

MUNICIPAL CORPORATION OF GREATER MUMBAI

QUOTATION NOTICE

The Commissioner of MUNICIPAL CORPORATION OF GREATER MUMBAI invites sealed quotations for Annual Maintenance of Photocopier Machine Canon iR-2625 with DADF as detailed below at the AO MGC's Office, at Municipal Head Office.

Sr. No	Discription	Specification	Qty. In Nos.	E.M.D. Rs.	Due Date & Time	Eligibility for Quotationer
1	CSMC Charges For 5 years.	Canon iR 4825 (Sr.no:3YB01387)	01	Rs.5,828/-	Date-16.08.2024 till 4.00pm	The firm submitting the quotation shall be dealing in line.

Instructions to bidders

- The blank quotation form is available at the office of the Administrative Officer (M.C.) at the address given below. Quotation copies will not be sent by post. Rs. 300 + 18% GST (Scrunity Fees) shall be paid at time of paying Earnest money deposit.
- Offers must be submitted, giving full particulars in sealed envelope at the MCGM's address given below, on or before dt**16.08.2024** upto **4.00** p.m. The envelopes should be securely wax — sealed and stamped with company seal.

Address for all Correspondence with MCGM

Office of the Administrative Officer (M.C.)
2nd Floor, Room No. 100,
Municipal Head Office (Old) Building,
Mahapalika Marg,Mumbai — 400 001.

- The quotation will be opened on dt. **16.08.2024** at **4.00** pm at the same address.
- The Earnest Money Deposit (E.M.D.) shall be paid by way of Cash or Demand Draft (payable within Mumbai) on any previous working days of due date, at CFC centres of any ward office between **8.00 a.m. To 8.00 p.m.** Copy of EMD receipt shall be attached on the envelope while submitting the quotation. If the copy of EMD receipt is not attached on the envelope, the same will be rejected.

- **Refund of EMD**

The EMD of the unsuccessful quotationers except first four lowest will be released immediately. The EMD of 2nd lowest quotationer will be released after work order is placed to the lowest/successful quotationer. The EMD of the quotationer who has been awarded the contract, will be refunded after compliance of contractual formalities, along with 5% contract deposit.

- The rates quoted shall be firm and no variation will be allowed subsequently on any account.

The envelope must be superscribed with the following information:

Quotation Reference Number

Name of the work

Due Date

Name of Bidder

MUNICIPAL CORPORATION OF GREATER MUMBAI

Annual Comprehensive Service & maintenance Contract (C.S.M.C) of Photocopier machine.

Scope of the work

- 7) Annual maintenance work shall be a comprehensive work in which all the defective spare parts of the machine shall have to be replaced by contractor at their own cost. No additional payment will be given by MCGM except contract cost.
- 8) The free replacement of consumables like Toner, Drum & developer included in contract.
- 9) If machine is to be taken to their works for repairs, a stand-by machine shall be provided without extra cost.

Eligibility Criteria

- 7) The manufacturer or their authorized dealer are eligible to quote. The authorized dealer shall have to furnish the documentary evidence of authorization from the respective manufacturer.
- 8) The bidder must have full-fledged maintenance and servicing department for the post installation service in Mumbai or Thane or Navi Mumbai. The details of the servicing department should be submitted.
- 9) The manufacturer should be on DGS&D rate Contract G.O.I/ Maharashtra State rate contract.
- 4) Quotationer shall attach photocopy of PAN along with original photograph and GST registration photocopy, Vendor registration copy.

Terms and Conditions

- 1) The total cost of Annual C.S.M.C shall be inclusive of GST & duties. GST should be shown separately with SAC/HSN code & rate. (Taxes & duties will be payable at rate as applicable from time to time) as per i.e. revised by govt. from time to time
- 2) For preventive maintenance & any number of breakdown calls within 24 hours from register of complaint shall be attended.
- 3) The payment will be given after satisfactory preventive maintenance services of every month of Annual C.S.M.C., if the company desires advance payment, a B.G of equivalent amount shall be submitted. The payment will be given by E.C.S./R.T.G.S./NEFT/CBS only
- 4) The successful quotationer shall have to submit the affidavit for Best Price in given format (Annexure-B) of this office. (on Rs. 200/- stamp paper)
- 5) The successful quotationer has to pay 5% security deposit

- 6) The successful quotationer shall have to submit the Undertaking-cum-Indemnity Bond in given format on Rs. 500/- stamp paper (For not Black listed)
- 7) The successful quotationer shall enter into a written contract in the Municipal prescribed form for the supply/work to be carried out. The requisite stamp duty for preparation of contract agreement will be payable by the successful quotationer. (on Rs. 500/- stamp paper as per the Article 63 of Schedule I of Maharashtra Stamp Act)
- 8) As per circular No. CAF/Project/19 Dt. 15.09.2017, The successful quotationer shall have to submit Irrevocable undertaking in given format (Annexure -A) of this office (on Rs. 500/- stamp paper)

Validity of the Quotation:-

The quotation shall remain firm & valid at last for 180 days from the date of its opening. The Quotationer can not withdraw his offer within the validity period. If he does so, the earnest money deposit paid will be forfeited by the Corporation.

Penalty

For failure to comply with the order placed for work/supply of the articles within the stipulated period a penalty equipment to 1/2% per week or part thereof on the value of the delayed work/supply of articles will be recovered from the Contractors bill. The amount of the penalty will, however, be subject to the maximum of 10% of the total contract sum.

TAX:

"G.S.T. and other state levies/cess which are not subsumed under GST will be applicable. The tenderer shall quote inclusive of all taxes. It is clearly understood that MCGM will not bear any additional liability towards payment of any Taxes & Duties.

Wherever the services to be provided by the Tenderer, falls under Reverse Charge Mechanism, the price quoted shall be exclusive of GST, but inclusive of Taxes/Duties/Cess other than GST, if any.

Rates accepted by MCGM shall hold good till completion of work and no additional individual claim shall be admissible on account of fluctuation in market rates; increase in taxes / any other levies / tolls etc. except that payment/recovery for overall market situation shall be made as per Price Variation."

The Municipal Commissioner Office reserves all right to reject any offer without assigning any reasons to the quotationer.

sd/-

Chief Personnel Officer