

**National Council for Teacher Education**  
(A Statutory Body of the Government of India)  
**Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,**  
**New Delhi-110002**

Ref: F.No:21-1/2013/ NCTE/GA

Date:11<sup>th</sup> February, 2015

**QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR  
PHOTOCOPIER MACHINE**

National Council for Teacher Education, New Delhi, a Statutory Body of the Government of India under the control of Ministry of Human Resource Development invites sealed quotation under two-bid system from reputed and experienced agencies for ‘**QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER MACHINE**’ at the above address.

2. The interested agencies are required to submit the Technical and Financial quotations separately. The quotation in Sealed Cover-I containing “**Technical Quotation**” and Sealed Cover-II containing “**Financial Quotation**” should be placed in a third sealed cover superscripted “**QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER MACHINE**” and should reach NCTE Office on or before 9<sup>th</sup> **March, 2015**.

3. **No quotation will be accepted after last date of submission of quotation.**

4. **The Technical Quotation (Annexure-I) and Financial Quotation (Annexure-II) duly signed by the firm/agency should contain in the Envelope-3 superscribed with “QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER MACHINE”.**

5. Amount of Earnest Money to be Deposited as Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Demand draft, in favour of the Member Secretary, National Council for Teacher Education payable at New Delhi.

6. The Quotation shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through ‘**Tenders**’ **Section** on the NCTE website [www.ncte-india.org](http://www.ncte-india.org).

**Section Officer (Admin)**  
**NCTE, New Delhi**

Tel: 011-23370119,  
E-mail: [mail@ncte-india.org](mailto:mail@ncte-india.org)

Fax: 23379980  
Website: <http://www.ncte-india.org>

**APPLICATION LETTER  
(Specimen)**

**To**

The Section Officer (Admn)  
National Council for Teacher Education  
Wing – II, Hans Bhawan,  
1, Bahadur Shah Zafar Marg,  
New Delhi-110002

**Subject: QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT  
(FSMA) FOR PHOTOCOPIER MACHINE.**

Dear Sir,

In response to your Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

<b>S.No.</b>	<b>Description</b>	<b>Particular</b>
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No. d. Website address, if any	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8.	a. Name and designation of authorized signatory b. Address for communication c. <b>Contact details:-</b> 1) Phone:- 2) Mobile:- 3) Email 4) Fax:-	

I/We understand that the NCTE reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The NCTE further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Date

Signature  
Name  
Firm's Seal

## TECHNICAL QUOTATION

**SUBJECT: QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER MACHINE**

### **ENVELOPE-1 : TECHNICAL QUOTATION**

**(In separate sealed Cover-I super-scribed as Technical Bid)**

**Name of the work: QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER MACHINE in NCTE New Delhi**

### **CONTENTS**

1. Name of Company/ Firm/Agency
2. Name of proprietor / Director of Company / Firm / agency
3. Full Address of Reg. Office/ Telephone No./FAX No./ e-mail id/website address
4. Full address of Operating / Branch Office/ Telephone No./FAX No./ e-mail id/website address
5. T.I.N. No. (Attach copy)
5. The Parties/Bidders shall have **at least 03 years experience** in these fields and shall submit the **self attested copies of experience** along with the quotation documents.
6. Details of works of similar nature carried out in Central/State Govt. bodies/ Departments/ PSUs/ Autonomous bodies/ industries/factories/ or other similar organizations during the last 3 years ending **31<sup>st</sup> March, 2014.**
7. The sealed tender should be dropped in the Quotation Box kept in the Administration Section of NCTE, New Delhi.
8. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
9. No party shall be permitted to tender for work in the NCTE, New Delhi in which any of their near relatives is an employee. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the NCTE. Any violation of this condition which comes to the Notice of the NCTE after the contract is awarded will entitle the NCTE to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the NCTE on account thereof.

Signature of authorized person

Name: \_\_\_\_\_

Seal \_\_\_\_\_

Date:  
Place:

**Annexure-III**

**Details of other organizations where such contracts were undertaken during last 3 years**  
(Enclose supporting documents).

S.No.	Name and address of the Organization	Type of work done	Contact No.

This information to be given in “Envelope No. 1 Technical Quotation”.

(Signature of Tenderer with seal)

Name:  
Office Address:  
Phone No (O):

Date:

**TERMS AND CONDITIONS FOR  
FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER  
MACHINE (Annexure to Agreement)**

**A. SCOPE OF WORK:**

**QUOTATION FOR FULL SERVICE MAINTENANCE AGREEMENT (FSMA) FOR PHOTOCOPIER MACHINE** at National Council for Teacher Education, Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi-110002

**B. TERMS & CONDITIONS:**

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. Payment will be made on quarterly basis, on production of bill and only after the completion of three monthly visits for rendering maintenance service. Payment shall be made on the basis of the number of visits made and no payment shall be made for more than 3 visits per quarter except for visits made at the behest of NCTE.
3. Amount of Earnest Money to be Deposited as Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Demand draft, in favour of the Member Secretary, National Council for Teacher Education payable at New Delhi.
4. Security deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of pay order/demand draft in favour of Member Secretary, NCTE or FDR pledged in favour of Member Secretary, NCTE shall be furnished at the time of awarding of AMC.
5. The contract shall be on a comprehensive maintenance service basis for one year and no extra charges for any general wear or tear, spare parts, drum units, cleaning assembly etc shall be borne by this office during the contract period except paper and toner which will be supplied by this office. It will be the responsibility of the firm or vendor to keep the equipments in perfect working order.
6. The authorized Engineer of the Contracting Agency shall visit NCTE office every fortnight to see the smooth functioning of all the photocopiers.
7. All complaints should be attended to within 24 hours.
8. The Contracting Agency should provide maintenance service as and when necessary on all working days from 0930 h to 1800 h (Monday to Friday) or up to late hours, as per requirement. Provision for availability of service engineers on Saturdays, Sundays or

other holidays should be made in case of emergency.

9. The Maintenance Engineer of the Contracting Agency (having valid photo I-Card) should attend to any complaints raised by NCTE on immediate basis.
10. Replacement of defective parts should be made with spares/parts of the same specification and, in case these are not available, the higher specification will have to be installed. In no case will any defective parts be replaced with old spares.
11. All Photocopier Machines should be regularly cleaned/serviced every month.
12. The repair work will have to be carried out at the location of the equipment except in the exceptional cases where the equipment or any component may be required to be taken out for repairs. Under such cases, necessary intimation should be made with the competent Officer.
13. In case of breach of any conditions of the contract and for all type of losses caused on the part of Contractor, the Member Secretary, National Council for Teacher Education shall make deductions, as deemed fit, from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the NCTE.
14. The powers of the Member Secretary, National Council for Teacher Education under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided or to endanger forfeiture of deposit mentioned under clause above.

**Section Officer (Admin)**  
**National Council for Teacher Education**  
**Wing – II, Hans Bhawan, 1, Bahadur**  
**Shah Zafar Marg,**  
**New Delhi-110002**

Witness:

- 1.
- 2.

**Signing authority from supplier agency**

.....  
.....

Witness:

- 1.
- 2.

**Financial Quotation**

**NATIONAL COUNCIL FOR TEACHER  
EDUCATION  
NOTICE INVITING TENDER FOR FULL  
SERVICE MAINTENANCE CONTRACT  
(FSMA) FOR PHOTOCOPIER MACHINES**

**FORMAT FOR SCHEDULE OF QUOTATION/RATES**

<b>Sl. No.</b>	<b>Name of the item</b>	<b>Quantity</b>	<b>Unit Rate (RS.)</b>	<b>Total Amount without tax</b>	<b>Taxes if any</b>	<b>Total amount with taxes</b>
1.	Toshiba E163	01				
2.	Toshiba E282	01				
3.	Toshiba E455	01				

**(Bidder)**

**Name:** .....

**Signature:** .....

**Date:** .....

**Firm's Seal:** .....

**Declaration by the Firm:**

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

(Signature of Authorized Person)

Name:

Seal:

Address:

Phone No (O):