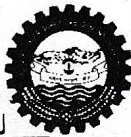


**Siliguri Jalpaiguri Development Authority**  
**AN IS/ISO 9001:2008 CERTIFIED ORGANISATION**  
**Tenzing Norgey Road, Pradhan Nagar, Siliguri-734403**

Phone: Siliguri:(0353) 2512922, 2515647  
Jalpaiguri (03561) 230874  
Fax : (0353) 510056



Memo No.: \_\_\_\_\_

/SJ

Date: \_\_\_\_\_

**NIQ No. 36/ADMN/PHOTOCOPIER MAINTENANCE/20-21 OF SJDA**

**Subject: Annual Maintenance Contract (AMC) for two (2) Canon Digital Photocopier machine iR2206 and one (1) Xerox Photocopier machine model 5021 & 5016.**

Sir/Madam,

Quotations are invited to undertake AMC for for two (2) Canon Digital Photocopier machine iR2206 and one (1) Xerox Photocopier machine model 5021 & 5016. The Machine is available for inspection during Office hours (10:30 AM to 5:30 PM) on all working days at Siliguri Jalpaiguri Development Authority, Hill Cart Road, Siliguri. Please find enclosed the Tender Notice released by this Authority for this purpose. Bids have to be submitted on or before the due date, i.e. **15/01/2021 before 1:30 PM** in the Prescribed Formats (see Annexure-I, II & III) along with a copy of the Tender Notice/Enquiry, duly signed and stamped on every page. A profile of the machine is enclosed vide Annexure III. The Bids that are received in sealed envelopes shall be opened on **15/01/2021 at 3:00 PM.**

*Your Bids should be addressed to **The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri.** If interested, Tender Bids in compliance with the stated Terms & Conditions may be forwarded in a sealed envelope to **The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri., latest by 15/01/2021 before 1:30 PM.***

Thanking you,

Yours faithfully,

**Chief Executive Officer,**  
**Siliguri Jalpaiguri Development Authority**

**Siliguri Jalpaiguri Development Authority**  
**AN IS/ISO 9001:2008 CERTIFIED ORGANISATION**  
**Tenzing Norgey Road, Siliguri, Jalpaiguri, West Bengal, India - 734403**



Phone: Siliguri:(0353) 2512922, 2515647  
Jalpaiguri (03561) 230874  
Fax : (0353) 510056

Memo No.: \_\_\_\_\_/SJDA

Date: \_\_\_\_\_

**TENDER NOTICE**

The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, invites sealed bids from Agencies to undertake Annual Maintenance Contract (AMC) **two (2) Canon Digital Photocopier machine iR2206 and one (1) Xerox Photocopier machine model 5021 & 5016 along with all accessories.**

**A. General Terms & Conditions and Job Details**

1. The quotation should be valid for a period of 6 (six) months.
2. Servicing includes viz. (a) electrical parts repair, (b) complete cleaning of the main parts of the machine, (c) making all essential adjustments inclusive of repairs and replacement of parts, if any, (d) movement order, etc., both mechanical and electrical.
3. ***The bidding agency shall have its Main office/Branch office with full-fledged facility in the city limit of Siliguri so that Agency could be able to deliver its service promptly. The Quotation received from an Agency having no office/Branch office in the city limit of Siliguri shall not be considered.***
4. There shall be 12 preventive servicing in a year strictly on monthly basis.
5. Each service will be supervised by an Official of the Publication Section and the Service Report has to be submitted to the SJDA on Monthly basis and Bill has to be submitted on quarterly basis for payment. Payment will be done on per page basis.
6. The date of servicing of the machine would be at the discretion of this Department. Contract includes cost of consumables, e.g. toners/drums, cleaning blade, spares & all services to run the copier.
7. If you fail to attend the breakdown within 48 hours after communication by this Department telephonically and/or in writing, the department reserves the right to get the work done from other service agencies and recover the cost thereof from AMC.
8. In the event of breakdown/or failure in machine after servicing, your representative would pay a visit to the Administrative Section as and when intimated and you shall have to attend this forth-with without any extra charges.
9. The one year period of servicing will commence from the date of acceptance of the contract by the Department/after the expiry of current AMC, whichever is applicable.



10. During the continuance of AMC, if the machine becomes obsolete/ unserviceable, then the contract will be terminated in that month itself in which the machines becomes obsolete/unserviceable. The payment, therefore, will be made on pro-rata basis (proportionately).
11. During the course of servicing or repairing SJDA shall not be liable for any damage or loss direct, indirect or consequential to any person or property/procurement of the Servicing Agency, as a result of operation/breakdown or accident of this machine or any other circumstances beyond the control of SJDA.
12. In case of any dispute in the service contract, the decision of The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, shall be final and binding on you.
13. GST as applicable may be mentioned

**B. Instructions for Tender Submission**

1. **The Price Bid is to be submitted in the Prescribed Formats (Annexure I, II & III) enclosed to this Tender Notice.** Tenders submitted otherwise would not be considered.
2. Each interested bidder is allowed to submit only a single tender. Tenders must be submitted in **sealed envelope** on or before the last day of submission. The **last date and time for receipt** of duly filled in Tender is **15/01/2021 before 1:30 PM**. The Bids should be addressed to **The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri** or- or before the due date. Tender Application received after the expiry of the due date and time shall not be considered.
3. The Tenders will be **opened on 15/01/2021 before 3:00 PM by the Tender Opening Committee** in the presence of participating Tenderers or their authorised representatives who may wish to attend.
4. In the event of the Office being closed due to any reason whatsoever on the proposed date for Receiving/Opening of Tender/Quotation, the formality for Receiving/Opening of Tenders/Quotations will be taken up on the next working day at the scheduled time without any notice issued in this regard.
5. The prospective bidder is required to indicate its **GST/Registration Number**, whichever applicable. The same must be mentioned in its quotation and also in bill as and when it is submitted.

**C. Additional Conditions/Requirements:**

1. The SJDA reserves the right to reject any or all Tenders/extend the date of opening of Tender etc. without assigning any reasons thereof.
2. In addition to its right to determine the contract upon fault of the Successful Bidder,

the Department reserves the right to cancel the contract any time in whole or in part without assigning any reasons and the SJDA also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the SJDA's specifications and complete satisfaction.

3. All questions, disputes or differences arising in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Siliguri.

Memo No: 1748/1(6)/VIII/Est/19/96/P-2  
/SJDA

*Sd/-*  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority  
Date: 05/01/2021

Copy forwarded for information to:

1. The Additional Executive Officer, SMP, Siliguri
2. The Commissioner, SMC, Siliguri
3. The Sub – Divisional Officer, Siliguri
4. The Joint Director, Tourism Department, Mainak, Siliguri
5. The Block Development Officer, Matigara
6. Associate Planner, to publish in the office website

*He*  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

*SA Kani Sma*  
*R upload.*  
*3.*  
*05/1/21.*



**(ANNEXURE-I)**

**D. Submission of Financial Bid:**

1. Name of the Bidding Agency : \_\_\_\_\_

2. Contact Address :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Contact No. /Details :

Landline No. :

Fax No. :

Mobile No. :

E-mail ID. :

Website (if any) :

4. GST/Registration No. :  
(Whichever is applicable)

**(Signature & Seal of Bidding Agency)**

**(ANNEXURE-II)****E. Financial Bid Specifications:**

Sl. No.	Particulars	Quantity	Unit Rate in Rs./paise (Per page)	*GST	Total Amount in A
1.	Canon Digital Photocopier machine iR2206	2			
	Xerox Photocopier machine model 5021 & 5016 along with all accessories	1			

\*The GST as applicable has to be factored in for the purpose of finalization of Tender Bid Requirement

**Enclosures to be submitted with the Bid:**

1. Tender Document, Submission of Financial Bid, Financial Bid Specifications & Machine Profile (Annexure I, II & III) (Given format to be adopted/used by the bidder) must be duly signed and stamped on every page.

Date:

Place:

**(Signature & Seal of Bidding Agency)**

(ANNEXURE III)

**F. Machine Profile**

ITEM	QUANTITY
<b>Canon Digital Photocopier iR2206</b>  Brand - Canon  Manufactured by - M/s Cannon India Pvt. Ltd  Date of Installation: 08/01/2020	<b>2 NOS</b>
<b>Xerox Photocopier Machine</b>  Brand – Xerox  Manufactured by: XEROX India Ltd.  Date of Installation: 2010	<b>1 NO</b>

(Signature & Seal of Bidding Agency)