are present.

**For Chairman & Managing Director**  
**Uranium Corporation of India Limited.**

## **Scope of Work and Terms and Conditions**

1. Name of work: Comprehensive Annual maintenance of **Xerox make Copier: Model :WC 5020,WC 5325 & 420**
2. The tenure of the contract shall be for **one year**.
3. Payment terms: Payment will be made on quarterly basis within 30days 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.
8. Nature of Tender:- Two Part
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 two 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. Total price quoted for 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 arisen 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 / quotation. Any statutory obligation has to be made by the contractor. Tenderer will extend all help.
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. Contractor will take full safety measures and arrange the necessary safety gadgets / appliances, tools & tackles, helmet, gumboot required for the work by their own so as to ensure that no damage, loss or injury to corporation's personnel, contractors'

personnel, third party or equipment are caused due to the work being carried out by contractor.

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 copier covered under present tender etc.

15. **Rates in Words & Figures:**

- In case of item rate tenders, only rates quoted shall be considered.
- Rates shall be filled properly so that there is no discrepancy in rates written in figure 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 figure 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 figure and in words tally but the amount is not worked out correctly, the rate 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, if applicable.

17. Reimbursement for variation in Taxes:- The Contractor will be paid at actual against production of documentary evidence for any variation in statutory taxes, duties etc. or any imposition of new Governmental taxes /duties during the Contract execution etc. period. For this purpose, the bidder should indicate clearly in his price bid the details of taxes and duties considered for all those major items for which he intends to claim for such reimbursement.

18. Validity:- The offer should remain valid for a minimum period of 120 days 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 so the earnest money deposit and security deposit may be forfeited.

19. 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.

20. 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.

21. Security Rules & Regulations and Entry Passes:- The contractor will have to submit the details of the persons to be employed for this work within two days of award of work. The contractor will be allowed to start the work only after submission of the details in prescribed verification forms (in duplicate) along with four nos. passport size photograph for each labourer separately to the Competent Authority, UCIL. Contractor will make







necessary Entry Passes from concerned officials of CISF Unit, UCIL sufficiently in advance. 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.

22. 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.
23. Bidder should be authorized representative of OEM.

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## PRICE FORMAT

S.No.	Item Description	Qty. (Nos.)	Unit Rate (inclusive of all taxes & duties) per year (Rs)		Total Cost per Year (Rs)
			(In Figure)	(in Words)	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>		<b>E = C X D</b>
1	Annual Maintenance Contract (AMC) Xerox Make Copier, Model:WC5020	1			
2	Annual Maintenance Contract (AMC) Xerox Make Copier, Model:WC5325	1			
3	Annual Maintenance Contract (AMC) Xerox Make Copier, Model:420	1			
Total Cost of AMC for One Year (including all taxes & duties)					

<b>Uranium Corporation of India Ltd</b> 	<b>Uranium Corporation of India Ltd</b> 	<b>Uranium Corporation of India Ltd</b> 
Branch Copy 	Contractor/Candidate/Supplier Copy 	UCIL Copy 
Advt. No/ NIT No. _____	Advt. No/ NIT No. _____	Advt. No/ NIT No. _____
SBI Branch Name JADUGODA(00227)	SBI Branch Name JADUGODA(00227)	SBI Branch Name JADUGODA(00227)
A/C No. 35769323064	A/C No. 35769323064	A/C No. 35769323064
Contractor/Candidate/Supplier: Name _____	Contractor/Candidate/Supplier: Name _____	Contractor/Candidate/Supplier: Name _____
Amount Rs. _____	Amount Rs. _____	Amount Rs. _____
Bank Charges Rs. _____	Bank Charges Rs. _____	Bank Charges Rs. _____
Total Amount : _____	Total Amount : _____	Total Amount : _____
Amount in Words : _____	Amount in Words : _____	Amount in Words : _____
Journal No. _____	Journal No. _____	Journal No. _____
Contractor/Candidate/Supplier Signature	Contractor/Candidate/Supplier Signature	Contractor/Candidate/Supplier Signature
Authorised Official Signature	Authorised Official Signature	Authorised Official Signature
<u>Important instructions</u> 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account.	<u>Important instructions</u> 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account	<u>Important instructions</u> 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account