



भारतीय दूरसंचार विनियामक प्राधिकरण  
**Telecom Regulatory Authority of India**  
MDS Bhawan, JL Nehru Marg,  
(Old Minto Road) Next to Zakhir Hussain College  
New Delhi 110 002



<b>Open Tender Enquiry</b>	
<b>Bid Details</b>	
Name of work	Hiring of agency for i) Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and ii) Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi
Bid Number	F. No. 7-01/2020-GA
Bid Start Date	19/11/2020 09:00 Hrs.
Bid End Date/Time	04/12/2020 15:00 Hrs.
Bid opening date/time	04/12/2020 15:30 Hrs.
Tender Forms Available From	A complete set of Tender Documents can be downloaded from TRAI web site i.e. <a href="http://www.trai.gov.in/content/Tender.aspx">http://www.trai.gov.in/content/Tender.aspx</a> and also from CPP Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Total Estimated Cost for 2-year contract period	Approx. <b>8 lakh for 2 years.</b>
EMD detail	Rs. 16,000/-
Contract Period	24 months (2 Years)
PBG Percentage (%)	An amount equal to 5 (five) percent of the contract value.
Duration of PBG required (Months).	26
Bidder Average Turnover (Last 3 Years)	Rs. 15 Lakh (s)
Document required from Bidder	1. MSME certificate in case seeking exemption from submitting EMD. 2. Experience / Turnover Criteria Certificate 3. Details of firm and Undertaking not blacklisted/ nor debarred by any government organization.

1. EMD & Performance security should be in favour of TRAI, wherever it is applicable.
2. Sealed limited tenders are invited from the Delhi based firm for Hiring of agency for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi.
3. Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

(Manish Negi)  
Sr. Research Officer-I (GA)  
Phone No. 011-23664-141/142

## SECTION - I

### INSTRUCTIONS FOR SUBMISSION OF TENDER

#### 1. PREAMBLE

Telecom Regulatory Authority of India (TRAI), a statutory body of Govt. of India, intends to engage a firm for following services as per terms and conditions described in "Terms & Conditions Governing the Contract" in Section-II: -

- i) Comprehensive Annual Maintenance Contract (CAMC) of TRAI owned Photocopier Machines; **(Annexure-I(A))** and
- ii) Providing Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi **(Annexure-I(B))**;

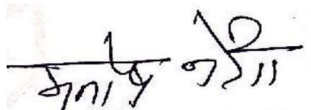
#### 2. BONAFIDE OFFERS

The Bidder should be bonafide, which shall mean an entity:

- (a) Having a registration certificate of firm in India;
- (b) Having Permanent Account Number;
- (c) Having GST No. as applicable
- (d) Having at least 3 years' experience for similar works in any Central / State Govt. & Public Sector Undertaking /reputed Private Company /MNC within the preceding five years as on 31.03.2020 and one ongoing contract in hand;
- (e) Having Average Turnover (Last 3 Years) to Rs. 15 lakhs.
- (f) Have at its disposal the necessary qualified and experienced staff and facility to enable it to perform properly and effectively the AMC work.
- (g) Having their own office preferably within Delhi, or else in Delhi NCR.
- (h) Meeting all other requisites laid down in this Section elsewhere

#### 3. TENDER DOCUMENT

The tender document consists of all documents listed at the Para 2 Section - I above. These must be submitted together in the manner indicated below **(Annexure II)**, failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**



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#### 4. SUBMISSION OF TENDERS – TIME LIMIT/MODE

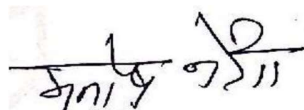
The tender documents duly completed should be submitted in **two separate parts**:-

- i) **First Part** should be sealed in a separate envelope and superscripted as *Technical Bid for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi*. This should contain all the information which would enable TRAI to decide on credentials of the tenderers for performing/doing the job besides EMD (**Para 5 of Section-II**) and other documents listed below in Para 4.1.1 and elsewhere in the Section.
- ii) **Second Part** will consist of the Financial Bid and shall be superscripted on another envelope as such *Financial Bid for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi*.
- iii) Both the envelopes should be sealed in one envelope and duly superscripted as “**OTE** for *Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi*” and addressed to

The Senior Research Officer (GA),  
Telecom Regulatory Authority of India (TRAI)  
MDS Bhawan, JL Nheru Marg,  
(Old Minto Road) Next to Zakhir Hussain Collage  
New Delhi 110 002

##### 4.1.1. The following documents must be submitted in the **Technical Bid**-

- Letter of Submission of tender (**Annexure-III**).
- Tender document with all pages duly signed and embossed with official seal of firm.
- Demand Draft of Rs. 16,000/- (Rupees Sixteen Thousand only) towards Earnest Money Deposit or enclose MSME certificate in case seeking exemption from submission of EMD amount.
- Copy of PAN Card.
- Proof of GST registration.
- Copy of experience certificate for prescribed number of years and Documents indicating ongoing contracts in hand.
- Paper indicating registration or constitution of the firm(s) or the requisite power of attorney, if any.
- The details of location of office in Delhi NCR in the name of firm.



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- A self-certificate to the effect that the tenderer's has not been blacklisted by Central/State Govt. /Public Sector Units or its contracts have not been terminated on account of poor performance (**Annexure-IV**).
- Proof of turnover of Last 3 years.

**4.1.2** The Schedule of Rates (SoR) given at **Annexure-VI**, duly filled in and signed by the tenderers **shall be submitted in the 'Financial Bid'**.

4.2 The tender document duly completed as described in Para above must reach the TRAI office upto **1500 hrs on 04/12/2020 positively**. Tenders received after **1500 hrs on 04/12/2020 will not be considered under any circumstances**.

4.3 Sealed tenders shall be submitted in person only. Tenders by Fax/e-mail etc. will not be considered. TRAI reserves the right to extend the date of submission and opening of tender.

4.4 In case the date of opening is declared holiday, the tender will be received and opened on the next working day at the same place and time.

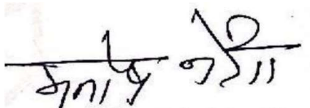
4.5 **All rates shall be quoted only on the proper form i.e. in the SoR (Annexure-VI)** and each page shall be signed in full by the tenderer's or his authorized signatory as described in sub paras above.

4.6 SOR should be filled carefully after considering all the aspects of work as described in the Section-II on “**Scope of Work and Terms & Conditions Governing the Contract**”. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderers had not understood the work envisaged by this tender document. Any overwriting in the Schedule of Rates (SoR) should be avoided. In case of a mistake, the mistake should be clearly cut, and the correction should be signed in full by the tenderers or by his authorized signatory and put firm's seal.

4.7 The tenderer will have to submit an analysis of rates if called upon to do so by TRAI.

4.8 TRAI reserves the right to:-

- Accept or reject any or all the Technical Bids without assigning any reasons.
- Accept or reject any or all the Financial Bids irrespective of their being the lowest without assigning any reasons.

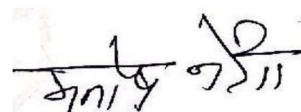


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- Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the interest of TRAI.
  - Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units or who have been issued letter on account of poor performance.
- 4.9 Any variation, addition and/or omissions in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.
- 4.10 The rate must be quoted in both words and figures. If there is variation between the rates quoted in 'figure' and in 'words' only the rates quoted in words shall be taken to be as correct and valid. If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.
- 4.11 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 4.12 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary, these must be made in ink and all such corrections must be attested by full signature of the tenderer's.

## **5. OPENING OF BIDS:**

- 5.1 The technical bids will be opened at **1530 hrs on due date**. Only one authorised representative of tenderers will be allowed to attend opening of bid. The tenderer's representatives present at the time of opening of bid shall submit an authorization letter to this effect (A Format is given in **Annexure- V**).
- 5.2 Opening of financial bids of the technically qualified bidders will be intimated later.
- 5.3 The tenderer's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.
- 5.4 The date fixed for opening of bids, if subsequently declared as holiday, the bids will be opened on the next working day at same time and venue remaining unaltered.

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## 6. PREVIOUS EXPERIENCE

The tenderers should enclose at least 3 years' experience for the similar work in any Central / State Govt. & Public Sector Undertaking/reputed Private Company/MNC within the preceding five years as on 31.3.2020 and **one ongoing contract in hand**. The experience should be in the same name/firm(s)/composition in which it is applying for this contract. Tenders, which are not supported by satisfactory credential, will not be considered.

## 7. STUDY OF LOCAL CONDITIONS

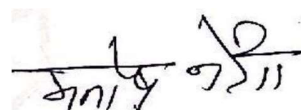
The tenderers are advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc. at his own cost.

## 8. VALIDITY OF OFFER

The tenderer will be required to keep the offer open for a period of **90 (Ninety) days** from the last date of submission of tender. It shall be understood that the tender document have been downloaded by the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to TRAI. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money under Para 4.1.1 of Section-I shall be liable to be forfeited by TRAI.

## 9. ACCEPTANCE OF TENDER

- 9.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of TRAI.
- 9.3 All the tender documents submitted by a tenderer shall become the property of TRAI and TRAI shall have no obligation to return the same to the tenderers.
- 9.4 **Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**
- 9.5 If a tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, then TRAI reserves the right to reject such tender at any stage of execution without any financial liability.

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## **10. EXECUTION OF AGREEMENT**

The successful tenderer is required to enter into an Agreement with TRAI after submission of PBG amount at his own cost through the authorized signatory. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

## **11. POSTAL ADDRESS FOR COMMUNICATION**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer's by post at his said address shall be deemed to have reached the tenderer in time.

## **12. CONFIDENTIALITY**

12.1 The firm shall treat all the information provided by TRAI as confidential and shall not share the information with any person without the written permission of TRAI.

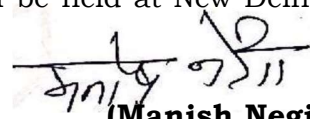
## **13. FORCE MAJEURE**

13.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the agency to TRAI in writing within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the contract shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of TRAI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

13.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the agreement.

## **14. ARBITRATION**

14.1 In the event of any dispute arising between TRAI and the firm in any matter covered under this Agreement or arising directly or indirectly therefrom or connected or concerned with the said agreement in any manner of its implementation of any terms and conditions of the said agreement, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with this agreement. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

  
(Manish Negi)  
Sr. Research officer (GA)

## SECTION-II

### TERMS & CONDITIONS GOVERNING THE CONTRACT

#### 1. PREAMBLE

Telecom Regulatory Authority of India is a statutory body set up by an act of Parliament. It is functioning as a regulator of the telecom sector in India.

#### 2. SCOPE & NATURE OF WORK

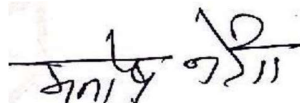
2.1 Illustrative nature of work required to be done by the contractor as under:-

Service	No.	Description
Hiring of agency for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines (Details Annexure-I(A))	12 machines	Comprehensive Maintenance of Photocopier machines (Details A
Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi (Details Annexure-I (B))	04 Machines	Provide four good working Heavy duty Photostat machine of approved models of reputed brands (Sharp/Canon/Xerox/ Konica minolta).

2.2 The tenderer shall depute qualified and experienced service engineer(s) for Operation & Comprehensive Maintenance of TRAI owned Photocopier machines along with the photocopier machines provided on rent basis.

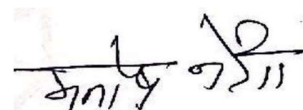
2.3 Tenderer shall provide four good working Heavy duty Photostat machine of approved models of reputed brands (Sharp/Canon/Xerox/Konica minolta) are free from any defects and is in perfect running condition before installation. The machine provided by the firm **shall not be more than two years old on the date of installation**. Documents in this regard shall be provided to TRAI. TRAI shall be responsible for providing space to keep the rented photocopy machines and power supply only. The machine once installed in the office premises of the Authority shall not be taken out without written permission of the authorized officer of the Authority.

2.4 The tenderer shall provide services (maintenance services and hiring services) to TRAI office Monday to Friday 9:30 AM to 6:00 PM. However, tenderer is liable to provide his services on weekly offs/ holidays as and when required.

  
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- 2.5 Complaint can be registered either telephonically or by e-mail or in person at helpdesk setup established by tenderer.
- 2.6 The Tenderer should use suitable instruments / tools to examine and repair the equipment along with the required drivers / software for maintaining the Photocopy machines. If required tenderer, should also do the update / maintenance of operating system, software installation provided by user, installation of patches, configuration of applications (clients side) and updating of drivers etc.
- 2.7 Preventive maintenance of all the machines shall be carried out once in 15 days. Tenderer is required to maintain the log sheet which will include number of services provided during the contract period with dates and part of the equipment got repaired or replaced, with its proper model number and necessary details.
- 2.8 The Engineers of the Firm will work under the instructions of the General Administration (GA) Section of TRAI and shall submit complaint sheet of each complaint attended by them.
- 2.9 The CAMC will include rectification of all type of defects in the TRAI Owned machines and the machines provided on rent basis. The engineer will have to ensure that all complaints are attended on the same day and the upkeep time for the repair of any system would be upto **one working day only**.
- 2.10 **The company shall carry out all preventive maintenance, attend breakdown, replacement of all type of spare parts/all parts/damages, due to any reason and all consumable items like ink, toner, drum, fixing films etc. free of cost for the TRAI owned machines and the machines provided on rent basis** as and when required by the TRAI for smooth functioning of the machine.
- 2.11 The photocopiers will have to repair in-house. In case it is necessary to take out machine for repair, approval of TRAI authorized representatives shall be required.
- 2.12 The firm shall have to replace all defective parts with the same make & model, however, in case it is not available in market alternate suitable make & model shall be got approved before replacement. The defective parts shall be the property of the firm.
- 2.13 Unauthorized person other than tenderer's authorized representative(s) will not be allowed to attend the machine.
- 2.14 If the photocopier machines are not maintained and due to that account TRAI is forced to get the work done at risk and cost from elsewhere, the loss or damage that may be sustained thereby, will be recovered from its pending bills/security deposit of the defaulting bidder. This condition will equally applicable in the case of rented machines also.
- 2.15 In case TRAI office will shift from present location to another location, within NCR services will be made available by vendor at new location.

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### **3. PAYMENT CONDITIONS & PENALTY CLAUSE**

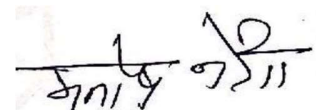
- 3.1 The AMC charges shall be paid to the firm on a quarterly basis submitted by 10<sup>th</sup> of the ending month after completion of the quarter. The payment shall be made by way of NEFT, after satisfactory completion of work for the quarter.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.
- 3.3 Tenderer shall take prompt corrective action in response to the complaints received by it through its visiting representatives **on same day** provided, however, in case the complaints are received in the evening the same will be attended on next day before lunch. **Rs. 200/- (Rupees Two hundred only) per day**, per machine will be levied as fine and same will be deducted from monthly bill for non-attending the complaint/replacement of defected items within given time schedule.

### **4. DURATION OF CONTRACT**

- 4.1 At the initial stage, the contract shall be awarded for a period of two years from the date of submission of PBG/Security Deposit commencement of agreement. TRAI will have discretion for extending it for further period of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of TRAI.
- 4.2 TRAI also reserves the right to terminate the agreement at any time without assigning any reason. However, a formal agreement between TRAI and successful bidder is to be signed separately.
- 4.3 It shall be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the expiry of the agreement even beyond contracted period for at least 3 (Three) months or till the new contract is finalized, whichever is earlier.
- 4.4 TRAI reserves the right to increase or decrease the quantity to be ordered up to 25% at the time of placement of contract. TRAI also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### **5. EARNERST MONEY DEPOSIT**

- 5.1 The bidder shall deposit a sum of Rs. 16,000/- (Rupees Sixteen Thousand only) as earnest money along with the pre-qualification bid. The earnest money is towards an undertaking by the bidder that it will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to TRAI. In case the bidder fails to observe or comply with the said stipulation, the entire amount (EMD) shall be liable to be forfeited by TRAI.

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5.2 The deposit as referred to under Para 4.1 above shall be paid in the form of Pay order or Demand Draft in favour of TRAI, payable at New Delhi and valid for a minimum period of six months after the date of issue.

## **6. PERFORMANCE SECURITY DEPOSIT**

6.1 The successful bidder whose rates are finally accepted shall deposit an amount equal to 10% (ten percent) of the contract value as Performance Security Deposit. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.

6.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

6.3 In case of non-performance, the above performance security deposit will be forfeited. EMD will be refunded to the successful bidder on receipt of above Performance Security.

6.4 No interest will be payable on the security deposit/PBG and the security deposit/PBG will be returned/released only after successful completion of the contract period.

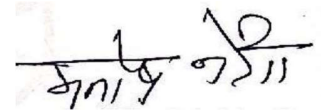
6.5 Formal Agreement with the successful bidder will be signed after deposit of Security Deposit/Performance Guarantee. If the Tenderer fails to observe or comply with the said stipulation, the amount of EMD shall liable to be forfeited.

**Note: Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the CS/authorized signatory of the Bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.**

## **7. GENERAL**

7.1 TRAI reserves the right to terminate the agreement at any time without assigning any reason.

7.2 For any clarification regarding the meaning or intent or interpretation of any of the provision of these terms and conditions may be sought from Advisor (A) TRAI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the tender document shall also be decided by making reference to him and his decision shall be final and binding.



**(Manish Negi)**  
**Sr. Research Officer (GA)**

**A. Details of the Photocopier Machines**

<b>S. No.</b>	<b>Model No.</b>	<b>No. of machines</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
<b>1.</b>	Canon IR - 2020	1
<b>2.</b>	Canon IR - 2022	1
<b>3.</b>	Canon IR - 3245	1
<b>4.</b>	Sharp - MXN 310 N	5
<b>5.</b>	Sharp - 5516	2
<b>6.</b>	Sharp - 205	1
<b>7.</b>	Sharp - 5127	1
<b>Total</b>		<b>12</b>

**B. Location for Heavy Duty Photocopier Machines**

<b>S. No.</b>	<b>Location</b>	<b>No. of machines</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
<b>1.</b>	3 <sup>rd</sup> Floor (Coord.)	1
<b>2.</b>	5 <sup>th</sup> Floor	1
<b>3.</b>	7 <sup>th</sup> Floor (1 each for GA Section & CA Division)	2
<b>Total</b>		<b>4</b>

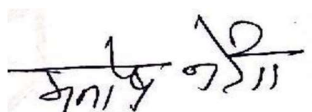
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**CHECK LIST and the order in which the documents are to be submitted for the Technical Bid**

Please check whether all the below mentioned documents have been supplied for participating in the **Tender for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi.** The documents are to be submitted in descending order.

<b>SN</b>	<b>Documents</b>	<b>Page No.</b>
1.	Letter of Submission of tender (Annexure-III)	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft towards Earnest Money Deposit/MSME certificate in case seeking exemption from submission of EMD	
4.	Copy of PAN Card	
5.	Proof of GST Registration.	
6.	Photocopy of registration certificate of firm.	
7.	Three (03) years experience for the similar work in any Central/State Govt. & Public Sector Undertaking/ reputed Private Company/MNC within the preceding five years as on 31.3.2020 and <b>one ongoing contract in hand.</b>	
8.	A self-certificate to the effect that the tenderer's has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance. <b>(Annexure-V)</b>	
9.	Proof of their own officer within Delhi NCR	
10.	Authorization letter for the bid opening [ <b>as per Annexure - III</b> ]	
11.	Any other document (s) [ Please specify ]	
12.	Schedule of Rates (as per <b>Annexure-VI</b> in a separate sealed envelope)	
13.	Proof of turnover of Last 3 years.	

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Handwritten signature and date: 5/11/20

[To be provided in the letter head of the firm tendering bid]

**LETTER OF SUBMISSION OF TENDER**

To,

**The Senior Research Officer (GA)**  
O/o Telecom Regulatory Authority of India  
Mahanagar Doorsanchar Bhawan  
Jawahar Lal Nehru Marg, New Delhi – 110 002

**Subject: Tender for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi.**

Sir,

Subject to the conditions given in the tender documents for the above-mentioned contract, I/We hereby tender for the contract for working as Contractor for TRAI for its office at the rates specified in the SoR (**Annexure – IV**) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

2. The following certificates/documents are enclosed herewith:-
  - 2.1 A sum of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) towards earnest money in the form of Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on the bank/branch \_\_\_\_\_ in favour of TRAI, payable at Delhi.
  - 2.2 Copy of Income Tax PAN Card.
  - 2.3 Copy of GST Registration.
  - 2.4 Copy of the Registration Certificate of firm.
  - 2.5 Proof of 3 years' experience for the similar work in any Central / State Govt. & Public Sector Undertaking /reputed Private Company/MNC within the preceding five years as on 31.3.2020 **and copy of ongoing contract in hand.**
  - 2.6 Certificate to the effect that our firm has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
  - 2.7 The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by TRAI.
  - 2.8 Proof of own office within Delhi NCR
  - 2.9 Proof of turnover of Last 3 years.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

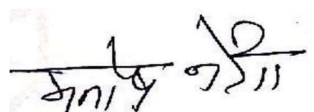
Signature of Tenderer's/(s)

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

Mobile/Tel No.: \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_



Handwritten signature and date: 27/11/20

**DECLARATION**

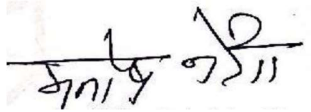
1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri \_\_\_\_\_ and authorized Signatory of the \_\_\_\_\_ (name of the Agency/ Firm), is competent to sign this declaration and execute this **OTE document**.
2. I have carefully read and understood all the terms and conditions of the **OTE** and undertake to abide by them.
3. My/our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.
4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I know furnishing of any false information/fabricated document would lead to rejection of my **OTE** at any stage besides liabilities towards prosecution under appropriate law.

**Signature of the Tenderer duly**

**Affixed office Rubber Stamp**

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

Address : \_\_\_\_\_



**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Subject:- Authorization for attending bid opening of tender for Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi.**

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Tenderers) in order of preference given below.

Name

Specimen Signature

\_\_\_\_\_

\_\_\_\_\_

Signatures of tenderer's

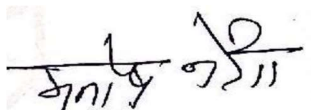
Or

Officer authorised to sign the bid Documents on behalf of the tenderer's.

**Note:**

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

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**SCHEDULE OF RATES (SoR)**

**Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines and Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi**

Sl. No.	Description of item	Number of approximate copies per month (No).	Rate per set per day (Rs.)			Amount Per month (Rs.) [E+F]	Amount for the year (Rs.) [Gx12]
			Rate (Rs.) per copy	Total (Rs.) Rate per month [Cx D]	GST as applicable ( ___%)		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	Comprehensive Annual Maintenance Contract (CAMC) of Twelve (12) TRAI owned Photocopier Machines	90000					
2	Providing Four (4) Heavy Duty Photocopier Machines on rent basis in TRAI, HQ, Delhi	25000					
<b>Total</b>							

Total Rs. \_\_\_\_\_

\_\_\_\_\_ (in words)

**Signature & seal of the Authorised Signatory**

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

Mobile / Tel No.: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Note:-

- Quantity taken in the schedule is tentative and may vary as per actual requirement.
- The rates of per copy quoted by firm should include all kind of taxes/labour charges/transportation/installation charges etc.
- Cutting, erasing or overwriting in the schedule of rates will not be accepted in any case and financial bid will be not considered.