

KERALA SOCIAL SECURITY MISSION



TENDER NO . 2553/SID/ Tender/2022

TENDER DOCUMENT

For

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF
PHOTOCOPY MACHINE – TOSHIBA e-Studio 2006
KERALA SOCIAL SECURITY MISSION -
STATE INITIATIVE ON DISABILITIES**

Date of issue of tender forms – From 20/04/2022 (during office hours)

Last Date and Time for issue of Tender form : 03.00 PM - 04/05/2022

Last Date and Time for receipt of filled Tender : 04.00 PM - 05/05/2022

Date and Time of Opening of Tender : 12.00 Noon - 06/05/2022

- I. Instruction to Tenderers
- II. Terms and Conditions
 Schedule 1 – Terms and Conditions
- III. Price Tender Form

I. Instruction to Tenders:-

- 1) The Tender is intending to provide to quote per copy rate inclusive of all taxes under the Comprehensive Annual Maintenance Contract (CAMC) for Photocopy Machine (01 number), Toshiba e-studio 2006, Sl. No.CYKC 67481 – Model 2014 of Kerala Social Security Mission - State Initiative on Disabilities Project Trivandrum for two (02) years.
- 2) The tender is intended to select a company for Comprehensive Annual Maintenance Contract including cost of all new original genuine spares and consumables for proper functioning of the photocopy machine.
- 3) The company with whom CAMC will be executed shall be required to replace all the defective parts of the equipment with genuine original spare parts.
- 4) The Tender should be accompanied by Earnest Money Deposit (EMD) in the form of **DD** drawn in favour of **Executive Director, Kerala Social Security Mission payable at Thiruvananthapuram** for a sum of **Rs.2,500/-** failing which the Tender is likely to be summarily rejected. The cost of the tender form is **Rs 500 + Rs. 90 (GST)**. The EMD submitted will be converted to Security Deposit and will be released at the end of Contract period.
- 5) The Tender should be submitted in a single sealed cover with the respective Tender number mentioned there on, complete in all respect, addressed and submit to **The Executive Director, Kerala Social Security Mission, IInd Floor, Daycare Centre for Aged, Social Welfare Institutional Complex, Poojappura, Thiruvananthapuram – 695 012** on or before the due date and time mentioned in the Tender Notification. Kerala Social Security Mission shall not be responsible for any delay, if any, in the delivery of the Tender documents or non receipt of the same.
- 6) The tender should be accompanied with income tax return and annual accounts with audit report of the company/firm for the last three years (2018-19, 2019-20, 2020-21)
- 7) The tender should be accompanied with documentary proof that the bidder have been in the business of photocopy Machine Maintenance service for at least three years.
- 8) GST Registration certificate, PAN card, Registration certificate of the Company/Firm and MSME Exemption certification (if any) to be enclosed along with the tender.
- 9) Before submitting the tender it is requested to depute the service engineer for inspection of the machine within 10 days of issue of tender document and submit the rates for the CAMC. KSSM shall not pay any fee for the inspection.

- 10)The service comprises preventive and corrective maintenance covering replacement as well as repair to make the photocopy machine operational also includes carrying out necessary preventive maintenance every quarter.
- 11)The successful bidder is required to send technically qualified engineers on call basis, who should have working experience in repair of photocopy machine and carrying out preventive maintenance services. The Engineer should attend the call within two hours and repair the photocopy machine within 4 hours.

Tender submission/Tender opening date

- a) **The last date and time of issue of Tender document: 03.00 PM - 04/05/2022**
- b) **The last date and time of receipt of Tender: 04.00 PM - 05/05/2022**
- c) **Date and time of opening Tender: 12.00 noon - 06/05/2022**

- 12)In the event of the date mentioned above being declared subsequently as holiday for KSSM office, the due date for submission and opening of Tender will be the next working day at the same venue and time.
- 13)Tenders received after the time deadline for submission shall not be considered.
- 14)The tenderer is expected to examine all specification, instructions, terms and conditions given in the Tender document. Failure to furnish all information required in the Tender document or submission of Tender not substantially responsive to the Tender documents in every respect will be at the tenderers risk and may result in rejection of the Tender.
- 15)Any clarification required will have to be obtained 3 days prior to the date of opening of the tender from the Office of Kerala Social Security Mission, Poojappura, Thiruvananthapuram.
- 16)A certificate/declaration as given in schedule 1 stating that ALL TERMS AND CONDITIONS of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.
- 17)The validity of the Tender shall be for a period of two years.
- 18) Incomplete tenders will be summarily rejected without any further Correspondence.

Terms and Conditions:-

- 1) Unsealed Tenders received are liable to be rejected and this will be at the risk of the Tenderer.
- 2) The contract period will be for two years from the date of agreement. If the Executive Director, Kerala Social Security Mission so desires the contract may be extended further. During the period of contract, rates and other conditions will not be changed under any circumstances.
- 3) The EMD of successful Tenderers will be converted to security Deposit and will be refunded at the end of contract period.

- 4) An amount of 2% will be deducted towards tax from the payment of the successful tenderer. The TDS certificate of the same will be issued only after the end of financial year. The successful tenderer should submit copy of PAN Card
- 5) Successful tenderer should sign an agreement with the Executive Director, Kerala Social Security Mission. The payment will be made only after executing the agreement.
- 6) The Executive Director, Kerala Social Security Mission reserves the right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- 7) Normally the contract will be awarded to the lowest Tenderer, but Kerala Social Security Mission reserves the right to reject any or all the Tenders without assigning any reason. If any dispute arises in the contract, the same shall be referred to the Executive Director, Kerala Social Security Mission, Poojappura, Thiruvananthapuram or any other officer nominated by him for the purpose, and his decision shall be final and binding and provision of law relating to arbitration for the time being shall apply to such arbitration. The jurisdiction of any disputed, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram as the case may be.

**Executive Director
Kerala Social Security Mission
Poojappura, Thiruvananthapuram.**